

## **Minutes**

### **Bristol Select Board**

**May 4, 2017**

**Present:** Select Board members: JP Morrison, Rick Alpers, Les Dion, Don Milbrand, and Town Administrator Nik Coates.

**Absent:** Paul Manganiello

**Others Present:** Jeff Chartier and members of the public.

The meeting opened at 5:40PM.

Ms. Dion made a motion to go into non-public session under RSA 91-A:3 II(a), (b), and (e), seconded by Mr. Milbrand. A roll call vote was held. The Board voted 4-0 in favor of the motion. Ms. Dion made a motion to come out of non-public, seconded by Mr. Milbrand. A roll call vote was held. The Board voted 4-0 in favor of the motion.

**Minutes:** Ms. Dion made a motion to seal the non-public minutes from May 4, 2017, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

Mr. Milbrand made a motion to approve the minutes from April 20, 2017 as written, seconded by Ms. Dion. The Board voted 4-0 in favor of the motion. Ms. Dion requested that the vote total be changed in the April 27, 2017 minutes. Mr. Manganiello submitted a request to have an additional sentence added to the police cruiser discussion. Mr. Milbrand made a motion to approve the minutes from April 27, 2017 as amended, seconded by Ms. Dion. The Board voted 4-0 in favor of the motion.

**Consent Agenda:** Mr. Alpers made a motion to approve the consent agenda dated May 4, 2017, to include the items named therein, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion to approve the consent agenda.

**Asset Management Presentation:** Water/Sewer Superintendent Jeff Chartier informed the Board that this program was paid by a grant that was applied for a while back. The Asset Management program team presented highlights of the program. The town has about \$50 million worth of water system assets and 25 miles of pipe that is a lot to maintain. The map of the pipes includes an attributes table to help keep track of the system with a spreadsheet that keeps track of major components. The program schedules out replacement of components for the next 100 years and benchmark costs every 10 years. The software consolidates all information in one place including financial summary sheets. Mr. Coates commented that the road systems could be added into this system to keep track of road conditions also. The Board thanked the presenters for their time and work with the Water/Sewer Department.

**Wicom Road:** Mr. Coates informed the Board that there are two purchase and sales agreements for their consideration. One of the agreements includes interest charges. Mr. Alpers commented that the town has not typically waived interest in the past.

Ms. Dion made a motion to accept the proposed purchase and sales agreement, Option A, for the Wicom Road property in the amount of \$55,800.97, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

The Board thanked Christina Goodwin for the work she did on this process as it was not an easy undertaking.

**Old Town Hall Fire Alarm:** Mr. Coates requested that the Board approve the purchase of the fire alarm to be paid through the town maintenance capital reserve fund. Mr. Coates informed the Board that the fire alarm is required for the occupancy permit that expires next month. Mr. Morrison asked if there is money to pay the monitoring fee each month. Mr. Coates replied that there is.

Mr. Alpers made a motion to approve the purchase and installation of the fire alarm system in the amount of \$1,868 to be withdrawn from the Town Building Maintenance Fund, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

**HealthTrust:** Mr. Coates informed the Board that HealthTrust provides the town dental coverage, short term disability, and life insurance. There are no changes in the dental rates, the base rates for short term disability decreased by 4.5%, and there is no change to the life insurance rates. Mr. Coates recommended that the Board signed the agreement.

Ms. Dion made a motion to accept the HealthTrust proposal, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

**Parking Committee:** Mr. Coates informed the Board that Tom Fitzpatrick met with Select Board member Paul Manganiello, Police Chief Lewis, Highway Superintendent Mark Bucklin, and himself in regards the parking downtown. One of the proposals is to create an ad hoc committee of the Select Board to look at parking issues downtown. Mr. Alpers commented that this committee should have a very focused charge. Mr. Alpers asked the Town Administrator to have a charge written for the Board to review at their June 1<sup>st</sup> meeting.

**Health Officer:** Ms. Dion made a motion to appoint Christina Goodwin as Health Officer, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

**Town Administrators Report:** Mr. Coates presented the Board with the following updates.

The July 3<sup>rd</sup> Select Board meeting is the same night as the town fireworks. The Board agreed to change the meeting date to June 29<sup>th</sup>.

The tax bills should be going out by mid-May. The tax warrant will need to be signed by the Board before the May 18<sup>th</sup> meeting. The Board will be informed when the warrant is ready to be signed.

Beach attendant interviews have started. The beaches will officially open June 23<sup>rd</sup> and close Labor Day weekend.

An MOU with the TTCC regarding swim lessons at town beaches is being worked on. The MOU will be ready to be reviewed by the Board in June.

The building has been taken down next door to the town offices. The town is looking to put down hard pack if there is money in the budget so that there can be temporary town parking on the lot.

**Select Board Items:**

Mr. Morrison asked if there are any concerns with hitting a TAN. Mr. Coates replied that the office has been managing this well and the department heads have been asked to hold major purchases. A few checks have been held back for payment until the cash flow comes back. Mr. Coates suggested that the Board should have a conversation regarding budgeting for a TAN as a matter of practice. There is a \$1,500 fee for the Bond Council.

Mr. Alpers asked if a date has been set for the joint meeting with the Select Board, the Planning Board, and the Historic District Commission. Mr. Coates replied that Nick Manolis will be meeting with just the Select Board on May 18<sup>th</sup> and the joint meeting will be on June 28<sup>th</sup>. Mr. Alpers asked Mr. Coates to find a new date for the joint meeting in June.

**Public Comment:**

Ned Gordon informed the Board that the legislature has a bill pending to honor E. Maude Ferguson who was the first woman state senator. Ms. Ferguson was a resident of Bristol and a prominent resident in town. Mr. Gordon is requesting that the Board be willing to endorse the legislation. Mr. Gordon will draft a letter of support that will go to the state house. The Board agreed to sign the letter of support. Mr. Alpers commented that perhaps a duplicate plaque could be hung at the Old Town Hall and dedicated this summer.

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

Respectfully submitted,

Wendy Costigan

