

## Minutes

### Bristol Select Board

November 3, 2016

**Present:** Select Board members: Shawn Lagueux (late arrival), Paul Manganiello, Rick Alpers, Les Dion, and Town Administrator Nik Coates.

**Absent:** JP Morrison

**Others Present:** Christina Goodwin, Scott Lacroix, and members of the public.

At 5:11, Mr. Alpers made a motion to go enter into non-public session under RSA 91-A: 3 II (a), II(b) and II (e), seconded by Ms. Dion. A roll call vote was held. The motion carried by a vote of 3-0. At 6:00, Mr. Alpers made a motion to come out of non-public session, seconded by Ms. Dion. The Board voted 3-0 in favor of the motion. Mr. Manganiello called the public session to order at 6:03.

**Minutes:** Mr. Alpers made a motion to approve the public and non-public minutes of October 20, 2016 and October 27, 2016, seconded by Ms. Dion. The Board voted 2-0-1 to approve the minutes from October 20<sup>th</sup> as written and the Board voted 3-0 to approve the October 27<sup>th</sup> minutes as written. Mr. Alpers made a motion to seal the minutes from the previous non-public session, seconded by Ms. Dion. The Board voted 3-0 in favor of the motion.

**Consent Agenda:** Mr. Alpers made a motion to approve the consent agenda dated November 3, 2016, to include the items named therein, seconded by Ms. Dion. The Board voted 3-0 in favor of the motion.

**2017 Household Hazardous Waste Day:** Mr. Coates informed the Board that the commitment letter needs to be signed by the Board approving the appropriation of \$3,848 for the 2017 Household Hazardous Waste day. Mr. Tom Keegan commented that 108 Bristol households participated and there has been a steady increase since 2012. The highway department collected 275 gallons of used motor oil for use in the waste oil furnace. A new traffic pattern was implemented this year and will be tweaked for next year. The \$583 increase over last year is due to bringing in waste over the pounds allotted to the town. Mr. Manganiello asked if the July date can be scheduled so that it does not fall on Summer Town Meeting day again. Mr. Keegan will call Lakes Region Planning Commission regarding this. The Board signed the commitment letter.

**Elections:** Raymah Simpson reminded the Board that they need to have a quorum at all times during voting hours. There are three more ballot clerks helping this year. The church sent a new insurance from that the town needs to sign to use the Marion center for voting. Mr. Alpers commented that they just need a certificate of insurance from the town as we already have the insurance listed on the form. Mr. Coates will call to confirm this. Ms. Simpson commented that she is looking at newly designed voting booths that include a handicap accessible booth.

**Abatement:** Christina Goodwin informed the Board that the reason for the KTZ Hydro abatement is that they were double billed in the fall. They did get an abatement for the double charge already and that the interest was calculated as this is owed also. Mr. Lagueux made a motion to accept the settlement agreement for the final credit amount of \$655.14 and \$17,077.84 to KTZ Hydro, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

**Street Lights Request:** Christina Goodwin informed the Board that there is a request for two street lights to be put back up. One light is at the end of North Main Street near Lake Street and the other light is on Prospect Street. The total cost added to the Street lighting bill is approximately \$205-\$280 per year. There is no charge to install the lights. Mr. Lagueux made a motion to add the two street lights as noted, seconded by Ms. Dion. The Board voted 4-0 in favor of the motion.

**Winter Parking Ban:** Christine Goodwin informed the Board that the parking ban signs are up all year long but a notice is put on the town web site and the notice should be reviewed by the Board before posting. Mr. Alpers asked if the signs say what lots people can park in during a snow storm. Mark Bucklin replied that he can hang temporary signs in the two parking lots. Mr. Alpers commented that the town does need to be on point with towing cars after 8AM as it is clear on the notice and the town has been too lenient in the past.

**Parking Ordinance:** Scott Lacroix informed the Board that he reviewed similar towns' ordinances and he drew up a parking ordinance based on that information and what makes sense for Bristol. The ordinance was reviewed by attorney Christine Fillmore. Penalties were added in as requested by Police Chief Lewis. Mark Bucklin requested that section 4 of the proposed ordinance specifically say the lower parking lot at the library only. Christine Goodwin commented that a memo was sent regarding clarification of assigned parking with a business downtown as the new parking ordinance would take those parking spaces away. Christine Goodwin will do some more research regarding this.

**Snow Removal Policy:** Scott Lacroix informed the Board that the town has a snow removal policy but that the state RSAs were added in as this adds more enforcement and penalties for dumping snow in the middle of the square. The Board will approve the policy at a future meeting.

**Properties Update:** Scott Lacroix informed the Board that he has received a lot of complaints on certain properties that need to be cleaned up. This is part of the Health Ordinance. A property owner was sent a certified letter as the property was in violation of a site plan. The owner has not responded and is now in violation. Christina Goodwin commented that the town may need to go to court potentially regarding this and that the Planning Board is in support of this.

Scott Lacroix informed the Board that the town does issue permits but that building inspections are not done as the town does not have building codes. Mr. Lacroix suggested that the public should be informed about building codes and how they help them out. Mr. Lacroix commented that the Health Officer can write ordinances that could help enforce and clean up some issues and bring properties into compliance. Mr. Lagueux commented that in the past the town has rejected adopting unified building codes and inspections. Christina Goodwin commented that the last vote was close and that the Planning Board is willing to put it back on a warrant. It was recommended that the town use the Health

Officer Ordinances as that gives the Health Officer more enforcement mechanisms. This was recommended by attorney Christine Fillmore also. Mr. Lacroix will draft an ordinance and have it reviewed by town counsel and then present it to the Board. Ms. Goodwin commented that this could affect a lot of properties and they need to make sure it's done well.

**Streamline Planning Process Ideas:** Ms. Goodwin informed the Board that the memo that was sent outlines what the office is already doing including meeting with people to go over their projects and walking them through the process. The Planning Board is very good with their PPCs and this helps with the process also. The business checklist is on the town web site. Mr. Lagueux commented that the perception in town is that the process here is harder but that people just need to be educated about the process. Mr. Alpers commented that the Planning Board goes through the applications during the first part of their meetings and asked is this review can be done internally before the Planning Board meets. Ms. Goodwin replied that she can run this by the Planning Board Chair but that the secretary does this now and that the Planning Board goes through them again anyway. Mr. Manganiello commented that perhaps a consolidated checklist could be used. Ms. Goodwin suggested using a sign off sheet. Ms. Goodwin commented that Mr. Coates sent a flow chart that could be helpful.

**Pawn Licenses:** Ms. Goodwin informed the Board that the ordinance was adopted last year and the Select Board can name a designee that collects the applications and permits. Ms. Goodwin commented that she feels that all permitting should be in one place and suggests that the Land Use office take on this task.

**High School Sign:** Ms. Goodwin informed the Board that she was approached by a resident who asked about the town working with the high school regarding their sign. Ms. Goodwin commented that the school approached the town about changing their sign. The new sign would be 20 feet but they were told that the town sign ordinance has a maximum height of 16 feet. The school was also told that the sign is in the state's right of way and the state denied the change in the sign. The school had already paid for the sign. There is an appeal process with the state but only to prove that they are not in the right of way. Ms. Goodwin commented that she recommended that the school cut the trees back and place the sign on the other side of the road.

**Transfer Station Design:** Mr. Coates informed the Board that the Space Needs Committee identified that redesign of the transfer station as one of the priorities in town. There is currently \$160,000 in a revolving fund for the redesign of the transfer station. The town is due one more payment of \$40,000 from the Co-op and this could come in next year or 2018. Mike Vignali, from KV Partners, supplied the Board with a site plan from 2010. This is a conceptual plan of a preliminary design of the transfer station. Mark Bucklin commented that there was a conversation during the road agents' regionalization forum regarding the consolidation of purchasing road salt. The transfer station would need a much larger shed and a scale to do this then Bristol could buy salt for all the towns at a lower cost and dole it out. Mr. Lagueux asked what the advantage this is to other towns. Mr. Bucklin replied that Bristol pays a lower rate for salt than other towns in the area. The scale would be used for construction debris and people would be charged by the pound. Right now that cost is an estimated cost. Mr. Alpers asked if the fill that was put in the transfer station will hold and does this need to be checked. Mr. Vignali replied

that this should be checked before the design of the walls is done. Mr. Alpers commented that the Board is the agent to expend on the revolving fund and the borings should be done before moving forward. Mr. Coates asked if the design covers additional office space and a break room area. Mr. Bucklin replied that this plan does not get into the highway garage at all. Mr. Coates will work with Mr. Vignali on a scope of work and present it to the Board at a future meeting.

**Road Agents' Regionalization Forum:** Mark Bucklin informed the Board that the road agents from area towns met on October 26<sup>th</sup> to talk about consolidation of equipment. The consolidation of salt purchasing was discussed and the towns talked about making contributions for the construction of a bigger shed for the salt. The sharing of equipment and labor was discussed. Most of the towns do the same type of work at the same time of year so sharing larger equipment doesn't work as well as sharing smaller equipment such as dump trucks and chippers. The vacuum truck could be shared. Mr. Bucklin commented that he is not so sure about sharing labor. Insurance coverage for crews working in other towns was discussed and it was agreed that a letter of agreement could be signed by the towns. There was also a discussion regarding Capital Improvement Plans and the timing of the purchase of larger equipment. Mr. Manganiello asked if the school district participated in the forum. Mr. Coates replied that Mr. Lamanni attended and offered to assist with a regional CIP approach to planning. Mr. Lagueux asked if maintenance is done on any roads owned by other towns. Mr. Bucklin replied that Bristol does not maintain any roads for other towns. Ms. Goodwin commented that the road agents want to continue to meet as a group and continue the discussions.

**Central Street Water/Sewer Project:** Mike Vignali informed the Board that when the plan was first put together the road job and path way job would be one large effort. The town may want to rethink that and change things around. Mr. Vignali commented that he has been in touch with Underwood and they are working on a utility design and a water/sewer design with Jeff Chartier. This part of the project can go out to bid at any time. Mr. Alpers asked if it is more expensive to continue with concrete sidewalks than asphalt. Mr. Vignale replied that concrete is 2-3 times more expensive and that the sidewalks past the immediate downtown would be more cost effective going with asphalt. Mr. Vignale commented that the phase 1 archeological survey was finished and when the Division of Historic Resources is sent the report and it gets cleared the town can file a wetlands permit.

**Economic Development Committee Updates:** Bill Dowey presented Committee updates to the Board. Mr. Dowey informed the Board that four tower companies have been contacted to build a cell tower in town of which three are actively looking at Bristol. Mr. Coates is working with Eversource on the tower issuer also as Eversource has complained that their service technicians do not get cell service in town. If a tower company does not build in town then the town may have to take the political route and use emergency services and a politician to force a carrier to come to Bristol. The Committee is looking at getting a person to be an events planner for Bristol. Conversations have been happening with DOT regarding the Newfound Pathways project and road markings on the bridge are being looked at. A film for the grant submission was made for the Bristol Falls Park and Trail. The film was shown to several different groups for public comment. There has been nothing but favorable comments so far. Local enterprises are now looking to help with the project. Mr. Coates commented that the bridges are a major challenge for the project. Mr. Vignale commented that the bridges are suitable for all modes of

use and the beams under the bridges are in pretty good shape. There needs to be material to fill the large hole. DOT thought there could be Historic Preservation funding available to restore and maintain the bridges. The concrete needs to be fixed on the front of the bridges and on the upper bridge the beam is rotted and needs to be removed. The abutments need to be shored up and reinforced. Emergency vehicles will be able to cross the bridges. Mr. Manganiello asked if the two dams on the river can control the water enough. Mr. Vignale replied that there is no guarantee that it won't wash out during a flood but there is a channel area for the main flow. If the area is reconstructed with stone to make it stable there is a pretty good chance that it won't wash out. Mr. Bucklin commented that there are gates on the bridge so it would be closed during a flood anyway.

**Appointments:** Mr. Alpers made a motion to place Janet Cavanaugh on the Bristol Economic Development Committee, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

Mr. Lagueux made a motion to place Julaine Gelderman on the Downtown Decorating Committee, seconded by Mr. Alpers. The Board voted 4-0 in favor of the motion.

**2017 Health Insurance:** Mr. Coates informed that Board that other towns have had their 20-25% increases in their rates. Bristol received one quote from NH Interlocal Trust with a 4.73% rate increase. There are currently 21 employees who take the health insurance. The total cost increase from 2016 to 2017 is \$11,850.41 all things staying equal. If this is approved open enrollment would begin and changes to employee plans can be made. Cost containment strategies will be looked at for future years.

Mr. Lagueux made a motion to accept the bid from NH Interlocal Trust healthcare provider, seconded by Mr. Alpers. The Board voted 4-0 in favor of the motion.

**Town Administrators Report:** Mr. Coates informed that Board of the following updates.

There has been a request from the Bicentennial Committee to have a table at Town Meeting to sign up volunteers. The rules in NH state that this is an equal opportunity occasion and other Committees or groups may request this as well.

The electric contract is locked in at 7.69cents.

The final inspection is complete on the Safer Routes to School Project. DOT is happy with how the project ended and the paperwork can be closed out. A date will be set for a ribbon cutting ceremony.

Mr. Manganiello commented that the WEX cards are now being used by the departments and there is a cost savings. Mr. Coates commented that the exception is for diesel fuel and the state shed will be used for that.

**Select Board Items:**

Ms. Dion commented that the only kids getting DARE program services are from New Hampton, as they have a DARE officer. Bristol does not have a trained officer right now but Bristol could collaborate with other towns. Mr. Alpers commented that the Masons used to contribute money to the DARE program

every year. Ms. Dion commented that the town could contract with New Hampton for so many hours per week for DARE services.

Mr. Alpers commented that Trick-Or-Treat was extremely successful and the Events Committee did an outstanding job organizing this event. The Old Fire Station looks great and JLT Painting did a great job.

**Public Comment:**

Barbara Greenwood commented that things are winding up with the Space Needs Committee and they are getting the report ready for December 1<sup>st</sup>.

Mr. Lagueux made a motion to adjourn, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan