

Minutes

Bristol Select Board

August 24, 2015

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

The meeting was called to order at 6:00PM.

Ms. Schneider made a motion to approve the public minutes from August 10, 2015, seconded by Mr. Lagueux. With no further discussion, the Board voted 4-0-1 in favor of approving the minutes.

Consent agenda: Mr. Alpers made a motion to approve the consent agenda dated August 24, 2015 to include the items named therein, seconded by Ms. Schneider. The Board voted 5-0 to approve the motion.

Highway Superintendent, Mark Bucklin: Mr. Bucklin informed the Board that he has a purchase order for reclaiming High Street and Chestnut Street.

Mr. Lagueux made a motion to approve purchase order #003655 to Bryant Paving in the amount of \$111,744.40 for the reclaiming of High Street and the vicinity. The motion was seconded by Mr. Alpers. The Board voted 5-0 to approve the motion.

Mr. Alpers asked if any sidewalk work was planned. Mr. Bucklin replied that the curbing listed in the purchase order is for the sidewalk on High Street. Mrs. Cote asked if there is any more anticipated paving projects before the end of summer. Mr. Bucklin replied that it's possible.

Mr. Bucklin updated the Board on a few projects. The last cross pipe has been replaced on High Street. One more basin will be added to Newfound Meadows.

Mr. Bucklin was not able to probe a depth of more than 18 inches in any one spot at the Mica building lot.

Ms. Schneider asked about an update on the truck. Mr. Bucklin replied that he has not heard anything more from them regarding the repairs.

Ms. Schneider asked about the culvert that was replaced on Hemlock Drive. Mr. Bucklin replied that the pipe bottom was rusted through and that the trucks driving on top of it blew the culvert out. Mrs. Cote asked if this caused any major problems with storms. Mr. Bucklin replied that it did not cause any problems. Ms. Schneider commented that she got information from a surveyor that part of Hemlock Brook Road is a class 6 road and has been a public road since 1985. Mr. Lagueux commented that the Board needs to know what the basis is for that determination. Ms. Schneider replied that it is based on a plan and that the information is being given to Christina and the Town Administrator to look at. Mrs. Cote commented that the brook area is being looked into by the Conservation Commission.

Mr. Lagueux asked Mr. Bucklin to put together numbers for repairing the wet area on the bike path. There could be an old pipe collecting water and it's buckling the pavement because it is wet underneath. Mr. Bucklin replied that he feels the work can be covered under the current budget. A trench can be constructed across the path.

Mr. Capone asked Mr. Bucklin if Ken Braley contacted him regarding the retaining wall and to make sure he is clear on what work the Town needs done and the money involved. Mr. Bucklin replied that he has not heard from him. Mr. Bucklin left it up to Mr. Braley to come up with an estimate. Mr. Capone replied that he recalled Mr. Braley mentioning a price of \$9,000 but he did not recall if that was the Town portion or the cost of the entire wall. There needs to be some clarification on what the Town portion is. Ms. Schneider asked how big a section is the Town responsible for. Mr. Bucklin replied that it is about 50-60 feet or so and about 12 feet high.

The Board thanked Mr. Bucklin for attending the meeting.

Water/Sewer Superintendent, Jeff Chartier- Department Update:

Mr. Chartier informed the Board that over half the scheduled meters have been put in. Mr. Alpers asked how long it takes to put in a meter. Mr. Chartier replied that it takes about 10 minutes and that the water is off for about 3-5 minutes. Mr. Chartier has completed a pre application for a state loan to purchase all the meters for next year. The loan is for five years and contains a 5% principal forgiveness. There is no prepayment penalty and the Town could save up to \$7,500 with this loan.

Mr. Chartier informed the Board that he is looking at the industrial rates at Freudenberg. The industrial rates have not been touched since 1997. Mr. Chartier ran scenarios for a 5% and 10% rate increase and he wants to set up a meeting and talk with Freudenberg regarding this. Mr. Alpers asked about Freudenberg usage. Mr. Chartier replied that they continue to grow and that water consumption is increasing there. Mr. Chartier and Mr. Capone will set up a meeting time in early September.

Mr. Chartier continues to work on the Water/Sewer Department rules and regulations and policies. One area that needs to be looked at is in regards to tenant billing. A practice has developed over the years of billing tenants instead of owners. Mr. Chartier informed the Board that he would like to do away with this practice all together. Mr. Alpers commented that the water can be turned off in a building until the water bill is paid. Mr. Chartier replied that this becomes an issue when it is a shared duplex. Mrs. Cote suggested that Mr. Chartier run this policy by Town Counsel.

Mr. Alpers asked when the last time hookup fees were looked at. Mr. Chartier replied that they were looked at two years ago. Mr. Alpers asked how the rates were overall. Mr. Chartier replied that things were going well.

Mrs. Cote asked if there were any anticipated long term projects coming up. Mr. Chartier replied that he is finishing up some capital projects including the camera survey to inspect the water lines especially on Lake Street as there is possibly a break there.

