

Minutes

Bristol Select Board

April 7, 2016

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

Others Present: Highway Superintendent Mark Bucklin, Town Clerk Raymah Simpson, Transfer Station attendant Art.

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 (a), RSA 91-A: 3 II (b) and RSA 91-A: 3 II (e), seconded by Mr. Morrison. A roll call vote was held. The motion carried by a vote of 5-0. At 5:47PM, Mr. Alpers made a motion to come out of non-public session, seconded by Ms. Dion. 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 31, 2016, seconded by Mr. Manganiello. Mr. Manganiello requested that the date for the Planning Board meeting be changed. The Board voted 5-0 in favor of approving the minutes as amended.

Consent agenda: Mr. Manganiello made a motion to approve the consent agenda dated April 7, 2016 to include the items named therein, seconded by Mr. Alpers. Mr. Morrison asked if the discounts are being looked at regarding the payables. The discount is on the invoice and the town just has to pay within ten days. Mr. Coates replied that he will be working on this with the new Finance Officer. There is some lag when paying the bills but it will be paid more attention to. The Board voted 5-0 to approve the consent agenda.

Department Head Presentation: Mark Bucklin presented Highway Department updates.

Mr. Bucklin informed the Board that there is an issue with commercial haulers at the transfer station. They are overwhelming the station and there needs to be a way to identify the commercial people so they can be charged at a higher rate. Currently everyone is charged \$5 for a sticker. Ms. Simpson commented that there is a commercial person who wants to get a sticker to pick up trash around town. He lives in Bristol but he will be making money off of picking up the trash. Mr. Alpers replied that the town would not know where the trash is really coming from. Mr. Bucklin commented that the town is paying \$66/ton for incineration and no recycling is being done by the commercial haulers. Mr. Alpers commented that an ordinance or policy should be in place regarding this issue. Mr. Coates commented that the town of Hopkinton does well revenue wise after setting up a commercial process. Mr. Lagueux commented that a second tier system should be set up with increased fees and limited hours as part of an ordinance for commercial haulers. Mr. Alpers requested that the Town Administrator find out the legality of enacting a transfer station ordinance. The Board will revisit this at the next meeting.

Mr. Bucklin informed the Board that chip sealing will be done to Upper Birch Drive and Bear Mountain Road. There is a new process that adds fiberglass to the chip seal which helps strengthen the bond. This costs \$20,000 more but the two roads are good candidates. Mr. Lagueux asked if this was in the budget. Mr. Bucklin replied that at a cost of \$60,000, it is still in the ballpark. Mr. Bucklin commented that all streets involved in the Safe Routes to School project will be paved after the sidewalk work is done.

Mr. Bucklin informed the Board that a rough estimate for the work needing to be done to Hemlock Brook Road is \$15,000-\$20,000. Mr. Lagueux asked if the work can be subbed out. Mr. Bucklin replied that was not budgeted for. Mr. Lagueux replied that the Town Administrator can work with the landowner regarding this.

Mr. Morrison asked Mr. Bucklin about the parking in the TD Bank lot. Mr. Bucklin replied that overnight parking is allowed there for downtown residents during storms but they are supposed to be gone by 8AM and this doesn't always happen. Mr. Alpers suggested strengthening the ordinance. Mr. Manganiello commented that the town can give out tickets and the town will get revenue from this instead of the tow companies. Mr. Coates replied that the problem is the town has a policy and not an ordinance so an ordinance needs to be developed.

Mr. Bucklin informed the Board that Bryant Paving sent a letter offering last year's pricing is they are chosen for work this year. Mr. Bucklin commented that he does not have final prices yet. Mr. Lagueux commented that the town has a bid policy and it is in the best interest of the town to put this out to bid. Mr. Bucklin commented that the paving will go out to bid in May at the latest.

Action Items:

Goal Setting Schedule: The meeting with Nick Manolis will be held on April 21, 2016 from 4:00pm to 7:00pm.

Kelley Park Maintenance Contract: Mr. Coates informed the Board that two bids were received. Gated Properties and Development from New Hampton bid \$14,883. Turnkey Construction from Meredith bid \$12,580. The Kelley Park Committee met and recommends Gated Properties as they are pleased with their work last year and the current submission was complete and thorough and the downtown work was included. Mr. Lagueux asked if they were bidding on the same information. Mr. Coates replied that the RFP was posted on the web site and in the papers and that he spoke with both bidders. Mr. Alpers made a motion to approve the bid from Gated Properties for the 2016 maintenance of Kelley Park and the downtown, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion.

Kelley Park MOU: Mr. Coates sent a copy of the draft 2008 MOU to the Board for review. Mr. Morrison asked if the community center contributes a monetary amount for maintenance of the park like the school district does. Ms. Dion replied that that the community center does not pay the town for use of the park, but that it does some maintenance to the baseball fields and they do put in manpower at the park every year. Mr. Morrison requested an outline of what the community center does for maintenance at the park. Mr. Lagueux commented that he would like to see an average of in-kind man hours and cost of materials to see what the community center does contribute. Mr. Manganiello asked

what role the Kelley Park committee has. Ms. Dion replied that the committee meets quarterly and discuss projects and oversees projects for the park. The committee does not oversee day to day operations. Mr. Alpers commented that the 2008 MOU was started to take the day to day administration off the town office staff's hands. Mr. Alpers commented that he is fine with how the MOU relationship works. Mr. Alpers commented that he is concerned with language regarding the oversight of town employees by the community center director. Ms. Dion replied that language can be gotten rid of. Mr. Lagueux requested that a history and contract regarding the school district payment be sent to the Board for review.

Mica Lot Fence: Mr. Coates informed the Board that \$10,000 was approved at Town Meeting for fencing at the Mica building lot. A couple of years ago, a conceptual drawing of the lot was done by Mike Vignale. Mr. Coates asked if the Board would like a more comprehensive idea of what the lot would be designed like before putting in the fencing. Mr. Coates commented that the Board could take some time to think about a concept to move forward with. To deal with the safety issue now, a chain link fence could be installed. Mr. Lagueux commented that it seems like a fairly simple project and he doesn't see why the fence can't be installed and the terrace work done and do the other work as we go along. Mr. Manganiello commented that the discussion at Town Meeting was very detailed regarding the fencing. Mr. Alpers commented that he is fine with proceeding with the fence installation.

Wage Study: Mr. Coates commented that comments from the body at Town Meeting were that they would like to see the Select Board work on a wage study. Mr. Coates informed the Board that he worked with the department heads on a proposal, which has been sent to the Board. The department head's proposal includes where employees should be placed, not just at mid-level. The proposed start date for wage adjustments would be July 1st. The total of the proposal included Retirement, FICA, and Medicare. There are funds in the Water/Sewer budget, the Merit Raise budget line, paving line and crossing guards line that could be reassigned to pay for it. Mr. Alpers requested a copy of the breakdown of where the employees are at. Mr. Manganiello commented that he thought the discussion at Town Meeting was to put a study together and not to increase all the wages. Mr. Alpers commented that he heard the discussion as put the wage study together for next Town Meeting and put it back in front of the people then. Ms. Dion commented that the people's expectation is that if the town does not need the money, it shouldn't spend it. Mr. Lagueux requested that the Board review the minutes from Town Meeting to concur with this discussion.

Appointments: Mr. Alpers made a motion to approve the appointment of Richard Laflamme to the Historic District Commission, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

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

As a follow up to the Crodem Drive issue that Mr. Morrison spoke about at the last meeting, an email was received and the next steps will be brought forward regarding this.

The town clock contract has a tentative approval as it's under review. The painting company JLT has stated that the wood replacement is not included in the \$7,500 quote that was used as the basis of the

warrant article. JLT has been asked to get a number for this and Tom Keegan has been asked to come back to the Select Board to discuss this.

There was a fireworks committee meeting and the contract with RS Fireworks is getting final review from Town Counsel and the Town's insurance carrier. They have 5 or 6 things they want looked at further. Per a conversation with RS, they will now do a show with mostly Class B fireworks for the same price as they were going to do for a mostly Class C show. The barge is free of charge from West Shore Marine. Atlas Fireworks was proposing a show at higher prices. Mr. Coates talked to the Police Department regarding road closures. There needs to be a discussion regarding food vendors as there is some interest in this. An update will be presented at the May 5 Board meeting.

Mr. Coates will bring forward a slate for the Space Needs Committee for the next meeting.

Select Board Items:

Mr. Morrison asked if there was a final report on the Smith lot. Mr. Coates replied that the water report came back clean, and the environmental report is still pending.

Ms. Dion commented that she has received the volunteer form for the dugout work.

Mr. Manganiello commented that Lucille Keegan contacted him regarding use of the Old Town Hall. The town does have an event application to fill out but more language could be used for fee structure, deposits, and insurance. The Exeter town hall is a good example for this language.

Mr. Manganiello commented that the Planning Board is meeting Wednesday at the Fire Station at 7:00pm.

Public Comment:

William Cote asked if there are any announcements from the non-public session. Mr. Lagueux replied that there are not any announcements. William Cote asked for a copy of the wage study numbers. Mr. Alpers replied that it is a public document and the Town Administrator will send one.

John Sellers commented that he sent the ambulance contract that he worked on to the Select Board a while ago and he is hoping that it will be talked about at a meeting. Mr. Lagueux replied that the Town Administrator needs to look at the document and then it will be put on an agenda.

Margaret Hoyle asked if a link for the Town Meeting videos be put on the homepage of the web site as it is hard to find under the Bristol media tab.

With no other business to come before the Board, at 7:32PM, Mr. Alpers made a motion to adjourn. The motion was seconded by Mr. Manganiello. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

