

Minutes

Bristol Select Board

March 31, 2016

Present: Select Board members: Shaun Lagueux, Rick Alpers, Les Dion, Paul Manganiello, JP Morrison, and Town Administrator Nik Coates.

The meeting was called to order at 5:00 PM. At 5:00PM Mr. Alpers made a motion to go into non-public session under RSA 91-A: 3 II (B) and RSA 91-A: 3 II (e), seconded by Mr. Manganiello. A roll call vote was held. The motion carried by a vote of 5-0. At 6:10PM, Mr. Morrison made a motion to come out of non-public session, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion. Mr. Alpers made a motion to seal the minutes of the non-public session, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Mr. Alpers made a motion to approve the public and non-public minutes from March 17, 2016, seconded by Mr. Manganiello. The Board voted 5-0 in favor of approving the minutes as written.

Consent agenda: Mr. Manganiello made a motion to approve the consent agenda dated March 31, 2016 to include the items named therein, seconded by Mr. Alpers. The Board voted 5-0 to approve the consent agenda.

Department Head Presentation: Jeff Chartier presented the following updates to the Board.

The SRF and meter upgrade project have been approved at Town Meeting. Starting April 18th, 185 cottages will be turned on. Hydrant flushing takes place between April 11th and 30th. The curb stops need to be repaired as part of the Safe Routes to School project. There is an asset management training on April 14th that two Select Board members can attend. The engineers have started the design for the Central Street project. There are about 50 manhole covers that need to be prepped for paving. The video inspection of the collection systems will start soon. A punch list from these projects has been given to the Board. A tour date will be set soon for the Select Board, Budget Committee, and members of the public to learn about the Water/Sewer department.

Mr. Alpers asked about collections on water bills. Mr. Chartier replied that there are 108 delinquent accounts which total about \$20,000 uncollected. Some of these have payment plans.

Mr. Chartier commented that Freudenberg's flow has picked up considerably and the rate was increased on January 1st. This has resulted in increased revenues. There are guidelines that they have to stay within and DES is kept up to date on the flow.

Mr. Alpers asked about water testing. Mr. Chartier replied that there is monitoring of all three wells and the testing results are all within limits. Certain bacteria are tested for monthly. Lead and copper testing is done every three years.

Mr. Lagueux asked about the dewatering process. Mr. Chartier replied that there will be a test run of the dewatering of the sludge and that he is moving forward with two more vendors. The sludge is now being hauled to New Hampton and the town has already saved \$2,500 in trucking costs.

Mr. Lagueux asked if there are any budget concerns. Mr. Chartier replied that there are concerns with the Pleasant Street pump station and will probably be in next year's budget.

Mr. Manganiello made a motion to accept the water/sewer asset management grant as presented and to authorize the needed signatures, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Mr. Manganiello made a motion to accept the water/sewer state revolving fund for the meter upgrades, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Action Items:

NH DOT: Mr. Coates informed the Board that the 2016-2018 resurfacing schedule includes some local projects in Bristol and around the lake. Bridgewater and Hebron are having lanes narrowed to allow for walking and bikes. Mr. Coates requested that a letter be sent to DOT requesting Bristol roads around the lake be made consistent with Hebron and Bridgewater. Money is being requested for this work to be done. Mr. Alpers made a motion to authorize the Town Administrator to sign and send the letter to the Commissioner of the DOT, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

2016 Merit Increase Approval: Mr. Coates informed the Board that the evaluations are done of the department heads and employees. The average increase is between 2-2.25% for a total of \$28,500. This amount does not include retirement. Mr. Manganiello made a motion to approve the merit pay increases as presented, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Finance Officer Hiring Update: Mr. Coates informed the Board that interviews were held. There were eight applicants and two look good for the position. Ms. Dion made a motion to make an offer to one of the candidates as discussed, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion. The \$7,500 extension was approved for the services of Crane and Bell. After the Finance Officer is trained the remaining money in the contract could be converted for on-call purposes.

Land Use Officer Job Ad: Mr. Coates informed the Board that the ad will be written to include a planning and economic development background for candidates for this position. This will be a 24 hour per week position.

Police Cruiser: Mr. Coates informed the Board that the purchase of a cruiser was approved at Town Meeting and that the town car needs to be sold. Mr. Morrison commented that he would like the old cruisers that are sold to be painted so that they do not look like police vehicles that are out of service. Mr. Manganiello made a motion to accept the sale of the 2008 Crown Victoria under the surplus property section and to place the vehicle up for bid, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion. Mr. Manganiello made a motion to accept PO# 002760 dated 3/29/16 to purchase the 2016 Ford Interceptor Utility for \$32,682.18, seconded by Mr. Alpers. The Board voted 5-0 in favor

of the motion. Mr. Manganiello made a motion to accept PO# 002761 dated 3/29/16 for Adamson Industries to outfit the 2016 cruiser for \$11,257.65, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Old Fire Station: Mr. Coates informed the Board that three quotes were received for the painting, three quotes were sought but two quotes were received for the doors, and three quotes were sought out by only one quote from Bucklin Masonry was received for the masonry work. Mr. Coates recommends JLT for the painting, Myrl Phelps for the doors, and Bucklin Masonry for the masonry work. The total for all three bids is \$17,500. Mr. Alpers made a motion to approve the bids for the masonry, doors, and painting as presented and recommended, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Old Town Hall: Mr. Coates recommended JLT to complete the painting of the sills for \$3,200. Ms. Dion made a motion to approve JLT for the painting of the walls and trim at the Old Town Hall with funds coming from the LCHIP grant, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Town Clock: Mr. Coates informed the Board that \$7,500 was approved at Town Meeting to do the work to the Town Clock. The cost is split with the Bristol United Church of Christ. Mr. Coates recommends JLT for the work. Mr. Manganiello made a motion to approve JLT Painting to do the painting and repairs of the clock tower contingent upon that the \$7,500 include all work listed in the quote, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Water Street/Recreation Trail Engineering Contract: Mr. Coates informed the Board that this is the portion that is not being paid by Water/Sewer funds. Mr. Coates proposes that Mike Vignale do the work. This work puts the town in a better position for grants for the recreation trail project. Mr. Alpers made a motion to approve the scope of work for \$43,900 with KV Partners as part of the Town's professional services agreement with KV Partners, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Downtown Pole Outlets: Mr. Coates informed the Board that Jeff Goodrum gave the estimate of \$1,621.65 for the cost of the outlets. The money will come from the Highway Department budget as the work was proposed by Mark Bucklin. The outlets on the light poles downtown will make power available for decorations or events.

Board Facilitation: Mr. Coates informed the Board that the cost for three facilitation sessions is \$1,000. The service is no longer provided by Primex. The facilitation will identify priorities and set expectations for the Board. Mr. Alpers commented that this is money well spent and will get the Board all on the same page. The Board is in consensus to have the facilitator come in. Mr. Coates said funds will come from the Executive section of the budget.

July 4th Fireworks: Mr. Coates informed the Board that there are two bids from RS Fireworks and Atlas. There is rain date language in the contract and Mr. Coates recommends the opt out clause date be changed from March to April. Mr. Lagueux commented that there is a multi-year contract with no penalty. Mr. Coates commented that he will get together with the Fire Chief and Police Chief and come

up with some initial ideas. The contract has been sent to the insurance company for feedback. West Shore Marine is responsible for the state permitting and approvals for the barge. Mr. Manganiello made a motion to accept RS Fireworks as a five year contract proposal for \$9,000 with 10% more product each year, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Communication Tower: Mr. Coates informed the Board that wording was added to the RFP for the work to begin no sooner than June 21st to avoid cash flow challenges. The Board agreed to post the RFP.

Smith Lot Update: Mr. Coates informed the Board that there are no test results yet. Discussion about closing costs should wait until the test results are known. Mr. Manganiello commented that he went into the property to have a look and there does not appear to be asbestos tiling but there is horsehair plaster present. Something different should be placed over the well cover. Mr. Coates commented that the Primex told the town to use due care and feels that the town is on the right track.

Safe Routes to School: Mr. Coates informed the Board that \$235,000 is approved for the project from Safe Routes to School funds. Three bids were received and analyzed and all three bids were over that amount. The options for the town are ask the DOT to fund the difference, change the scope of the work, or the town pays the difference. The Board agreed to ask the DOT to fund the difference.

Kelley Park: Mr. Coates informed the Board that the MOU with the TTCC regarding Kelley Park needs to be reviewed since it is from 2008. Ms. Dion commented that there may be an early opening and the work to the park may need to start early. Mr. Coates replied that there have been no bids received yet for the maintenance and that the bids close on April 1st at 4PM. One bidder did call and asked about the responsibilities outside of Kelley Park. Mr. Coates had a conversation with the Garden Club and the Decorating Committee and they will maintain the soil and mulch downtown as well as place plantings. Peter Daniels, in Maintenance, will water the hanging baskets. The contractor will be responsible for mowing and raking grass in the square. True Green and others are being asked for quotes for the fertilizing under a separate contract. Mr. Coates informed the Board that the volunteer who wants to work on racks in the dugouts will need to sign a volunteer form.

Appointments:

Mr. Coates informed the Board that three members of the public requested to be on the Economic Development Committee. A charter should be drawn up for this committee. Mr. Alpers commented that the two Select Board members who are on the committee can give some direction and that a couple of charges can be left open to the members to be creative. Mr. Manganiello moved to nominate Vincent Paul Migliore, Jeff Goodrum, and Bill Dowey to be members of the Economic Development Committee, seconded by JP Morrison. The Board voted 5-0 in favor of the motion.

Three reappointments to boards were made. Richard Laflamme and Lorraine Bohmiller have been re-appointed to the Zoning Board of Adjustment and Daniel Paradis has been re-appointed to the Planning Board.

Mr. Coates informed the Board that an individual expressed interest in serving on the Historic District Commission. The HDC asked the individual to fill out a questionnaire and wanted to wait to recommend appointment until the individual filled out their questionnaire. The Select Board is the appointing authority. Mr. Alpers commented that the individual needs to fill out the town volunteer application and no other application or questionnaire is required. Mr. Coates will put the appointment sheet together for the next Board meeting.

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

Bristol is losing the liquor store. There was a petition signed by 200 people but the Commissioner decided to close the store. Mr. Coates will write a letter requesting the store be kept open until the end of the summer season.

Eight requests were received to be on the Space Needs Committee. Mr. Coates will come back to the Board with some direction for that committee.

A quote for fencing was received for the Mica lot and others are being solicited. Mike Vignale has come up with a preliminary design concept in the past that will be reviewed again by Mr. Coates.

Select Board Items:

Mr. Manganiello informed the Board that the Planning Board will be meeting in regards to New England Family Housing on April 18th at the fire station.

Mr. Morrison was contacted by a resident on a road near Holiday Hills. The resident stated that he heard that when a certain number of houses are on a private road the town will take over the road. Mr. Lagueux replied that there is a process for this and the can talk to the Town Administrator about the requirements and process.

Public Comment:

Margaret Hoyle commented that the police vehicle bid should also be placed in the Town Crier.

Barbara Greenwood commented that there are several dead trees at Kelley Park that are dead and need to be looked at.

Margaret Hoyle asked if the money for the doors at the Old Fire Station are coming out of the encumbered money as that money originally did not include work on the doors. Mr. Alpers replied that the money for the doors is coming out of the town maintenance trust fund.

William Cote asked if there is any announcement from the non-public session from March 17th. Mr. Lagueux replied that the town did hire a full time police officer.

William Cote asked if there are any wage study updates. Mr. Lagueux replied that it hasn't been addressed as a Board yet.

At 8:05PM Ms. Dion made a motion to go into non-public session under RSA 91-A: 3 II (a), seconded by Mr. Manganiello. A roll call vote was held. The motion carried by a vote of 5-0. At 8:18PM, Ms. Dion made a motion to come out of non-public session, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion. Mr. Alpers made a motion to seal the minutes of the non-public session, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

With no other business to come before the Board, at 8:19PM, Ms. Dion made a motion to adjourn. The motion was seconded by Mr. Alpers. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan