

## Minutes

### Bristol Select Board

February 18, 2016

**Present:** Select Board members: Janet Cote, Shaun Lagueux, Betsy Schneider, and Town Administrator Nik Coates.

**Absent:** Paul Manganiello

The meeting was called to order at 5:00PM.

At 5:01PM Mr. Lagueux made a motion to go into non-public session under RSA 91-A:3 II(d) and RSA 91-A:3 II(a), seconded by Ms. Schneider. A roll call vote was held. The motion carried by a vote of 4-0. At 6:14PM, Mr. Lagueux made a motion to come out of non-public session, seconded by Ms. Schneider. The Board vote 4-0 in favor of the motion. Mr. Alpers made a motion to seal the minutes of the non-public session, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Mr. Alpers made a motion to approve the public and non-public minutes from February 4, 2016, seconded by Ms. Schneider. The Board voted 4-0 in favor of approving the minutes as written.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated February 18, 2016 to include the items named therein, seconded by Ms. Schneider. The Board voted 4-0 to approve the consent agenda.

#### **New Business:**

Martha Richards, Grafton County Commission: Ms. Richards updated the Board on County issues. The county is working on their budget. The new budget this year will be tough with nursing home revenues down. 50% of the county budget is salaries and benefits. A life safety construction project lasted a year which was longer than expected. During this process, the nursing home could not admit too many residents. The admission process is slow and burdensome and there is a waiting list which is an area of lost revenue. The Department of Corrections facility was built four years ago. Numbers at the DOC are down. Inmates work on the county farm. The farm brought in \$55,000 last summer. The DOC has programs for alcohol and drug rehabilitation and a GED program. The county saved money with a renewable heating source using wood chips and geothermal. At the Registry of Deeds foreclosures are down as of the end of December. Unemployment is low in the county. Ms. Richards expressed some of her concerns for the county. The drug crisis is concerning all over the state. There is a mental health issue due to the lack of good mental health care in Grafton County. The county got a D rating. There are also certain ramifications due to the aging population of the county. The county needs to attract young people into the communities and the state needs to make it appealing with jobs and affordable housing. Ms. Richards informed the Board that she is an opponent to the Northern Pass project. Mr. Lagueux thanked Ms. Richards for the county's continued support of the Cooperative Extension Program. Mr.

Lagueux thanked Ms. Richards for her position on Northern Pass. Ms. Richards commented that the three county commissioners have become intervenors. Mr. Lagueux commented that the online deed process is very cumbersome and that other counties have more access to online deeds. Ms. Richards replied that the county tries to keep security in mind and that she will report Mr. Lagueux's concerns.

The Board thanked Ms. Richards for her presentation and time.

LCHIP Update: Sandra Heaney informed the Board that the AG's office agreed to make the change to the document previously submitted. There are quotes for the floor work and the best quote is from Bob Caristi.

Mr. Alpers made a motion to accept the Bob Caristi quote for refurbishing the Old Town Hall floors for \$9,000 which will come out of the remaining LCHIP funds, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Ms. Heaney informed the Board that she is working with JTL to try to get the number down for painting the interior of the Old Town Hall. Ms. Heaney commented that she is having a hard time getting reliable quotes. The floor cannot be done until the painting is complete.

Mr. Alpers made a motion to allow Ms. Heaney and Mr. Coates to make the determination to pick a painter for the Old Town Hall work based on quality, price, and professionalism, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

Mr. Coates informed that Board that a pipe had burst in the Old Town Hall and Jeff Chartier was called. Mr. Chartier fixed the leak with some spray foam. The heat has been turned up to keep the building warmer. The building will be checked on very cold days. There are some drafty places that need to be tightened up. Ms. Heaney commented that there is no heat in the basement and there needs to be regular insulation down there. Mr. Coates commented that the use of the building needs to be a future discussion for the Board.

Hebron MOU: Mr. Coates informed the Board that the agreement expires at the end of March. Hebron is very pleased with services and ready to sign the MOU. Mark Bucklin recommended keeping the price level as usage is very low. Legal counsel has looked at the agreement and it is good.

Mr. Lagueux made a motion to initiate a new contract with Hebron with the existing terms, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Budget Update: Mr. Coates informed the Board that the warrant articles were reviewed by DRA and there are a couple of things to fix in order for them to be accepted.

Article #14: DRA asked to have the words "and furthermore" added in between the two items in the article. The added words do not change the essence of the article and are just for clarification.

Article #16: DRA refuses to accept articles that use the terminology “not to exceed” or “up to”. DRA recommended using the actual costs. Town council said that no public hearing is needed due to this change.

Article #20: DRA says to have the numbers put in to be very clear on what is being raised by taxation and not to use the percentages.

The accountant looked at the budget and mentioned that DRA requires that capital reserve items need to be in warrant articles. If this is true then the Select Board and Budget Committee will have to have a meeting but there does not need to be a budget hearing as the town is not adding anything to the budget. DRA says that the town has until February 28<sup>th</sup> to post and sign the MS-37.

Mr. Alpers made a motion to approve the changes to Articles #14, 16, and 20, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

New England Family Housing: Mr. Coates informed the Board that he talked with town counsel and the Land Use officer has investigated the Letter of Map Adjustment. Counsel says that there is no law that mandates the town to sign the letter. The “CEO” would be whoever the Board designates. The Land Use officer talked with FEMA and FEMA states that the town could and would be held liable for any future damages according to FEMA if the letter is signed. Mr. Lagueux commented that the Board should listen to town counsel and the Land Use officer and not sign the letter. Kevin French presented information to the Board regarding the LOMA. Mr. French commented that what triggers with the town is the area close to the flood way. If the application is revised and everything is taken out of the flood way then the LOMA request can be removed. As the town is not required to sign the letter, Mr. French revised the plan and pulled it out of the flood way which takes the burden off the town. Mr. French reviewed the maps with the Board. Mr. Alpers asked if the town needs to hear from FEMA that the letter is withdrawn. Mr. French replied that he will remove the request from FEMA and send confirmation to the Board. Mr. French is still asking FEMA for map amendments.

Northern Pass: Mr. Coates informed the Board that the collaboration of municipalities that are intervenors have filed a motion to postpone the public hearings in March. The application filing deadline is March 15<sup>th</sup> and the hearings are before that date and won’t allow for proper public comment. Town counsel recommends talking with other Boards and groups to prepare as intervenors and to formally gather information that will be needed. The Board agreed that Mr. Coates should start gathering this information.

**Town Administrator’s Report:** Mr. Coates informed the Board of the following:

The Board discussed doing a survey of the upper portion of Jeffers Road. Mr. Coates asked if the Board would like him to get quotes for the work. Mr. Alpers commented that he should just call and have the present work finished. Mr. Lagueux commented that the town would end up paying someone to redo the work if a new quote is found.

Mr. Coates asked the Board to enter into a contract with Crane and Bell, which is a CPA firm. This is for assistance with finance matters due to the opening in the Finance department. Mr. Alpers made a motion to enter into contract with Crane and Bell for finance assistance, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

**Select Board Items:**

Mr. Lagueux commented that he was asked if the town would allow two way traffic on Shore Drive during the winter. Mr. Lagueux talked with the police chief and he had no problem with the proposal. This can be considered for next season by the new Select Board.

Mr. Alpers commented that he was copied on an email from February 7<sup>th</sup> and the email shows a quorum of the Select Board and almost a quorum of the Budget Committee. This email should then be posted as a meeting. Mr. Alpers expressed concern with the group emails and the amount of elected officials conspiring by email as this is not transparent. The email had to do with the police department revolving fund. Ms. Schneider commented that she knows enough not to respond to the email and was concerned her private email address was used. Mrs. Cote commented that elected officials should know not to reply to all with those emails. Mrs. Cote commented that Mr. Coates worked out a way to address this issue and that the Board member emails may have to be taken off the web site. Mr. Lagueux expressed concern with the back and forth between citizens, elected officials, and a representative of the local newspaper. Tom Caldwell replied that he got the specific email from an individual and he did not notice all the CC's during the back and forth emails.

**Public Comment:**

With no other business to come before the Board, at 7:50PM, Mr. Alpers made a motion to adjourn. The motion was seconded by Mr. Lagueux. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan