Minutes

Bristol Select Board

March 12, 2015

Present: Select Board members: Rick Alpers, Shaun Lagueux, Janet Cote, Betsy Schneider, and Town Administrator Michael Capone.

Mrs. Cote made a motion to approve the public and non-public minutes from February 12, 2015 seconded by Mr. Lagueux. With no further discussion, the Board voted 4-0 in favor of approving the minutes.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated March 12th to include items 1-4 and items 6-10, seconded by Ms. Schneider. The Board voted 4-0 in favor of approving these items. Mr. Lagueux made a motion to approve item 5 on the consent agenda, seconded by Mrs. Cote. The Board voted to approve the item with three in favor and one abstention by Mr. Alpers.

Petition Warrant article, Sunset Heights:

Mr. Alpers explained that this warrant article was to petition the Town to take over a few private roads for Sunset Heights. Highway Superintendent Mark Bucklin commented that the roads are approximately 1.8 miles round trip, which adds to the plow routes. There is a cul-de-sac there that takes longer to plow also. There is also concern with settling around a pipe near the ravine area. Water/Sewer Superintendent Jeff Chartier commented that he is concerned how the Town will handle a private water system under a Town road. Water is sold to the Association. There is a weekly check done on the pump station. Mr. Alpers asked what the conditions of the roads are. Mr. Bucklin replied that there have been cracks that have been sealed but the roads appear to be in fair shape. Mr. Alpers asked how deep the plastic water lines are. Mr. Chartier replied that they are 6-8 feet deep and that a lot of the fill used during installation was stumps and rocks. Mr. Lagueux commented that the Board needs to emphasize the existing policy regarding the standards that Town roads need to meet. Mr. Bucklin commented that portions of the road exceed the 10% grade limit. The steep road would require all wheel drive to plow. The extra mileage may require another seasonal plow driver being hired. There are currently four vehicles plowing and a route takes 2 ½- 3 hours each. Mr. Alpers commented that the 2016 operating budget may have to increase due to a need for a part time employee. Mr. Bucklin replied that it would be easier to hire a permanent part time seasonal employee than a call in driver. Mr. Capone commented that the Town does have part time seasonal employees to help but it depends on their availability. The seasonal summer maintenance position can possibly be combined with a new seasonal winter position and make the two jobs continuous. Ms. Schneider commented that this would be a huge expense to the Town and the expense would not stop. Mr. Lagueux asked if the drainage meets specs. Mr. Bucklin replied that the roads drain well and no washouts have been seen.

Mr. Lagueux asked Mr. Bucklin what the status of the Highway department budget is. Mr. Bucklin replied that the part time employees' line is a little over mostly due to medical leave coverage. Mr. Capone commented that the Highway department budget is approximately $10,000 over where it is supposed to be for this time of the year. Mr. Alpers asked if any disability coverage was used for the medical leave. Mr. Bucklin replied that only sick time has been used. The consensus of the Board was that there was no need to increase the Highway Department Budget.

Mr. Bucklin informed the Board that the new dump truck should be delivered around the first week of April. The sand is getting low but he should be able to get through with what is on hand. The salt supply is okay. Ms. Schneider asked about the length of the warranty on the new dump truck and if this will be a problem with the length of time it has taken to deliver it. Mr. Bucklin replied that he would check on the warranty but he is sure it will be honored if there needs to be repairs.

RMI Agreement:

Jeff Chartier informed the Board that it currently costs $315 to haul a load of sludge to Merrimack and $60 per ton to treat it. The new agreement with RMI in New Hampton would cost $200 to haul and $55 to treat. The savings with RMI for the remainder of 2015 would be $2,800 saved in trucking and $1,000 saved in treatment. The savings for next year would be around $5,000. Mr. Capone commented that the RMI contract was reviewed by Town Counsel and everything was fine. Mr. Lagueux made a motion to approve the RMI proposal and to authorize the Chair to sign the agreement on behalf of the Town, seconded by Ms. Schneider. The Board voted 4-0 to approve the motion.

Investment Policy:

Mr. Capone informed that Board that there were no changes made to the policy. The policy needs to be adopted each year by the Board. Mrs. Cote made a motion to approve the Investment Policy, seconded by Mr. Lagueux. The Board voted 4-0 to approve the motion.

Town Meeting Discussion:

Warrant article #5: Police Department Revolving Fund. Mr. Lagueux will move the article at Town Meeting and Ms. Schneider will second it.

Warrant article #6: Capital Reserve for Revaluation. Mrs. Cote will move the article and Mr. Lagueux will second it. Mr. Capone commented that he will include backup documentation for any articles that need it. Mrs. Cote asked if this needs to be an article every year. Mr. Capone replied that once the account is established the Town can put money into it as part of the operating budget each year.

Warrant article #7: Bicentennial Fund. Mr. Alpers will move this article and Ms. Schneider will second it.

Warrant article #8: Police Cruiser. Mr. Alpers will move this article and Mrs. Cote will second it. The Board will yield the floor to Chief Lewis for specifics on the cost of the cruiser.

Warrant Article #9: Communication Equipment: Mr. Lagueux will move this article and Mr. Alpers will second it. The Board will yield to Chief Lewis for details.

Warrant article #10: One Ton Plow Truck: Mr. Lagueux will move this article and Mrs. Cote will second it. The Board will yield to Mark Bucklin for specifics.

Warrant article #11: Hydraulic Tools. Mrs. Cote will move this article and Ms. Schneider will second it. The Board will yield to Chief Yannuzzi on articles 11 and 12 for details.

Warrant article #12: Command Vehicle. Mr. Alpers will move this article and Ms. Schneider will second it.

Warrant article #13: Generator for the Town Office/Police Department. Mr. Lagueux will move this article and Mrs. Cote will second it.

Warrant article #14: Contingency Fund. Mr. Alpers will move this article and Ms. Schneider will second it.

Warrant article #15: Accrued Wages Fund. Mr. Lagueux will move this article and Mr. Alpers will second it.

Warrant article #16: Old Fire Station petitioned article. Lucille Keegan will probably move and speak on behalf of this petitioned article. Hilda Bruno may second it but if not Mr. Alpers agreed to second the motion.

Warrant article #17: 41-11A Leased parking spaces. Mr. Alpers commented that the owner of the building has taken no action on the building. Mr. Lagueux asked if the owner's funding depends on this decision and if the one year lease can be renewed. Mr. Capone replied that the existing lease is up in May. Mr. Alpers suggested passing over this article at Town Meeting and signing a one year lease in May. This can be addressed next year. Mr. Alpers will move to pass over this article and Mr. Lagueux will second that motion.

Warrant article #18: 41-11A Lease agreements for more than one year. Mrs. Cote will move this article and Mr. Lagueux will second it.

Warrant article #19: 79-E. Mr. Alpers will move this article and Mrs. Cote will second it. Mr. Alpers commented that this credit needs to be approved by the Board and if the article is passed a policy will have to be drafted. Mr. Capone commented that he has some sample policies from other towns the Board can consider if the article passes. The Criteria to receive this credit is fairly stringent. Mr. Alpers stated that there is an active landlord that wants to utilize this for three buildings he bought in the downtown. This article is a huge piece of the economic policy.

Warrant article #20: Board as agents to expend. Mr. Alpers stated that this article is a housekeeping item to name the Board as agents to expend on the Building Maintenance fund. Mr. Lagueux will move this article and Ms. Schneider will second it.

Warrant article #21: RSA 398. Mr. Alpers will move this article and Ms. Schneider will second it. Mr. Alpers commented that this allows the Town to license and regulate pawnbrokers but does not allow the Town to prohibit pawnbrokers. Mrs. Cote asked what happens if it's passed. Mr. Alpers replied that an ordinance will have to be drafted and adopted by the Board. Mr. Capone commented that he has four samples to reference.

Warrant article #22: Sunset Heights by petition. It is assumed that one of the petitioners will speak to this article.

Warrant article #23: any other business.

Mr. Alpers commented that Moderator Ned Gordon asked the Board to say a few words about Mason Westfall as the Town Report was dedicated to him this year. Mr. Alpers will speak for the Board. Mr. Capone commented that the picture of Mr. Westfall will be shown on the screen.

Town Administrator's Report:

The second session of Town Meeting will be on Saturday the 14th at the High School at 9:00am. Students from the Middle School will be providing refreshments and the proceeds from food sales will go to the NH Humane Society.

Karen Bush will have the signs ready in May. She is working on the hardware to mount them.

The work has begun on the 2014 audit. The auditors will be in Bristol next Thursday and Friday. The Finance Officer has already sent materials to them for a preliminary review and data check.

Work has begun on the guidelines for the performance evaluation process for the merit based raises. The guidelines can be discussed at the next Board meeting on March 26th.

Kelly has prepared the appointment paperwork for newly elected positions. The Board needs to sign the papers first.

A nomination letter was received from Pemigewasset River Local Advisory Committee asking that Dan Paradis be reappointed to the committee. Mr. Lagueux moved that Dan Paradis be reappointed to the PRLAC, seconded by Mrs. Cote. The Board voted 4-0 to approve the motion.

Les Dion asked about the funding for the fireworks. The cost will be approximately $10,000 and the money is not in this year's budget. Mrs. Dion wants to know if fundraising of private donations needs to done. Mrs. Cote commented that she does not think the Board settled on a decision regarding the fireworks funding. Mr. Capone will look through the Board minutes to see if any decision was made by the Board regarding this.

The Community Events committee is requesting the use of the Old Town Hall as a rain site for the summer concert series instead of using the TTCC.

Eversource Energy issued a press release that they have agreed to sell the PSNH power plants over a period of time. There was a preliminary discussion with Town Counsel about how this impacts the outstanding abatement debates with PSNH.

Northern Pass issued a preliminary notice with regard to development impact assessment. The notice is soliciting potential projects from communities that might be impacted by wetlands mitigation. The notice was emailed to the Conservation Committee Chair and the Planning Board Chair.

The Rotary Club sent the Town an application for its community project funding. The Town can apply for funding for small projects. Ms. Schneider suggested applying for funding for dog waste portals at the beaches, park, and downtown.

The Lakes Region Planning Commission is soliciting projects for the State's Ten Year improvement Plan. The current plan deals more with the sidewalks in the downtown area. The plan needs to be rewritten and reworked to include sidewalks along 104 to Rite Aid then resubmitted.

The Board needs to approve a grant application from the Police Department for the seatbelt enforcement program for approximately $2,300. The Chair of the Board and the Highway Safety committee need to sign the application. Mr. Lagueux made a motion to approve joint approval of the Highway Safety project application and for the Chair to sign on the Board's behalf, seconded by Mrs. Cote. The Board voted 4-0 in favor of the motion.

Select Board Items:

Mr. Alpers commented that the public ice rink is closed for the season. The committee will find a day to take down the boards and store them. Hilda Bruno asked to meet to discuss a town wide cleanup day. Mr. Capone commented that Earth Day is a typical day in which this is done in communities. Mr. Alpers commented that adequate advertising time would be needed for this. Mrs. Cote commented that a clean-up would be nice before Memorial Day.

Mr. Lagueux mentioned that the two intent to cuts to be signed by the Board are for the same lot and operation. The timber tax starts on April 1st and these need to start before then.

It was noted that there is an ongoing need for members and alternates for all Town Boards. The number of members on these committees is small and alternates are needed to serve on them. Mrs. Cote commented that the Conservation Commission has had a resignation and there are only four members on that committee now. It was noted that there could be issues with quorums on both Planning and Zoning when members recuse themselves. Mr. Capone commented that an ad can be placed to publicize the committee's needs. He can also organize an information session at the Library to solicit new members for these Boards.

Public Comment: None

With no further public business to come before the Board, at 7:32PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3 (a) and (d), seconded by Ms. Schneider. A roll call vote was held. The motion carried by a vote of 4-0.

At 8:52 PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

Rick Alpers, Chair

Shaun Lagueux, Vice Chair

Betsy Schneider, Select Board

Janet Cote, Select Board