

Minutes

Bristol Select Board

August 15, 2016

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

The meeting was called to order at 5:00PM. At 5:00PM Mr. Manganiello made a motion to go into non-public session under RSA 91-A: 3 II (b) and RSA 91-A: 3 II (c), seconded by Mr. Morrison. A roll call vote was held. The motion carried by a vote of 3-0. At 5:55PM, Mr. Manganiello made a motion to come out of non-public session, seconded by Mr. Morrison. The Board voted 3-0 in favor of the motion. Mr. Manganiello made a motion to seal the minutes of the non-public session, seconded by Mr. Morrison. The Board voted 3-0 in favor of the motion.

Mr. Manganiello made a motion to approve the public and non-public minutes from July 25, 2016, seconded by Mr. Morrison. The Board voted 3-0 in favor of approving the minutes as written.

Consent agenda: Mr. Manganiello made a motion to approve the consent agenda dated August 15, 2016 to include the items named therein, seconded by Mr. Morrison. The Board voted 3-0 to approve the consent agenda.

Geotechnical Study for Northern Pass Burial:

The Town of New Hampton is asking for support from Bristol, Bridgewater and Ashland to contribute to the cost of a geotechnical study. The total cost is \$6,850 and it would be split up to four ways depending on if the three other towns agree to contribute. The work would be done by Emery & Garrett Groundwater Investigations of Meredith. The scope of work would include: background and data review of the proposed transmission line route, analysis of the geology and topography to evaluate the probability of hitting bedrock less than ten feet below the ground and a summary report. The gist of it is that it is that the study would allow the towns to prove, in theory, that it is feasible to bury the Northern Pass transmission line through the towns.

Mr. Manganiello made a motion spend up to \$1,712.50 from the Legal line, seconded by Mr. Lagueux. The Board voted 2-1 to approve the motion.

Hemphill Radio Tower:

The second round of bids has been received: Five bids were submitted and one company came in under budget while the rest were over our budget. Staff from the Fire Department and Lakes Region Mutual Fire Aid met with a representative of this one company at the tower site and refined the scope work based on conditions on the ground. A final scope and contract will be sent after a survey of the site will be completed. There is currently discussion with the abutting property owner about the tower.

Draft Findings of Space Needs Committee Town Office Subcommittee:

The Space Needs Committee has continued to move toward looking into if and how the current Town Office could be converted into the Police Department and if and how to build a new Town office on the Smith Lot. The Committee charged a subcommittee with coming up with preliminary recommendations of what the Town Office would include and how big it would need to be. The Space Needs Committee named a subcommittee that includes Mr. Manganiello, Burt Williams, Barbara Greenwood, Chief Lewis and Mr. Coates. The subcommittee got together recently and made a list of needs for a new Town Office, talked with staff, took measurements of the existing facility and came up with a preliminary rough estimate of square footage and parking needs. The subcommittee will be presenting its information to the Space Needs Committee on August 29. The preliminary rough estimate on square footage for a Town Office is 6,500 square feet of finished space, but there still needs to be refining done with the full Space Needs Committee and talking to the public. The parking needs also need to be refined. Right now, there are 20 spaces in the current building and there has been discussion about how many spaces could be fit on the two properties.

Future of Maintenance and Shared Laborer Positions:

An employee has been doing the maintenance work, but he will be going back to school on August 20. Mr. Coates has contacted Gated Property Management, which does the maintenance work for Kelley Park. Mr. Coates recommended that for the remainder of the Summer/Early Fall that Gated Property Management be hired on a separate contract to do the work the remaining maintenance work, which includes mowing, trimming, watering and other non-mechanical system maintenance jobs. As this contract is under the amount for a formal bidding process, Mr. Coates was offering this as an FYI to the Select Board. There will need to be a further discussion soon with Mark Bucklin and Jeff Chartier about how to fill the maintenance position in the Winter and during the next budget cycle.

A posting to fill the open Shared Laborer position that is split by the Water/Sewer and Highway Departments has been running for more than a month and no applications have been received. Mr. Bucklin, Mr. Chartier and Mr. Coates talked and the feeling is that the reason why is likely because the pay is much lower than in surrounding towns and the position is posted as a temporary. The position will continue to be posted, but Mr. Bucklin, Mr. Chartier and Mr. Coates will further discuss whether the position should be reposted with the temporary removed and pay increased to be more in line with the market rate. The Board was also open to position being posted as an entry level Water/Sewer Operator position.

PAFs:

Mr. Manganiello made a motion to offer a candidate the Finance position, seconded by Mr. Morrison. The Board voted 3-0 to approve the motion.

Mr. Manganiello read into the record that Wendy Costigan has been hired after the PAF was approved by signatures of the Board for the Bookkeeping/Executive Assistant position.

Plankey Spring:

Plankey Spring has been shut down temporarily with a date for reopening not finalized yet. A test of the water showed coliform present, but no E.coli. According to staff from the Department of Environmental

Services and that when a test shows this the reason could be from plant decay so this could indicate that rainwater off the ground surface is getting into the well somehow or animal activity droppings. Health Officer Scott Lacroix has talked to the Health Officer in Plymouth about what they do with their springs and with the Town's insurance company. Both recommended that signage be put up that says, Drink at Your Own Risk. The well has had a treatment of chlorine and will be getting a second treatment and there will be more cleaning done. Another test will be completed after that time. Mr. Lacroix will also work with the Conservation Commission on signage at the site.

Beaches Update:

This is the second time this year that one of the beaches has had to be closed due to bacteria found in the water from state water samples. Avery Crouse has opened back up, but Mr. Lacroix and Mr. Coates are asking for the Select Board's OK to purchase signs that remind patrons to not feed the ducks. The Select Board agreed with the purchase of the signage.

Desk and Chair Donation:

John Sellers would like to donate tables and chairs for the Select Board and Budget Committee. The Board thanked Mr. Sellers for the donation and accepted it. Mr. Bucklin will work with Mr. Sellers to pick up the tables and chairs and will have them delivered to the Town Office in time for the next Select Board meeting.

Public Comments:

None.

With no other business to come before the Board, at 7:05PM, Mr. Manganiello made a motion to adjourn. The motion was seconded by Mr. Morrison. The Board voted 3-0 in favor of adjournment.

Respectfully submitted,

Nicholas J. Coates