

## Minutes

### Bristol Select Board

May 7, 2015

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

The meeting was called to order at 5:47PM

Rick Alpers moved to approve the manifest dated May 7, 2015, seconded by Betsy Schneider. The Board voted 5- 0 in favor of the motion.

Police Cruiser: Mr. Capone informed the Board that a purchase order was prepared for the cruiser that was approved at Town Meeting. The price at Meredith Ford was the lowest. It was even lower than the State bid price. Shaun Lagueux made a motion to approve purchase order # 002753 for a new police cruiser in the amount of \$28,484.44 to Meredith Ford, seconded by Rick Alpers. The Board voted 5-0 to approve the motion. Mr. Lagueux made a motion to approve purchase order # 002751 for cruiser related expenses in the amount of \$4,820 to Watch Guard, seconded by Mr. Alpers. The Board voted 5-0 to approve the motion.

#### **Work session discussions:**

**Memorial Day:** Mr. Alpers commented that Ron Preble feels that the Middle School is a better location for the ceremony as there is better access, parking, and is available in case it rains. Mrs. Cote commented that some of the public like the event in the downtown and that the Town should honor veterans by placing a wreath at the memorial in the square. The Town should plan on budgeting for this in the Patriotic budget line in the future. Ms. Schneider asked what the result was from the discussion of holding the traffic back. Mr. Capone replied that the Police Chief felt that stopping traffic on 3A for the Middle School location would not work. Mr. Alpers replied that stopping traffic on Rte. 104 on a busy holiday weekend would not work either. Mr. Lagueux commented that the event should not be micromanaged by the Town. Ron Preble and the VFW do a good job running the event and the Town helps out where it can. Ms. Schneider commented that the new sound system should be used. Mrs. Cote said that during her last conversation with Ron Preble it was decided the event will stay at the Middle School and the new sound system will be used. The Town can supply a wreath for the downtown. Mr. Alpers commented that the Town supports the event with traffic details. Mr. Alpers asked if the wreath is usually thrown off the Memorial Bridge during the ceremony and not placed downtown. Mr. Capone will check with Ron Preble regarding this.

**Economic Development/79-E:** Mr. Alpers commented that the Economic Development Task Force will probably become a commission in the future. The task force can have a conversation around October to see where things are at. The business brochure is nearing completion. Ms. Schneider asked where things are at with the 79-E packet. Mr. Capone replied that the area included in the application has been expanded to include the Downtown Business District. The map has been scanned and will be sent

out to the Board. The Historic District Commission and Planning Board will be discussing the packet at their next meetings and giving feedback to the Select Board. The language does need some revision but the packet should be able to be finalized at the May 14<sup>th</sup> Board meeting. A fee needs to be considered. Mr. Alpers suggested that a fee between \$200 and \$250 is acceptable as there is a lot of work to approve submitted applications. The Board agreed to a \$200 fee. Mrs. Cote asked what the estimated length for the application process is. Mr. Capone replied that the Board has a 60 day window to hold a public hearing on an application. The Board then has 45 days to render a decision after the public hearing.

**Central Square/Kelley Park:** Mr. Alpers commented that the Events Committee and the Decorating Committee help with events at these two locations. Mrs. Cote stated that the Board needs to prioritize some of the issues that arise and to assist the Town Administrator when things do come up. Mr. Alpers commented that advertising is an issue that needs a policy drafted and that the Town Administrator and Town staff take care of the rest of the things at the park and downtown. Mrs. Cote commented that the ice rink at the park has a committee set up and can report back to the Board. The private fundraising does raise questions. Ms. Schneider replied that the ice skating rink did raise private money and the money went through the TTCC. Mr. Capone commented that any money raised goes through the TTCC and then transferred into the Kelley Park Fund. The Board is named agents to expend for this fund. Mr. Alpers commented that a policy is unnecessary for this and that a directive from the Board stating the money goes into the Kelley Park Fund is sufficient. Mr. Cote asked if funds similar to the park fund should be set up for sponsorships and advertising for the downtown. Mr. Capone replied that there are two ways to handle this. One is to set up a separate fund for the downtown. The other is to have private donations of benches or planters to be purchased directly by the donor and then given to the Town. The Town can accept monetary gifts up to \$5,000 without holding public hearing. Mr. Alpers suggested setting up a fund for the downtown. Mrs. Cote agreed that it would be more transparent that way. Mrs. Cote commented that the Board needs to look at an application form and policy for use of the downtown space and Town buildings. People are asking about using the Old Town Hall for events. Mr. Alpers replied that a general facility/park permit would be needed. Mrs. Cote commented that fees and request for liability coverage be included also. Mr. Capone will check on this type of policy. Mr. Alpers commented that this should be a priority item as the summer season is starting.

**Speed Limits Downtown:** Mr. Capone commented that the challenge facing the Town in regards to lowering the speed limit downtown is the need for a traffic study to be done. The downtown project hampered traffic last summer and the study could not be done. DOT has some objections to lowering the speed limit also. Mr. Capone offered to go back to the Lakes Region Planning Commission to revive this issue if the Board chooses to. Mr. Manganiello suggested just placing the mobile radar unit in the downtown to slow traffic down as this unit is very successful with speed control. Mrs. Cote suggested that this issue remain on the list but that for the present time speed control enforcement and education be used.

**Millstream Area:** Mr. Lagueux asked if the area at the Millstream has electrical power. Mr. Capone replied that it did not, but that the downtown common has some outlets installed. Mr. Lagueux commented that if power were available in this area it might be more attractive to people planning events. Mr. Alpers commented that signs to not park on Rte. 3A need to be placed here. Mr. Alpers suggested that vendors for the farmers' market park in the grassy area near the walking bridge so as to not take up parking spaces in the lot. Mrs. Cote commented that the only complaints she has received are in regard to people who want to use the walking path and not having a place to park.

**Solar Project Updates:** Mr. Capone reported that the first check from the sale of RECs from the library array was in the amount of \$402.90. The Town is now registered to sell RECs and should be able to sell them on a quarterly basis going forward. The library array did have a manufacturing problem but it has since been fixed and the array is back up to capacity. The grant from PUC for the water/sewer array appears to not have been successful. There may still be opportunities for the Town to pursue grants for solar projects. Power purchase agreements seem to be the model being used now for these projects.

**Town Offices Needs Assessment:** Mrs. Cote commented that a committee may need to be formed to help with this issue.

**Town Properties for Disposal:** Mr. Lagueux asked if the lot below Red Fox Village is available to go out for bid. Mr. Capone replied that this lot was a potential water/sewer pump location. Mr. Capone will check with Jeff Chartier about this. Mr. Lagueux commented that he has heard that an abutter has some interest in the property. Mr. Manganiello commented that there are large rocks that could be removed from the lot that would be beneficial to the rail trail project. Mr. Lagueux commented that the lot is still subject to Shoreland protection as it is across the street from the lake.

**Recycling:** Mr. Capone commented that there is some money available to have Mike Vignale come in and revisit the plan for the Transfer Station. This can be discussed with Mark Bucklin and the Board at a meeting in June. Mrs. Cote commented that recycling needs to be promoted too and asked if any of the magnets were available. Mr. Capone replied that there are only a few magnets left. Promotion of recycling can be published in the Town Crier. The Town is a member of NRRRA and may be able to get some funding to help pay for signs and other items that could increase recycling. There has been a report prepared regarding recycling in town buildings and how to increase recycling in these areas. Mr. Alpers commented that recycling barrels need to be placed in Kelley Park and downtown areas also.

**Pemi Trail/Bike Path:** Mr. Capone reported that the TAP grant was not approved. The total project includes a path going all the way to Profile Falls. The fall back plan can be completing the portion of the trail that is located on Town property. Lakes Region Planning Commission was contacted to assist in developing funding sources for the project. There is a potential 50/50 grant for the project. The grant is tied to economic development which will fit with this project. DES requires a Shoreland permit application. Mr. Alpers asked about the cost for the bridge. Mr. Capone replied that the existing bridge deck does need some work. There are metal bridge kits approved by DOT that can be purchased. Mrs. Cote asked if the project can be tied into Pathways. Mr. Capone replied that they would support the full

project. Mr. Manganiello commented that this could be turned into potential Eagle Scout projects. Mr. Lagueux commented that informational signs should be included along the path.

**Operational Guidelines:** Mrs. Cote suggested that a draft of operational guidelines be produced. The guidelines will help new Board members understand how the Town operates. This could be discussed at a separate work session.

With no further public business to come before the Board, at 7:13PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3 (a), (d), and (e), seconded by Mr. Manganiello. A roll call vote was held. The motion carried by a vote of 5-0.

At 7:45PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

---

Janet Cote, Chair

---

Shaun Lagueux, Vice Chair

---

Rick Alpers, Select Board

---

Paul Manganiello, Select Board

---

Betsy Schneider, Select Board