

Minutes

Bristol Select Board

January 5, 2017

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

Absent:

Others Present: Cassandra Pearce, Christina Goodwin, Mark Bucklin, Raymah Simpson and members of the public.

At 5:05, Mr. Manganiello made a motion to go enter into non-public session under RSA 91-A: 3 II (a), (c), and (e), seconded by Mr. Alpers. A roll call vote was held. The motion carried by a vote of 5-0. At 6:00, Mr. Manganiello made a motion to come out of non-public session, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion. Mr. Lagueux called the public session to order at 6:05.

Minutes: Mr. Manganiello made a motion to approve the minutes of December 15, 2016 seconded by Mr. Alpers. The Board voted 5-0 to approve the minutes from December 15th as written.

Consent Agenda: Mr. Manganiello made a motion to approve the consent agenda dated January 5, 2017, to include the items named therein, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Department Updates:

Town Clerk/Tax Collector: Raymah Simpson presented department updates.

The Board needs to decide where to holding voting in March. Ms. Simpson commented that she prefers the Old Town Hall. Mr. Lagueux commented that it may be the only option. Ms. Simpson commented that there is the option of the Masonic Hall now that there is a ramp there but it is pretty small. Mr. Alpers commented that it should at least be measured out as the town elections have a lower amount of voters. Mr. Morrison asked about using the school gymnasiums. Mr. Alpers replied that school will still be in session and there will be nowhere to park. Ms. Simpson commented that the public could no use the restrooms with the kids still in the building.

Ms. Simpson informed the Board the MS-61 is finished and has been sent to the state.

Ms. Simpson commented that she has been working with Wendy on the town report and that a lot of the volunteers on the committees do not have appointment papers. Mr. Alpers commented that the Board is motioning to put them on these committees and that they should have appointment papers as they are officially charged committees.

The Board signed warrants for the Water/Sewer department that have gone to lien.

The Board signed appointment papers for Juliane Gelderman for the Downtown Decorating Committee and Janet Cavanaugh for the Economic Development Committee.

Highway Department: Mark Bucklin presented department updates.

The Police department has started enforcing the parking ordinance by writing tickets and towing. There are still some problems at the TD Bank lot but there have been no problems down behind the library. Mr. Alpers commented that he received a complaint from a business owner downtown regarding tenant parking and he is meeting him with Kris Bean from the Police department next week. Christina Goodwin commented that signs have been ordered with parking instructions that will be placed around town.

The curbing was rebuilt on Merrimack Street to put in new sidewalks. There was room left open for a driveway but the owners are not happy with the opening. It's a 45 foot opening for two units. The curbing is in the town's right of way. Mr. Alpers commented that he is inclined to let it lie until spring to get a better look at it.

The snow removal at the Middle school is dumping a lot of salt and sand farther into Kelley Park. Mr. Alpers commented that Mr. Coates can call the superintendent regarding this.

There are two proposals for a three year paving contract. The two companies are GMI and Bryant Paving. Mr. Morrison asked if they are committed to a number of tons. Mr. Bucklin replied that 2,000 tons is used to base the estimate on. Mr. Alpers commented that legal language needs to be added then the Board can look at them again.

The test borings have been completed at the transfer station. There is enough fill on site but not enough compaction and a test pit now needs to be done. This will then give an idea of what the project could look like. Mike Vignale has recommended that the design should be done this year and save building for next year.

Land Use/Assessing: Christina Goodwin presented department updates.

The state has not reported back on the equalization ratio. This could take another three weeks.

CNP have asked DRA for an extension for the manual for another 90 days. An email will be sent to the Board with an explanation of this.

As part of the revaluation abatements need to be reviewed. March 31st is the deadline to apply and there are currently three abatements.

The Board needs to decide what to do for the next revaluation. Ms. Goodwin commented that after a statistical revaluation is done a full measure and list is usually done within five years. A warrant article should continue to be used to put money away for this as the cost is approximately \$145,000. Mr. Alpers recommended that a full measure and list be put out to bid.

Christina Goodwin recommended the contract with CNP for general assessing services. This is separate from the reval. The hourly rate is the same as last year and they are only called as needed. Mr. Alpers asked if CNP would do a month to month contract while the revaluation is bid out. Ms. Goodwin will ask.

