

Minutes
Bristol Space Needs Committee
June 23, 2016

Present: David Carr, Nik Coates, Susan Duncan, Burt Williams, Ned Gordon, Sandra Heaney, Ben LaRoche, Paul Manganiello, and Jeff Shackett.

Absent: Barbara Greenwood and Michael Lewis.

Others Present: Mark Bucklin and Jeff Chartier.

The meeting was called to order at 7:00 by Chair Ned Gordon.

Minutes:

The minutes from June 9, 2016 will be reviewed at the July 11, 2016 meeting.

Transfer Station Tour and Presentation: Mark Bucklin presented a summary of need for this department.

- The breakroom, office, and bathroom need to be separated from the work area.
- Storage space is needed for seasonal equipment to be kept inside.
- The transfer station should be moved away from the garage which would give more room for highway department operations.
- The plan that is currently in place includes a new salt and sand storage facility. The plan moves the transfer station out to the edge of the pit and puts in retaining walls to give the area more space.
- Money was received from the co-op, approximately \$200,000, and placed in an account to help pay for the transfer station changes.
- Ned Gordon asked if there needs to be three bays instead of two. Mark Bucklin replied that two bays are adequate for the foreseeable future as the trucks do not need to be inside all the time.
- The department should have a fleet mechanic at some point as there are many town vehicles to maintain. The mechanic should have a bay with a lift if the town goes in that direction.
- It is critical that the transfer station plan be addressed in the next five years.

Water/Sewer Facility Tour and Presentation: Jeff Chartier presented a summary of needs for this department.

- The treatment plant was built in 1969 and went online in 1970. The capacity has doubled since 1990.
- Improvements were made to the sludge holding tank in 2004.
- Freudenberg is the biggest user with 25% of the flow. This is pre-treated.
- The sewer to the lake project would bring in 1,000 more customers.

- Paul Manganiello asked if there are plans for future expansion. Jeff Chartier replied that phase one does not need to expand the plant but phase two would need expansion. The town has tried to get federal dollars to help pay for the expansion.

Meeting Room Discussion:

- Mark Bucklin commented that in the next few years there will be the need for another full time employee in the highway department. The town has taken on more private roads and there could be more to come.
- Nik Coates commented that the town is looking at the need for a full time grounds/maintenance employee. The volunteers do a good job downtown but more maintenance will be needed. Mark Bucklin commented that the highway department helps the volunteers with the upkeep of the downtown area.
- Dave Carr commented that it takes a lot of work to maintain the beaches and cemeteries also.
- Jeff Chartier commented that if the sewer to the lake project happens there would be a big impact to the water/sewer department. This would require five more pump stations to maintain. This would require 1-2 additional staff.
- Ned Gordon asked if there were space needs at the water/sewer department. Jeff Chartier replied that they are all set on space and that some town owned properties are set aside for expansion.
- Susan Duncan asked if there is security at these facilities. Jeff Chartier replied that there has been discussion about installing security cameras but this hasn't been a priority. There are alarms on the facility doors.
- Dave Carr asked if there needs to be another well. Jeff Chartier replied that there are two back up wells.
- Ned Gordon commented that the committee has toured most of the town facilities and now should moves things along. School superintendent Stacy Buckley will be meeting with the committee on August 15th. Mr. Gordon asked if Lakes Region Planning Commission can be brought in sooner than that date. Mr. Coates replied that he will contact them and see if they are available for July.
- Mr. Coates suggested that the committee reach out to the community and hold a meeting at the library to get public input.
- Mr. Gordon commented that it would be beneficial to discuss what information is needed, how the information will be gathered, and where the committee is going. The committee has a good sense now of where the department needs are.
- Burt Williams commented that the committee has to prioritize what is on the list of needs.
- Dave Carr suggested that the committee should have cost estimates of needs.
- Susan Duncan commented that the committee needs to discuss what they have seen and see if there is consensus on priority of needs.
- Sandra Heaney suggested that a survey be used for public input.
- Mr. Coates commented that the committee needs to identify ways to pay for department needs whether through the CIP process or bonds.

The next meeting will be **Monday, July 11, 2016 7:00PM at the Old Town Hall.**

Action Items:

- The Code of Ethics policy needs to be signed by all committee members.

Public Comments:

Adjourn: Burt Williams made a motion to adjourn, seconded by Ms. Duncan. The committee voted 9-0 in favor of the motion. The meeting was adjourned at 8:45PM.

Respectfully Submitted,
Wendy Costigan