Mr. Lagueux commented that about a year ago an outfit came in to set up a prototype to decrease sludge. Mr. Chartier replied that this is still being worked on and it could be a few years down the road. The sludge is being hauled to New Hampton instead of Merrimack and the Town is saving on hauling costs.

Mr. Capone informed that Board that he and Mr. Chartier have been working with Bill Dowey and the Energy Committee on possible solar arrays for the Water/Sewer Department. They are looking at options and funding sources.

Revised Purchasing Policy Discussion:

Mr. Capone commented that he made a couple minor wording changes in a few sections and added sections 4 and 5 for unanticipated purchases and warrant articles.

Ms. Schneider commented that in section #5, it should state that it be required to get multiple prices to get the best possible price. Mr. Capone replied that there are instances when the Town has done both. Mr. Alpers commented that it doesn't say anything about one source. Ms. Schneider replied that it doesn't say it's required and that leaves the door open. Mrs. Cote commented that there is a qualifying statement that states that the Town Administrator and the Select Board are all involved in the process. Mrs. Cote stated that language does need to be included that three prices are required up front or after the warrant article is approved. Mr. Capone commented that he tried to write the policy to afford the Board as much flexibility as possible. Mr. Alpers commented that the Board holds pricing authority over warrant articles already. Mrs. Cote commented that the purpose of the policy is to encourage competition, to ensure taxpayers get the best overall value, and apply authority and accountability to the Board. The process needs to be clear for Department Heads. Mr. Manganiello commented that costs are often overestimated and then it falls to the unreserved fund balance. Mr. Lagueux replied that this would be concerning if the difference were a large percentage. Mr. Alpers commented that he would rather see it go to the fund balance as those funds can be used to either offset taxes when the Board sets the tax rate or it be voted by the Town to be used for equipment purchases. Mrs. Cote stated that capital items and warrant articles should follow the guidelines established in section 3 of the policy. Mr. Capone asked for clarification that the language in there now is being replaced with that one sentence. Mrs. Cote confirmed this. Mr. Capone will revise that section.

Ms. Schneider commented that section D #3 regarding formal sealed bids over \$10,000 should state that the bids are opened by the Select Board and not the Town Administrator. Mr. Alpers replied that he disagrees as the Town Administrator needs to go through them with Department Heads before the Board meets that night. This could put off decisions by two weeks. Mr. Alpers stated that he is not comfortable with that language. Mrs. Cote commented that it is putting a lot on the shoulders of the Town Administrator by giving him the whole process. Ms. Schneider commented that the Board was elected to do this. Mrs. Cote commented that she is concerned with the accountability part as there may need to be a little more consultation with the Board on larger items. The Board should be part of the process but not necessarily on the front end of things. Mrs. Cote stated that the language should be changed to the Town Administrator and a Select Board designee present.

Mr. Capone will make the changes to the policy and electronically forward the edited document to the Board.

Town Office/Police Department Space Needs Discussion:

Mrs. Cote reminded the Board that there was a motion for a space needs study to be done. Mrs. Cote commented that there needs to be a discussion to develop a plan for Town Meeting.

Mr. Capone commented that there was a motion made and voted on 3-2 to undertake a space needs study. There is no line item for funding this in the operating budget. If the Board wants to proceed with the study there needs to be an appropriation. Mr. Lagueux commented that the Board needs to vote to rescind that as the Board is on the hook for doing this. Mrs. Cote commented that in the status report there was mention of where money to do some conceptual work may come from. Mr. Capone replied that he received an email back from SMP in regards to a request for the cost of doing work on conceptual ideas that could be taken to town meeting. The scope of work listed by SMP would cost \$7,500 to develop conceptual plans with \$2,000 more to develop estimates based on that work. Mrs. Cote asked if the contingency fund would be allowable to pay for that. Mr. Capone replied that it might be, but he would want to check with DRA. Mrs. Cote commented that some of the data the Board has may not be current enough and that her inclination is to move towards the study and to have a process and a timetable moving forward to town meeting. Mr. Manganiello commented that it sounds like the other towns had the space needs study approved at their town meetings and then moved forward. Mr. Manganiello commented that he doesn't want to spend a crazy amount of money, but that the study needs to be part of things. Ms. Schneider commented that a not to exceed amount of \$15,000 could be put on it and see what comes back. Mr. Alpers commented that he thinks a study is a waste of money and that use of the architectural services from SMP could develop the space needs information through the design process. Ms. Schneider replied that she is not sure that an architect is capable of telling us the number of officers needed in town and the growth number. Mrs. Cote commented that the Board needs to go through a process that makes sense for townspeople. Mrs. Cote asked if there was any play in the maintenance line for this. Mr. Capone replied that it was more of a stretch to go there. Ms. Schneider commented that a space needs study needs to be done before any conceptual work is done. Mrs. Cote commented that the Board needs to look at what needs there are and the best way to address them. Mr. Manganiello commented that the architects commented that the Chief's recommendations are more of a wish list. Mr. Alpers replied that the Board should just hone that list down.

31:95b Notice for Unanticipated Funds Received:

Mr. Capone informed the Board that an additional check for the fireworks in the amount of \$100 was received and the Board needs to vote to accept the donation. Mr. Alpers made a motion to accept the donation as described, seconded by Ms. Schneider. The Board voted 5-0 to approve the motion.

Town Administrator's Report:

Mr. Capone informed that Board that a request for fuel for the heating season resulted in three bids. AD&G Fuel was eliminated as they do not supply propane or provide service for commercial properties. Dead River quoted a price of \$1.949 per gallon for #2 fuel and \$1.199 for propane. Rhymes quoted \$1.979 per gallon for #2 fuel and \$1.199 for propane. Both companies provide service. Dead River was used last year by the Town. Rhymes has a surcharge if the Town does not meet its usage commitments. Mr. Lagueux asked what date the bids need to be locked in by. Mr. Capone replied that the bids expire tomorrow. The Town will have to ask for more prices if the decision is made at the next meeting. The bids were submitted on Friday. Mrs. Cote asked if the Town is doing this with the school district. Mr. Capone replied that the usage numbers were combined with the school.

Mr. Lagueux made a motion to accept the fuel bid from Dead River Company, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Mr. Capone informed the Board that the LCHIP grant for the Old Town Hall has one requirement that needs to be met by the Town. The Board needs to adopt the Standards and Practices for Land Trusts. Mr. Capone will email a modified rewrite of how those standards will apply to a Town as opposed to a private land trust. This has already been reviewed by LCHIP. The Board can review and discuss it at the September 10th meeting.

Painting on the Old Town Hall has been pushed back to next Monday. The building will be available for use on Old Home Day if needed.

Mr. Capone received new information from Public Service regarding the new plans for Northern Pass. A community meetings schedule regarding this is posted on the Town web site.

Select Board Items:

Mr. Manganiello commented that the Planning Board has not met.

Mr. Manganiello did receive a call from a citizen regarding a couple of trees downtown that seem to be in distress. Mr. Capone replied that he sent Mike Vignale an email to contact the company who planted the trees to see if the trees are dying or if the site is not supporting growth.

Mr. Manganiello asked what the cost is to fix the bridge on the Pemi Trail. Mr. Capone replied that Mike Vignale estimated \$60,000 for the repairs to the bridge. The bridge work should be contracted out. This expense was discussed with CIP. The total cost of the project is estimated at \$251,389.

Mr. Lagueux commented that the budget for next year should include some money for benches and a notice board on the bike path as the benches are falling over and the notice board is neglected. The Town needs to make sure the benches are safe. Mr. Capone replied that he will be talking with Mark and Peter regarding this.

Ms. Schneider commented that the Board needs to start talking about the new budget and where the Board wants to be regarding this at the next meeting. Mr. Capone commented that the Department Heads need to have their budgets in to him by November 20 so they can be forwarded to the Budget Committee and the Select Board for their review prior to the December 5th joint meeting with Departments.

Ms. Schneider asked for an update on the brochure from the Economic Development Task Force. Mr. Alpers replied that a final draft was in the works but he hasn't seen it. The task force is meeting in September to start talking about moving forward with this.

Mrs. Cote commented that the signs coming into Town look good.

Public Comment:

Mr. Simard commented that on Wednesday there will be a discussion on Northern Pass at the Bridgewater Inn.

Mr. Simard commented that he was on the Budget Committee years ago when Chief Wingate asked the Board for \$90,000 to do a space needs study. Very little of the money was used for it. Mr. Simard suggested that Sheriff Dutile might be a good resource regarding police needs.

Mr. Lukeman commented that the Department Head should outline its needs for 5 to 10 years from now and this should be analyzed as a basis for going forward. Chief Lewis should be tasked with documenting his needs not a wish list.

Mrs. Lukeman asked for an update on the check list for new businesses. Mr. Capone replied that it is being worked on. An outline of the process is being drafted and will be reviewed.

Mrs. Lukeman asked for the status of the digging behind the town offices. Mrs. Cote replied that the plans are still on the table for discussion.

Rhoda Fantasia, from 831 Hemlock Brook Rd., informed that Board about some work that was contracted to improve the road. The winter storms last year piled up snow on the sides of the road making the road very narrow. A contractor is working on widening the road. The work is still ongoing. Ms. Fantasia wants the Board to understand the work that is happening and to be as transparent as possible. The property owners who are concerned about the work will be contacted regarding their concerns. Mrs. Cote commented that as she is also a member of the Conservation Commission, she would like to see more hay bales and silt fencing around the brook and pond. Ms. Fantasia replied that this will happen and more hay will go in on either side. Mrs. Cote commented that the Town road agent and the Town Administrator met with Ms. Fantasia to understand the work being done.

With no other business to come before the Board, at 8:17PM Mr. Lagueux made a motion to go into non-public session under RSA 91-A:3 (a), (d) and (e), seconded by Ms. Schneider. A roll call vote was held. The motion carried by a vote of 5-0.

At 8:47PM, 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

Paul Manganiello, Select Board

Betsy Schneider, Select Board

Rick Alpers, Select Board