The Land Use/ Assessing office is working with the Planning Board on an ordinance for driveway permits and damage done to town roads. The office is working on a waiver form for building on Class VI or private roads. An attorney will need to look at this also.

The Health ordinance is being reviewed by the town attorney.

Ms. Goodwin recommended that the Board not make any changes to the exemption and credit reviews this year as values have gone back down for these properties. The income/asset levels can be looked at but comparable towns are all over the place with these levels. The veteran's credits are at maximum levels. A new RSA has been put out by the legislature and if adopted at Town Meeting it allows any veteran to apply, although there are certain qualifying requirements. This has the potential impact of \$42,000 in credits. Ms. Goodwin recommends putting this as a warrant article.

Contracts/Proposals:

Town report printing: Mr. Coates informed the Board that four proposals have been received for the printing of the town report. The proposals include RC Brayshaw for \$2,365, Select Print Solutions for \$3,234, Town & Country Reprographics for \$5,341, and K-B Offset Printing for \$3,778.

Mr. Manganiello made a motion to accept the proposal from RC Brayshaw for perfect bind for 700 copies of the town report for a total of \$2,290, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Warrant Articles:

Mr. Lagueux commented that the Board is in consensus on including the veteran's credit as a warrant article.

Mr. Coates commented that the transfer station changes are still a warrant article.

The dewatering equipment replacement project will cost approximately \$375,000. A loan will be used and paid back with user fees. This article will be a ballot question.

Engineers will have preliminary numbers regarding the Central Street project for the next meeting.

Mr. Alpers commented that the money for the contingency fund has been taken from the unreserved balance the past few years and it should continue to be.

There will be a warrant article for a police cruiser replacement.

Chief LaRoche commented that he is proposing a warrant article for replacing firefighting gear. Chief LaRoche recommends \$10,000 to be included in the fire department operating budget to get back on

schedule with the replacement of the 30 sets of gear. The \$20,000 in the warrant article is for a grant proposal. The fire department equipment reserve fund is more for apparatus level equipment. The gear is clothing that has a ten year life span and some are 12-13 years old.

Mr. Coates commented that the Hemp Hill communication tower will go in next year. Homeland Security has offered funding through a 50/50 grant for an emergency generator for the site. The money already set aside will be used for the match.

A \$330,000 grant has been applied for the trail project. Some volunteers have stepped forward offering man hours and equipment. No funds will be expended until the grant decision is made. Mr. Alpers commented that if the grant is not approved the article can be passed over at Town Meeting.

The Highway department is asking for a replacement for the one ton truck. This could just be a capital reserve withdrawal. Mr. Manganiello commented that the reserve fund was established last year with \$90,000 and the CIP is recommending \$140,000 being put in the fund this year. The Board is in consensus to use the capital reserve fund and not a warrant article for the purchase.

The contract for the fireworks will be brought to the next Board meeting to be reviewed.

Accrued Wages, Revaluation, Bicentennial, and Building Fund Maintenance will be funded as the same level as last year in a warrant article.

Mr. Coates will draft language for these warrant articles.

Town Administrators Report:

Select Board Items:

Mr. Manganiello commented that he read the NH1 article regarding Bristol being not a safe place. Mr. Manganiello suggested that the Board needs to look at the data collection system and what is being reported to the FBI and if this has been reported differently over the years. Mr. Alpers commented that they also need to look at how the FBI gets their statistics and that the Board should have a discussion with the Police Chief to start. Mr. Coates commented that he has done some research and that the FBI uses fingerprint cards for their statistics.

Public Comment:

John Sellers asked if the Board has talked about the ambulance contract. Mr. Lagueux replied that there has been no decision but that they will have discussions. Mr. Alpers commented that the ambulance contract is in the Fire Chief's 2017 goals.

At 8:00PM, Mr. Alpers made a motion to enter into non-public under RSA 91-A: 3 II (a), (c), and (e), seconded by Mr. Manganiello. A roll call vote was held. The Board voted 5-0 in favor of the motion. At 9:05PM, Mr. Alpers made a motion to come out of 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, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

AT 9:05PM, Mr. Alpers made a motion to adjourn, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan