

Minutes

Bristol Select Board

October 22, 2015

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

Absent: Paul Manganiello

The meeting was called to order at 6:02PM.

Mr. Alpers made a motion to approve the public and non-public minutes from October 6, 2015, seconded by Mr. Lagueux. The Board voted 4-0 in favor of approving the minutes.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated October 6, 2015 to include the items named therein, seconded by Mr. Alpers. Ms. Schneider commented that contained in the manifest is a check for work done on a Highway Department truck. The truck is not running again and the company that fixed it will need to take a look at the truck again. Ms. Schneider commented that the Town should not pay the company until the truck is fixed. Mr. Alpers replied that the check can just be held until then. Ms. Schneider commented that Police Department had an oil change done on a cruiser on September 30th and a few days later took the same cruiser in for some more work. An oil change was done again on this cruiser in error. The town should be looking for a credit for this. With no further questions, the Board voted 4-0 in favor of the motion to approve the consent agenda.

Electric Rate Discussion:

Mr. Capone informed the Board that the current agreement with Constellation Energy is set to expire in November. The current rate is set at 7.64 cents per kilowatt. The rates have been going down but may be bottoming out now. Two quotes were received from Constellation Energy. The first is for a 13 month option at 7.85 cents per kilowatt. The second is for a 24 month option at 8.08 cents per kilowatt. Both quotes are from Constellation Energy. The current Public Service rate is 8.98 cents per kilowatt and it is expected to increase to 9.65 cents per kilowatt. Mr. Alpers commented that the Constellation rate is a full cent cheaper than Public Service and the town should lock into a rate. Mrs. Cote commented that she likes the 13 month option better than the 24 month. Mr. Alpers made a motion to approve the 13 month option and to authorize the Chair to sign the contract, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion. The contract was signed.

Economic Development Task Force:

Paul Fraser, Chair of the Task Force, presented a summary of the work that the Task Force completed along with some recommendations going forward. Mr. Fraser commented that about a year ago the Select Board gave a set mandate of the things that they wanted an Economic Development Task Force to accomplish. Most of the work has been done. Mr. Fraser thanked the Board for the opportunity to

participate and that it has been a positive learning experience. There are two brochures that have been created for the Board to consider. The Task Force has a link on the town web site for questions and information. The Task Force tried to facilitate a connection between local businesses and the resources available to them. The television show, Chronicle, did a piece on Bristol that was great PR and put the town on the map. The business survey was done and good feedback was received. The survey is still posted on the town web site. Cell service needs to be improved downtown. The Task Force urges the Board to pursue this issue. The Task Force has the following recommendations for the Board. A three member economic development committee should be appointed. The members of this committee should have a specific background in business development. Serious consideration should be given to enhancing cell phone service downtown. In an effort to address the seasonality aspect of local businesses, a stronger partnership should be developed with Ragged Mountain and Tenney Mountain. People are not aware that opportunities are here in Bristol in the winter time. The newly appointed EDC(Economic Development Committee) can be tasked with assisting in bringing to fruition long term projects in town that will help the overall economy. The business checklist should be inserted into the brochure.

Ms. Schneider asked what feedback was received from the survey. Mr. Fraser replied that the survey popped out fairly good numbers to start and then stalled. The main concerns were parking, the availability of a marketing brochure, the business checklist, and cell service. Parking is a highly subjective issue though. Mrs. Cote asked how many questions were on the survey and were the questions asked to get a specific response. Mr. Fraser replied that there are 11 questions. The Task Force did want specific answers for specific things but each question offered the opportunity to expand on the question which was more informative. Mrs. Cote asked if the business visitations were a success. Mr. Fraser replied that the Task Force did not go out and do this but that a smaller group could have regular visits with businesses as this shows that the town cares and makes a connection.

Mr. Fraser commented that a periodic newsletter would be helpful. An Economic Development Committee could work well with other committees already in place, such as the Events Committee. The TE grant that was used to improve the square was an important project. The passing of 79-E unanimously at Town Meeting shows how strongly the town feels about the economic issue. Mr. Lagueux commented that the Task Force did important work and did it well. Mr. Fraser thanked Scott and Amy Lyn for their work on creating the brochures. Mr. Alpers thanked the committee for a full year of work and the momentum should be kept going. Mr. Alpers suggested that the new Economic Development Committee should be discussed at a Board meeting in November. Mr. Fraser commented that there are professional people waiting to help a committee to move forward. Amy Lyn Kench commented that the brochure can be changed easily in regards to pictures or wording. Mrs. Cote replied that all the information is there in the two brochures and that the Board just needs to decide on the final product. Mrs. Cote thanked the Economic Development Task Force for all the work they have done.

Executive Counselor Joseph Kenney:

Mr. Kenney informed that Board that there are five Executive Counselors and that he represents 108 towns and 4 cities all north of Concord. Every region in the state is dealing with big issues such as Northern Pass and wind turbines. Mr. Kenney is on the road Monday through Friday visiting the towns and cities he represents. Last week, a new DOT commissioner was confirmed. The new commissioner and Mr. Kenney visited communities up north and got updates on projects in Littleton, Lancaster, and Plymouth. The ten year Highway planning process is taking place now. The next hearing is October 26th in Plymouth. In August, Mr. Kenney went on a municipal airport tour to understand the aviation issues. A lot of the funding for this is federal but there are some state funds available. A lot of focus is on Economic Development and roads. Towns can reach out and ask for assistance from Mr. Kenney on these issues. Mr. Kenney attended a conference with three counties represented to discuss the opioid problem in the state. The conference was held to come up with action plans. The state overall has an epidemic problem and everyone is a stakeholder. It's a community wide effort to fight this problem. There have been six judicial nominees. A hearing was held last Monday and voting on the nominations will take place in the next 2 to 4 weeks. A lot of money has been put into travel and tourism and money has been given to area Chamber of Commerce offices to help. The state had an excellent tourism season. A newsletter will be sent to the town office after every council meeting. Mr. Kenney stated that he is personally against wind turbines but believes in local control. So if a community wants to have wind turbines he will support the community in their decision. Mr. Kenney stated that he thinks the solar movement in Bristol is great. Mr. Kenney thanked the Board for their time to visit with him and welcomed questions.

Mr. Alpers commented that Bristol does have one project on the ten year highway plan to build sidewalks along 104 to Rite Aid as it is dangerous to walk there now. Mr. Capone commented that the project is to rebuild and extend the sidewalks and is scheduled for construction in 2026. The cost is 3.17 million dollars but the pedestrian access is needed. Mr. Kenney asked if the engineering has been done for the project. Mr. Capone replied that the engineering has been done and the project is ready to go. Mr. Kenney commented that there is a new financial program that stretches the funds out through bonding with a low interest rate and the state is just waiting on the federal highway plan to be approved. Mr. Kenney will bring this project up at the highway planning process meeting.

Mr. Lagueux commented that it can't be stressed enough that Northern Pass is a large concern in town. The project is not being buried in this stretch. The town will probably have another battle over wind turbines in the area also. Mr. Kenney replied that there is a lot of opposition in towns and that the towns have to continue the fight and that he has taken a strong position against Northern Pass.

The Board thanked Mr. Kenney for his presentation.

2016 Budget:

Mrs. Cote commented that the Board needs to start planning to schedule work sessions on the 2016 budget. Mr. Capone commented that Department Head budgets are due by November 20th. Mr. Capone supplied the Board with an updated year to date expense report. The revenue sheet is a little older but a new one will be given at the November 5th meeting. The town is scheduled to receive the initial “not to exceed” numbers from the health insurance vendor by November 1st. The Board will be given this information before the meeting on the 5th. Mr. Alpers suggested that the Board use the November 5th meeting to concentrate on the budget. Mr. Capone reported that DOT finally has the TE reimbursement straightened out and once the numbers are checked the Board will have the final report. Mike Vignale is willing to come in to talk with the Board about this. The Board agreed to have Mike Vignale in on November 19th. Mr. Capone reminded the Board that CIP will be presenting to the Budget Committee on November 9th. Based on the CIP materials that were sent to the Board, Mr. Capone drafted warrant article language. DRA is doing the warrant article review differently so the content may have to be altered slightly. Mrs. Cote asked if the Board will have better revenue numbers to work with on November 5th. Mr. Alpers replied that it’s hard because the state doesn’t release its numbers until December. Mr. Capone commented that he works with the Finance Officer on revenues. Motor vehicle registrations and ambulance numbers are used as yardsticks to measure where revenues are. Revenues are running about 5% above average right now based on these. Mr. Lagueux asked what the money from other governments is. Mr. Capone replied that the \$13,000 represents the 50% match from the generator. The money has to be booked as revenue or it could end up being double booked later. Mr. Lagueux asked where the town is receiving the PILOT from. Mr. Capone replied that it is from the senior housing as they have the option of paying property taxes or a PILOT. Mr. Alpers commented that there is an RSA which governs this through HUD regulations.

Town Administrator’s Report:

Public Service formally put their Northern Pass application in to the site evaluation committee. The entire process could take up to 14 months. Mr. Capone informed the Board that he has not heard from surrounding towns on a joint intervenor status request.

Mr. Capone plans to attend one of the hearings on the state highway plan.

The LGC Attorneys were contacted as a follow up on the question of whether we can spend Town dollars to paint the clock faces at the Bristol United Church of Christ. The attorneys indicated that, if the clock is owned by the Town, the funds can be spent if the Board chooses to do so.

The Business Checklist is on the web site.

The Town Administrator noted that a decision was received this week from the court that the two remaining issues in the Beach case were found in the Town’s favor. The plaintiffs have until October 26th to file a motion to reconsider with the court. Mr. Alpers commented that this is great news for Bristol and that it was money well spent even though it was a lot of money. Mr. Capone replied that it cost tens of thousands of dollars.

The new fall/winter Events Committee brochure is out and is on the town web site.

The school district has their numbers into the DRA. Those reports have to go to the Department of Education to be reviewed. Mr. Capone will check with our DRA advisor and then the Board can meet to discuss setting the rate. The only decision the Board needs to make is about the fund balance. Mrs. Cote suggested that the Board tentatively schedule a meeting for October 29th at 5:15 to only discuss the tax rate. The Board agreed to meet and the date will be noticed.

A third quote is still needed for the toilet for the cell in the Police Department. A third quote is also needed for the carpeting in the town office building.

Mr. Capone attended a DOT meeting in regards to the street lights. A notice was received that DOT wanted to turn off 4 of the 5 lights at the Musgrove Bridge and Route 104 intersection. A meeting was held with two NHDOT engineers regarding the plan. DOT already decided to put one other light back on. Based on information from the Bristol Highway, Police, Fire, and Water/Sewer Departments, a triangular plan with three lights would work at this very busy intersection. DOT has been putting lights back on at the request of towns. DOT has 30 days to compile the information and get back to the town regarding this. Mr. Lagueux asked how much the lights cost per light. Mr. Capone replied that it depends on the intensity of the light. By looking at the bills, it costs between \$8.30 and \$11.22 per month to run.

Mrs. Cote asked if all the work is done at the Old Town Hall. Mr. Capone replied that the exterior painting is done and cost \$13,950 which leaves \$16,050 for interior work to be done. Once these projects are complete then the town needs to execute the five year stewardship agreement. Mark was asked to remove the leaves from the back of the building and to keep the back of the building clear. Ms. Schneider asked how long the town has to spend the grant money. Mr. Capone replied two years. The town should hear in December about the application for the Old Fire Station. The funds from the petitioned warrant article for exterior repairs and painting will be encumbered. Mr. Alpers commented that the momentum is there and the town shouldn't put the work off. Mr. Capone replied that the work would make good winter projects.

Select Board Items:

Mr. Lagueux commented that the Budget Committee has met and the not for profit agencies presented their requests for funding. There is another night scheduled for this on Monday also. Mrs. Cote asked if there are any increases in requests. Mr. Lagueux replied that there is nothing drastic. The agencies not funded last year are asking for funding this year. NANA is level funded. The Red Cross showed up which they haven't previously done. Agencies were not funded last year if they did not show up to present.

Mrs. Cote commented that she and the Town Administrator met with Pat McDermott, Donna Keely, and an engineer from Eversource to discuss the Northern Pass project as it pertains to Bristol. The biggest thing mentioned was the height of the new towers. The towers crossing 104 will be the highest at 100 feet. Most common towers are 85 feet. They supplied a map to show tower heights and locations. They have tried to meet with land and property owners. The map shows that wetlands will be impacted. Mr. Capone commented that the maps have changed slightly and he will send updated maps

to the Board. The biggest thing to pay attention to is the permitting and public participation process. For the town to get listed as intervenors the Board has to pay attention to the timetables. Mr. Capone commented that when he spoke with the new SEC administrator the town can file for intervenor status during the 45 day period after the application is deemed complete. Mrs. Cote asked if Ashland had been contacted. Mr. Capone replied that he has contacted Plymouth, Campton and New Hampton, but not Ashland. Mrs. Cote commented that what the Board needs to know is when they need to reply when the clock starts. Mr. Capone replied that the town has a three month period until the town has to do something. Mrs. Cote commented that wetlands permits have been submitted and that the application is over 20,000 pages long. Mr. Lagueux asked if they had to go through the National Heritage Inventory. Mrs. Cote replied that yes they did as part of the pre-application process as part of wetlands.

Mrs. Cote informed the Board that she was contacted by a couple of people, one of which is Mr. Sellers, with information about the ambulance contract. Mr. Sellers wanted time at the Board meeting to talk. Mrs. Cote stated that she encouraged Mr. Sellers to talk to the fire chief with his ideas.

Mrs. Cote commented that the business directory on the town web site has not been updated in while as there are businesses listed that are no longer in business. This should be discussed at some point.

Public Comment:

Barbara Greenwood commented that the Halloween parade is coming up. There will be activities at the Library, the Mason's, and the Lions Club will be in the square. The parade line up is at the Middle School. The Events Committee has the new folder out and they are now working on the spring flier. Kelley Park committee and the TTCC are working on their budgets.

Steve Favorite commented that the Decorating Committee is anticipating an event for Halloween also. The committee removed most of the flowers that have passed on. There are two dead trees downtown. A couple of them will try to be saved over the winter. The committee is redesigning the flower areas for next year. Peter has been a lifesaver for watering the flowers downtown with the tractor. This task will be taken on by the committee next year.

Steve Favorite commented on the discussion about the proposed smoking ban downtown and that this has caused a lot of friction from some people. He also spoke about the two "Town" benches in the square. Both benches need to be maintained. They used to be stored but have been left out all winter for the past two years. They need to be repainted and the benches need to be taken apart and put back together to be painted. Mrs. Cote asked how this will be done and if the committee has a budget. Mr. Favorite replied that it will be done with all volunteer work. Mrs. Cote commented that the Board would like to have a conversation with the Decorating Committee to be sure that if the work is being done to town property that it is being done in a way that looks out for safety and liability. The Board needs to look out for the best interest of the town. Ms. Schneider commented that she is uncomfortable with the benches being removed without the Board knowing about it. The committee needs to talk to the town to let them know what is going on.

Mr. Favorite commented that there are not supposed to be two unregistered vehicles on properties as per the zoning ordinance. There is a person who was notified about this but nothing has been done. As a part of the Planning Board, there needs to be someone who has the authority to do something about this. The town has gotten very lax in enforcing Zoning Board ordinances and it is up to the Board to do the enforcing. Mrs. Cote asked if the committee has filed a complaint. Mr. Capone replied that this has been an ongoing issue and that it is being worked on and managed as best as can be.

Mr. Favorite commented that there are people still asking for a process to pay taxes by credit card. Ms. Schneider replied that this is in process and the town is working on it. Mrs. Cote commented that the process is farther along than you think.

Mrs. Greenwood commented that she was asked why people sit on the benches out front of the library and are allowed to smoke there. She is aware that the only non-smoking sign is at Kelley Park. Mrs. Cote replied that the Board is looking into other areas of town where smoking may be prohibited. Unless there is an ordinance it can't be enforced. Mr. Alpers commented that they have a right to sit there and that the ban on smoking in a free open space is open to interpretation.

John Sellers commented that about three weeks ago he looked into the ambulance contract and came up with some different scenarios. He will meet with the fire chief around November 10th to go over his information. Mr. Sellers commented that he found out the Chief presented the contract to the Board and that the other towns did not show up. He is concerned that allowing that authority to enter into a contract could make Bristol very liable and that he doesn't think the Board has pre-approved the contract. Mr. Alpers replied that the Board signs the written ambulance contract and all three towns sign it also. Mr. Sellers commented that Newport just upped their rates for the towns that they service and that the town administrator there is sending him his analysis on this as Mr. Sellers asked for it. Mr. Alpers asked if Mr. Sellers met with a taxpayers group and that it is odd that he wouldn't meet with the fire chief or the town administrator before doing this. Mr. Sellers replied that he met with a few people at his house regarding this and he did ask for the proper steps. Mr. Sellers commented that the contract may not be in the best interest of Bristol and that is why he is looking into it.

Mr. Sellers commented that the trees behind the fire station are growing up by the foundation and there needs to be maintenance done to it.

Mr. Sellers thanked the Board for the information regarding the lake.

With no other business to come before the Board, at 8:21PM Mr. Alpers made a motion to go into non-public session under RSA 91-A:3 (a), (d) and (e), seconded by Mr. Lagueux. A roll call vote was held. The motion carried by a vote of 4-0.

At 9:35PM, 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

Janet Cote, Chair

Shaun Lagueux, Vice Chair

Paul Manganiello, Select Board

Betsy Schneider, Select Board

Rick Alpers, Select Board