

Minutes

Bristol Select Board

June 2, 2016

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

Others Present: Raymah Simpson.

The meeting was called to order at 5:00PM. At 5:06PM 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 5:51PM, 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.

A recess was held until 6:00PM. At 6:00PM, the meeting was reconvened. At 6:02PM 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 seal the non-public minutes of June 2, 2016, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Mr. Alpers made a motion to approve the public and non-public minutes from May 19, 2016, seconded by Mr. Manganiello. The Board voted 4-0 in favor of approving the minutes as written.

Consent agenda: Mr. Manganiello made a motion to approve the consent agenda dated June 2, 2016 to include the items named therein, seconded by Mr. Alpers. The Board voted 4-0 to approve the consent agenda.

Department update: Raymah Simpson presented the Board with updates regarding tax collection and the beaches.

Ms. Simpson commented that tax bills have gone out and money is coming in. The arrangements with the liens have all been pain on but for one. Mr. Alpers asked if the letters are sent return receipt. Ms. Simpson replied that they are sent as certified letters. Mr. Lagueux asked as taxes come in is the process to report them as paid in the system and then sent to the accountant for double checking. Ms. Simpson replied that copies are made of the deposit slips and the Treasurer and the Accountant get a copy of that. A monthly or yearly statement is produced and the Finance Officer is given this too. This statement shows past due balanced going down.

Ms. Simpson reported that there are people from out of town who own property and have family who come up and want guest passes for the beach. Some property owners are getting multiple passes for their families' cars and this doesn't seem fair as there are a limited number of parking spaces for residents. Mr. Morrison suggested that there be a limit on the number of passes per property. Ms.

Simpson commented that an ordinance or policy could state that passes are not given to residents who live within a certain distance to the beach. Mr. Alpers commented that past legal advice has stated that the town cannot discriminate between residents but the town can look at limiting the number of passes. Mr. Alpers suggested that new legal advice be sought on this and suggested that the fees for passes and day passes be looked at as the town has to pay for beach maintenance and beach attendants. Mr. Morrison suggested getting rid of the guest passes. Mr. Alpers replied that he doesn't want the town to be tourism unfriendly but that the guest passes need to be more than \$5 for the week. Mr. Manganiello commented that stickers should go up but the day passes should stay at \$5. Mr. Alpers suggested doing away with the guest passes and have a weekly pass with an associated fee.

Mr. Alpers made a motion to change the guest pass to a weekly beach pass in the amount of \$25 for a 7 day per week period, keep the annual resident pass at \$5 and the daily guest pass at \$5, and change the rules going forward that each property gets two resident beach passes. The motion was seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Ms. Simpson informed the Board that the abatement that was signed was in the wrong amount. The Board initialed the change to the previously signed abatement.

Mr. Lagueux informed the Board that there are two forms the Board needs to sign to hire beach attendants for the temporary summer positions. The Board signed the forms.

Space Needs Committee/ Select Board Priorities:

Mr. Coates informed the Board that the town office building presentation is next week and he is looking for Select Board ideas or opinions.

Mr. Alpers commented that he would like to see the town finally get to a spot where the town actively maintains the buildings that we have and get into a better program for active maintenance. Mr. Alpers commented that the town office building and Police Department needs should be the number 1 priority.

Mr. Manganiello commented that the Space Needs committee mission is kept on the agenda and that the warrant article took on a different charge as it was rewritten at Town Meeting.

Mr. Morrison commented that the town should take care of what we have then talk about expanding.

Mr. Lagueux commented that it is great to look at other needs but the committee needs to be more focused in the town office building and the Police Department.

Action Items:

Town Office Generator: Mr. Coates informed the Board that he received a call from Homeland Security and was told that the generator grant needs to be completely closed out by September 31st. There will be no more extensions allowed. Mr. Coates called the generator company and asked for a revised quote. The grant is a 50/50 split with \$13,000 as the town's portion and \$13,000 being reimbursed. Mr. Coates spoke with Dead River regarding the propane tanks. They will be placed by the shed near the

Police Department and the regulator put by the window at the booking room. Generator Connection said that the generator is portable in that the connection would need to be redone and the concrete slab put in the new location. The unit is 500 gallons and could power the town office building for five days straight. Mr. Morrison asked if the building is 400 amp service. Mr. Coates replied that he will look into that next. The Dead River installation costs are \$1,000-\$2,000. Mr. Morrison commented that the building just needs something that is more than adequate and it may be possible to get something for less money. Mr. Alpers commented that the people voted this in two years ago at Town Meeting and it needs to get done but that the town should check to see if it can be downsized. The Board authorized Mr. Coates to check with the generator company to see if there is a step below what's quoted. Mr. Morrison asked if an electrician is needed for the installation. Mr. Coates replied that the installation is all inclusive with the generator company.

Town Building Usage Policy: Mr. Coates informed the Board that he talked with the town administrator in Exeter and received a word document of that town's policy. Mr. Manganiello worked with Mr. Coates to change the wording to the document for Bristol's policy. The document includes the building use policy, the Town Hall rental policy, and the application. There are potential fees involved. The policy was reviewed by the Board. Mr. Alpers commented that there should be a lost key fee. Mr. Morrison commented that the lock should be key specific for the Town Hall. Mr. Alpers asked if the Board thought the \$150/day rental fee was reasonable. Mr. Lagueux replied that the deposit fee is given back. Mr. Lagueux asked if there is a fire alarm in the building. Mr. Coates replied that he needs to check on that. Mr. Alpers commented that there is one in the basement near the boiler. Mr. Coates commented that the building may be grandfathered but if changes are made the town may need to bring it up to code with sprinklers and everything. Mr. Lagueux asked the town administrator to check with Sandra Heaney regarding any LCHIP conflicts. Mr. Coates commented that he will send the policy to Primex to be looked over. Mr. Coates commented that the will get the maximum occupancy numbers from the Fire Department. Mr. Alpers commented that the outside of the building will need to be maintained during the winter. Mr. Coates replied that year round heating needs to be looked at and if any updates to the heating system are needed. Mr. Alpers commented that the food preparation can take place in the wind and food can be allowed to be eaten in the main hall. Mr. Coates commented that the liability insurance coverage is \$100,000/\$300,000. Mr. Coates will make the changes discussed to the policy and bring the edited policy to the next Board meeting.

Economic Development Committee Brochure: Mr. Coates took pictures of the lake and the downtown. The Board approved of the pictures being included in the brochure.

Safe Routes to School Update: Mr. Lagueux informed the Board that he attended the Safe Routes to School organizational meeting. The school district offered their space and flexibility in the scheduling of the work. GMI is the contractor and their intention is to do a section and button it up which will be followed by the paving. Mr. Coates commented that the trailer will be stored in the school parking lot. The start date is June 24th and will be finished by mid-August. On June 14th there will be a meeting at the TTCC to discuss the project with all the neighbors. Project updates will be posted on Facebook, on the town web site, and in the Town Crier. Mr. Lagueux commented that there will be update meetings every Tuesday morning at 9:00. Mr. Alpers asked what they are using for traffic control. Mr. Coates

replied that GMI will develop a plan and Chief Lewis said he would support it. The area will be posted as local traffic only and an officer will be used for traffic control.

Town Administrator's Report:

Nothing was added at this time.

Select Board Items:

Mr. Manganiello commented that people around the lake received the letter regarding the fireworks being at the lake again and the response has been positive.

Mr. Alpers thanked the Downtown Decorating Committee for getting the square ready for Memorial Day.

Mr. Morrison asked for information regarding the K-9 unit. Mr. Morrison would like to know how much it cost to set up the unit originally and how much has been spent on the task force already. Mr. Morrison would like to know how much the town will actually receive in revenues. Mr. Alpers replied that it is reasonable to ask Chief Lewis to do a spreadsheet for expenses and potential revenues.

Mr. Morrison asked if it makes sense to have a secretary present at the meetings. Mr. Alpers replied that he feels the minutes are accurate and does not feel that it is necessary. Ray Courchaine commented that there is a dual back up of the recordings in case the laptop does not work.

Mr. Alpers commented that he saw that Durham switched their gas purchasing from the state shed to buying local and they are saving money. Mr. Coates replied that he has asked the Finance Officer to look at the state and local rates. The town does have an account at the Park and Go and at the New Hampton Irving station. Mr. Alpers commented that the town should have both options.

Mr. Coates commented that he believed electric rate agreement expires in September but has to check but that the rates will be looked at before the agreement expires. Mr. Morrison asked if using another supplier is cost effective. Mr. Alpers replied that this has benefited the town over the years. The Water/Sewer department over the summer has a high demand and money is saved just in that department alone.

Public Comment:

Tom Caldwell commented that he received the packet from Kelly Lacasse prior to the Board meeting and it was helpful.

With no other business to come before the Board, at 7:40PM, Mr. Alpers made a motion to adjourn. The motion was seconded by Mr. Manganiello. The Board voted 4 -0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan