

Minutes

Bristol Select Board

May 5, 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, Police Chief Michael Lewis, and Kelly Lacasse.

The meeting was called to order at 5:12 PM. At 5:13PM 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 Ms. Dion. A roll call vote was held. The motion carried by a vote of 5-0. At 5:37PM, Mr. Manganiello made a motion to come out of non-public session, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

A recess was held until 5:52PM. The meeting was reconvened at 5:53PM. At 5:54PM Mr. Alpers made a motion to seal the non-public minutes of May 5, 2016, 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 April 21, 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 May 5, 2016 to include the items named therein, seconded by Mr. Alpers. The Board voted 5-0 to approve the consent agenda. Mr. Manganiello asked the Town Administrator to look into the Fire Department overtime.

Mr. Lagueux introduced the new Finance Officer, Cagney Hatch, to the Board and the public.

Human Resources/Welfare: Kelly Lacasse asked the Board if the town wide safety training could be held on June 1, 2016 from 9:00 to 1:00. The town offices and town buildings would have to close during these hours. The Board approved the date for the training.

Ms. Lacasse informed the Board that the Welfare budget numbers are consistent with last year. Ms. Lacasse continues to work with other agencies to help with welfare requests. Ms. Lacasse informed the Board that she and Town Administrator recommend a candidate for the land use officer position. Mr. Alpers made a motion to extend the offer and to accept the PAF for up to 24 hours per week at \$24 per hour, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

K-9 Proposal: Chief Lewis informed the Board that the K-9 program offers benefits for drug detection and officer safety concerning crimes involved with drugs. The K-9 can handle any and all tracking for drugs and for individuals. The officer selected to be the K-9 handler will be required to enter into a MOU that up to 48 months of continuous full time employment with the town is required. The cost for the K-9 program and the training would be paid for by drug seizure money and not through taxpayer money.

Chief Lewis has an agreement with a Bristol vet to handle any and all K-9 maintenance except for surgeries. Blue Seal in Concord and Hannaford in Bristol have agreed to supply food. RP Williams has agreed to donate any and all materials for housing. Chief Lewis informed the Board that he spoke with the Director of Claims at Primex and there would be no increase in the town's premium due to adding a K-9 program. The officer selected is Nicholas Kelly. A document regarding a best practice policy has been drafted. Mr. Lagueux asked what the time frame is. Chief Lewis replied July 1st. Ms. Dion asked how long the dog would be in service. Chief Lewis replied 6-8 years in service. Mr. Alpers asked how the superintendent of schools felt about the program. Chief Lewis replied that he only asked about school funding and was told that there are no funds that the school can give. Mr. Manganiello asked if the overtime will be substantial and if it is worked into the budget. Chief Lewis replied that the overtime will be absorbed in the regular overtime budget. The officer will have a fixed schedule in the primary times when activity is high. Ms. Dion asked what other communities have K-9 programs. Chief Lewis replied that Belmont and Franklin have K-9 programs for drugs and tracking. Mr. Morrison asked if the town could ask to use another town's K-9. Chief Lewis replied that he has asked and has been denied by Franklin and Belmont in the past. Mr. Morrison asked if Chief Lewis was looking for ongoing funding at Town Meeting. Chief Lewis replied that he may ask for a \$1,500 line item in the 2017 budget to cover leashes and small ticket items. Mr. Manganiello asked if another vehicle would be needed for the K-9 program. Chief Lewis replied that there will be a dedicated vehicle for the officer and the K-9 and the vehicle and the maintenance will be paid through the drug seizure money. Mr. Morrison asked if there is additional vehicle insurance needed. Chief Lewis replied that there is no additional cost with the town policy. Mr. Manganiello asked how long the program can be funded under the drug seizure money. Chief Lewis replied that the entire life of the K-9 program could be funded by this balance.

Mr. Alpers made a motion to support the proposal from Chief Lewis regarding the K-9 as discussed and presented tonight, seconded by Ms. Dion. Mr. Morrison made a motion to amend the motion to not take any money from taxes for the K-9 program, seconded by Mr. Manganiello. The Board discussed the amendment. The Board voted 2-3 to not approve the amendment. Chief Lewis suggested that the program be further discussed at the next Board meeting. Mr. Alpers rescinded his motion and Ms. Dion rescinded her second.

Deeding: Raymah Simpson presented the Board with several deeding situations and the Board discussed each one. Mr. Morrison made a motion to accept waivers for #1 through #20 excluding #3, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion. Mr. Alpers made a motion to deed the property described as #3 on Raymah's paperwork, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion. Mr. Morrison made a motion to accept the abatement for ten cents, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Transfer Station Update: Mr. Coates informed the Board that the town cannot mandate property owners to have dumpsters. The state RSA that discusses health officers could potentially be used to draw up an ordinance if it has to do with health issues. There is a little flexibility in this ordinance. Mr. Coates informed the Board that staff can issue fines and warnings in regards to enforcement at the transfer station. Language was put in the ordinance and it was sent to legal to look at the language and

make sure the wording is good as it has to do with fines. Mr. Manganiello commented that there are some typos in the policy that need to be edited.

Chip Seal: Mr. Manganiello made a motion to approve purchase order #004301 to Allstate Asphalt for chip sealing fiber mat for \$57,020.10 and to waive the purchasing policy as this is a sole source provider for the fiber mat. The motion was seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Paving Bids: Mr. Coates informed the Board that he has drafted an RFP for the five paving and curbing projects this year. The deadline for responses is June 16th and then it will be awarded within a week. The goal is to have projects done by Columbus Day.

Safe Routes to School: Mr. Coates informed the Board that NHDOT is funding the difference in the Safe Routes to School project. NHDOT recommends the lowest cost most qualified bidder as GMI Asphalt, and the cost they have approved is for \$275,650. Mr. Alpers made a motion to award the Safe Routes to School contract to GMI Asphalt in the amount of \$275,650, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion. Mr. Alpers commented that GMI will need to communicate very well with the abutters.

Action Items:

Jeffers Road: Mr. Alpers made a motion to approve the offer from Central Land Survey in the amount of \$1,900 for work on Jeffers Road, seconded by Mr. Manganiello. The Board voted 5-0 to approve the motion.

Fertilizer Contract: Mr. Coates informed the Board that three quotes were sought out, but only one quote was received. True Green quoted the Central Square at \$270 and Kelley Park and the ballfield at \$2,140.

Sewer Line Cleaning: Mr. Coates informed the Board that Jeff Chartier sought three quotes for the work and recommends Eastern Pipe for a cost of \$11,000. Mr. Coates recommended the purchasing policy have to be waived since Eastern Pipe was the most qualified and lowest cost. Mr. Manganiello commented that all the quotes do not include traffic control. Mr. Alpers replied that the water/sewer employees will do this as they are qualified. Mr. Manganiello made a motion to approve Eastern Pipe Services LLC, purchase order #003729 in the amount of \$11,000 and to waive the purchasing policy, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Central Street/Water Street Project: Mr. Coates informed the Board that Underwood Engineers is able to do the work for the Central Street water/sewer project for \$14,700, which is significantly lower than the \$45,000 approved at Town Meeting because savings were realized through pairing the project with the Water Street engineering project. Mr. Alpers made a motion to accept Underwood for the water/sewer engineering study work in the amount of \$14,700, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Mica Lot Fence: Mr. Coates informed the Board that three quotes were obtained for a 6ft. high aluminum fence as discussed at Town Meeting. Mr. Coates recommends Superior Fence out of

Belmont. Mr. Alpers made a motion to award the fence contract from the 2016 warrant article for the Mica Lot to Superior Fence in the amount of \$9,673, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Town Clock: Mr. Coates informed the Board that the warrant article and the scope of work did not contemplate the rotten wood. The total cost is \$9,500 which is the town's portion of the cost. \$7,500 was approved at Town Meeting. Mr. Alpers made a motion to approve the proposal from JLT Painting in the amount of \$9,500 of which \$7,500 will come from the warrant article approved at Town Meeting and the remaining \$2,000 from the Town of Bristol Building Maintenance Trust Fund which the Select Board are agents to expend. The motion was seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion. Mr. Morrison asked if the Church could chip in another \$500. Mr. Coates will ask them.

Police Cruiser Bid: Mr. Lagueux informed the Board that one bid was received from Joel Frominick of Danforth Brook Road for \$351.99. Mr. Alpers made a motion to accept the bid, seconded by Ms. Dion. The Board voted 5-0 to approve the motion.

TTCC MOU: Mr. Coates made the recommended edits proposed at the previous meeting. Mr. Alpers asked if there is an expiration date as this will force the Select Board to look at it every few years. Mr. Coates replied that there is not an expiration date. Mr. Lagueux replied that four years is a good compromise. Mr. Coates will add in the expiration date. Mr. Alpers made a motion to accept the MOU with the TTCC with the addition of putting a four year expiration date on it, seconded by Mr. Manganiello. The Board voted 4-0-1 to approve the motion. Mr. Morrison asked about the monetary contribution from the TTCC. Ms. Dion replied that for example volunteer work done to the park for baseball opening day has an estimated cost of \$10,000 for labor and equipment.

Ms. Dion commented that she attended a workshop and was informed by an attorney that towns consider not charging for use of their parks as this takes away liability exclusions. Mr. Alpers commented that the school district requires a certain level of care for sports and the town just needs to be creative with language as it is just sharing the cost of maintenance. Mr. Coates will talk with the town's insurance carrier and attorney to get some language for the contract with the school for maintenance.

Conflict of Interest Policy: Mr. Coates informed the Board that the town is following the state ordinance. Mr. Coates will draft a code of ethics policy for the Board to look at for the next meeting.

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

The audit is starting this week and will continue next week.

The Space Needs Committee met.

The Budget Committee will have a municipal budgeting 101 workshop at the Monday meeting.

The ambulance contracts need to be signed.

Hilda Bruno has two candidates for the Downtown Decorating Committee, Marilyn Bucklin and Karen Colby. Mr. Alpers made a motion to appoint Marilyn Bucklin and Karen Colby to the Downtown Decorating Committee, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Select Board Items:

Mr. Morrison commented that the overnight parking in downtown is still an issue and this is a huge problem when plowing. Mr. Coates replied that this issue is on his list and he will bring an ordinance to the Board to review.

Ms. Dion commented that people are asking her what the timeline is for the trailer to be moved out of the police station parking lot. Mr. Coates replied that the papers were signed today and it will be moved to the Smith lot. Mr. Alpers commented that there is only so much control the Board has over this as the trailer is evidence and has to be in sight.

Mr. Manganiello commented that the Planning Board will meet next Wednesday with NE Family Housing at the fire station. There is concern that the Space Needs Committee may have evolved into something larger than originally discussed and all town buildings are being looked at. Mr. Lagueux commented that the committee needs to make sure they follow what was discussed at Town Meeting.

Public Comment:

Bill Cote asked if there are any announcements from the non-public session. Mr. Lagueux replied that there was the hiring of an employee that was discussed during the public session.

With no other business to come before the Board, at 8:33PM, Mr. Alpers made a motion to adjourn. The motion was seconded by Ms. Dion. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan