

Minutes

Bristol Select Board

November 17, 2016

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

Absent:

Others Present: Christina Goodwin, Scott Lacroix, Brittany Overton, Don Milbrand and members of the public.

At 5:30, Mr. Manganiello made a motion to go enter into non-public session under RSA 91-A: 3 II (b) and II (e), seconded by Mr. Morrison. A roll call vote was held. The motion carried by a vote of 5-0. At 6:00, 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. Lagueux called the public session to order at 6:00.

Minutes: Mr. Manganiello made a motion to approve the minutes of November 3, 2016 and November 10, 2016, seconded by Ms. Dion. The Board voted 5-0 to approve the minutes from November 3rd as written and the Board voted 4-0-1 to approve the November 10th minutes as written.

Consent Agenda: Mr. Manganiello made a motion to approve the consent agenda dated November 17, 2016, to include the items named therein, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Appointment: Mr. Alpers made a motion to appoint the new Fire Chief, Ben LaRoche, as the Fire Warden for the town and emergency management, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Safe Routes to School: Mr. Alpers made a motion to authorize Chair Shawn Lagueux to sign the contract for the final closeout paperwork for the Safe Routes to School project, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Snow Obstruction Ordinance: Christina Goodwin and Scott LaCroix finalized the work on the ordinance. Mr. Alpers commented that the penalties look reasonable. Mr. Alpers asked how the public will be educated on the ordinance. Mr. Coates replied that a copy will be sent to the local paper, to the web site, the local cable channel, and a letter will be sent to downtown businesses. Mr. Alpers made a motion to approve the Snow Removal Ordinance as presented, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Parking Ordinance: Mr. Coates informed the Board that a lot of research was done regarding this ordinance. Ms. Goodwin commented that all the research is in a memo that has been sent to the Board.

Mr. Morrison asked what parking spaces are off limits. Ms. Goodwin replied that all spaces are public but they are off limits to overnight parking. Patrick Legare, business owner, commented that there needs to be an area reasonably accessible for tenants to park overnight. Ms. Goodwin commented that there is a parking area on Spring Street that could be used for permitted overnight parking. This could involve some construction to the lot. Mr. LaCroix commented that the town would need to know how many tenants live downtown to plan the maximum number of spaces needed. Mr. Lagueux asked if the church was spoken to and if they are open to an agreement. Ms. Goodwin replied that liability insurance was needed at one church to use their parking lot for the fireworks. Mr. Alpers commented that the church should be asked if tenants can use the lot for parking if the town maintained their parking lot like the town does with the Masons. Mr. Alpers commented that there are spaces on Spring Street that are closer than the TD Bank lot. Mr. Legare commented that there is a major parking issue during the day also and the parking should be limited to 90 minutes. Mr. Morrison commented that other landlords in town maintain their own parking lots and the town need to be careful about maintaining spaces for downtown landlords. Mr. Milbrand commented that the town needs to coordinate with the Planning Board as parking is part of site plans. Ms. Goodwin commented that some parking requirements have been changed by the Planning Board already. The town will continue to look at option for parking.

Staff/Department Update: Brittany Overton, Library Director, presented updates to the Board. The summer reading program was very successful and adult and teen programming was added in this summer. The Bristol Rotary gave the library a grant for \$4,000 to upgrade the circulation system which makes the process more efficient. The Giving Tree has been started. This is a tree that is decorated with book titles and patrons can take the decoration and buy the book for the library. A statistics sheet was distributed to the Board showing growth over the past five years. Circulation is up 1% this year and the number of people visiting the library continues to go up. Mr. Lagueux asked if the budget is okay this year. Ms. Overton replied that the budget is on track and the 2017 draft budget has been submitted.

CIP Presentation: Don Milbrand informed the Board that the CIP is a sub-committee of the Planning Board and has been in place since 2007. The CIP works to even out spending of capital items and sets priorities of those items.

Police: A cruiser is replaced every year. CIP is asking the town to start a capital reserve fund with \$50,000 to replace the cruisers. With a capital reserve fund the money doesn't have to be used by the end of the year and adds more flexibility. The Police department has also requested \$25,118 to replace radios that are no longer serviceable. This is a priority 1 item.

Public Works: This year the town voted to put \$90,000 into an existing capital reserve fund. CIP is suggesting placing \$140,000 into this fund in 2017. The numbers for this come from a cash flow analysis of equipment that needs to be replaced.

Fire Department: There is an existing capital reserve fund and CIP is suggesting placing \$25,000 in it. Equipment has been replaced recently but in twenty years money will need to be put away for larger pieces of equipment. The ambulance has a separate enterprise fund with proceeds from

ambulance service that goes into this. Ambulance 2 is due for replacement. The plan is to reuse the box and place it on a new chassis.

Town General: The Space Needs report came out after the CIP report was completed. This can be added in next year. Money has been requested for the Water Street/Recreation facility for a total of \$60,000. There is a 50/50 grant so the town appropriation is \$30,000.

Kelley Park: \$10,000 has been requested for updates to the Master Plan and landscape architecture.

The bottom line for the 2017 CIP recommendations is \$540,188. The rest of the report is debt payments and offsetting revenues. The tax rate figure is the portion that is used to buy capital equipment.

Mr. Lagueux thanked Don for presenting the CIP report and thanked the CIP committee for all their work.

Abatement Request: Christina Goodwin informed the Board that a memo regarding this abatement was sent to the Board. The abatement request is from the new owner of a property where the building burned down. There is an RSA that allows this to be done. Mr. Alpers asked if this is done by other communities. Ms. Goodwin replied that it is done and that the state gives a formula to follow to calculate the abatement. Ms. Goodwin has recommended that half the abatement be given to the new owner and half to the previous owner as the fire happened on April 30th and the closing on the purchase of the property is taking place this week. Mr. Morrison asked if there are back taxes owed. Ms. Goodwin replied that the owner is paying for five months of taxes.

Mr. Alpers made a motion to approve the abatement as presented, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

PILOT for Riverview Elderly Housing: Ms. Goodwin informed the Board that this has been a voluntary payment to the town since the housing units were built. The amount is 10% of rent or the local/county tax, whichever is lower.

Mr. Alpers made a motion to approve the PILOT with Riverview Elderly Housing, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Community Events Update: Ms. Goodwin informed the Board that the Community Events Facebook post routinely get over 2,000 people viewing them. The tree lighting is the Friday after Thanksgiving. New this year is a Festival of Trees at the Old Town Hall on Friday and Saturday. Raffle ticket will be sold to win the different trees and this benefits the drama club at the high school. The TTCC One Stop Christmas Shop is this weekend also.

2017 Holiday and Select Board Meeting Schedules: The Board reviewed the dates and approved the schedules.

JPS Industries Donation: Mr. Coates informed the Board that JPS Industries offered a generous donation of \$12,000 worth of boom to the Fire Department. Chief LaRoche can put this to good use and share it with other communities.

Mr. Alpers made a motion to accept the gift from JPS Industries, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

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

The ADA ramp at the Old Town Hall is in dilapidated shape and it needs to be updated. Scott LaCroix is seeking out quotes. The ramp is not ADA compliant as the width is not within current code, the lumber is starting to rot, and there is a lip on the end that is a tripping hazard.

The new Fire Chief has started in his new role and he is working on the department budget, updating standard operational procedures, and looking into filling the vacated position in the department.

There will be a meeting to determine the course of action for the Central Street/Water Street Sewer project. There will be a report for the Board's next meeting.

Representatives from Plymouth State Enterprise Center and the College of Business came to Bristol for an Economic Development discussion. About 20 people attended. This included a meeting with Freudenberg regarding future staffing issues.

The Space Needs Committee will be coming to the December 1st Select Board meeting to present the Committee's report.

Mr. Manganiello and Mr. Coates had a conversation with the City of Concord regarding different ways they fund their transfer station operations. These include the use of scales and pre-bought purple trash bags for households. Mr. Manganiello commented that once the scale goes in trucks that are loaded up need to go to the scale to dump the trash. Normal household trash will not need to be weighed. Residents are not charged for recyclables. Mr. Alpers commented that the scales will solve the contractor problem. Mr. Coates will bring a scope of work for the test borings at the transfer station to the next Board meeting.

Staff discussed a holiday luncheon for staff. December 16th was discussed as a possibility. Mr. Alpers commented that this has been held at the fire station and the town purchased a turkey or ham and a pot luck was held also. Ms. Goodwin asked if the town offices can close from 11AM to 1PM that day for the luncheon. Mr. Alpers replied that notices need to be posted.

The fire alarm system has been installed in the top half of the Old Fire Station for the historical society. There needs to be a phone line associated with the alarm system. A quote for \$30 per month was received by Advanced Lock & Alarm. Mr. Alpers asked if the alarm system is brand new and who authorized it. Mr. Coates replied that it was in a consent agenda. Mr. Alpers commented that the Fire Chief should look at it and report back to the Board. The Board was in consensus to add a phone line to the Old Fire Station.

Select Board Items:

Mr. Alpers attended the ribbon cutting ceremony for the Safe Routes to School project. The ceremony went well and three students cut the ribbon.

Mr. Alpers noticed that the sidewalk next to the elementary school ramp has been scuffed up by the construction work going on at the house next door. There are compressions in the brand new sidewalk. Mr. Coates commented that Scott LaCroix can look into this.

Public Comment:

Tom Fitzpatrick asked about the winter parking ordinance. Mr. Lagueux replied that the town is trying to figure out how many space there are to work with and looking at additional areas for parking. There have been no changes to the parking ordinance yet. Mr. Alpers commented that the town is exploring the number of spots available for overnight parking and then a decision will be made.

Ann Fitzpatrick asked about the status of the street lights. Mr. Lagueux replied that the lights were approved and the town is just waiting for Eversource to do the work. Ms. Goodwin commented that she is email Donna Keeley about the street lights that are currently out around town.

Mr. Alpers made a motion to adjourn, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan