

## **Minutes**

### **Bristol Select Board**

**September 7, 2017**

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

**Absent:** Les Dion

**Others Present:** Highway Superintendent Mark Bucklin, Assessing Manager Christina Goodwin, Peter Daniels, Liz Kelly, Water Superintendent Jeff Chartier, and members of the public.

Mr. Manganiello made a motion to go into non-public session at 5:05PM under RSA 91-A:3 II(a), (c), and (e) seconded by Mr. Milbrand. A roll call vote was held. The Board voted 4-0 in favor of the motion. Mr. Manganiello made a motion to come out of non-public at 6:00PM, seconded by Mr. Milbrand. A roll call vote was held. The Board voted 4-0 in favor of the motion.

The public meeting was opened at 6:00PM.

#### **Minutes:**

Mr. Milbrand made a motion to approve the public and non-public minutes from August 21, 2017, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion. Mr. Manganiello made a motion to seal the August 21, 2017 non-public minutes, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion. Mr. Manganiello made a motion to seal the September 7, 2017 non-public minutes, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

**Consent Agenda:** Mr. Manganiello made a motion to approve the consent agenda dated September 7, 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.

Mr. Manganiello made a motion to approve option 2 on the administrative abatement, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

#### **Highway Department Updates:**

Transfer Station Design:

Mike Vignale gave the Board an update on the Transfer Station design. The geo technical survey report is done. The compactor configuration and the scale house design were discussed and the plans will be refined. Phase 1 of the project is to build the walls. Mr. Alpers commented that the cost of Phase 1 is \$176,000 and the cost of the project without the scales is just under \$400,000 and that there is money in the fund now to do Phase 1. Mr. Bucklin commented that if the project is started the town will need

to continue the project. Mr. Vignale commented that an 8'by14' guard house will be built that will accommodate a bathroom for the attendants. This will include an eye wash station and a hazmat shower. Mr. Alpers asked what the construction period for Phase 1 is. Mr. Vignale replied a month to six weeks. Mr. Manganiello asked what the cost of a new compactor is. Mr. Vignale replied that the cost is \$18,000-\$20,000. Mr. Vignale informed the Board that he will proceed with the design and have something that can be sent to contractors before Town Meeting.

#### DOT Project Proposals:

Mr. Alpers asked about the quotes for the state DOT project proposals. There is approximately \$80,000 in funds from the state. Mr. Coates replied that the three projects include the Central Street paving and drainage for \$131,836, improving Spring Street and adding sidewalks for \$53,761, and angled parking at Kelley Park for \$68,206.

#### Transfer Station Ordinance:

Mr. Bucklin commented that he would like to eliminate contractors from using the transfer station and would like to adjust the fee schedule. Mr. Bucklin commented that residential construction debris will be taken but paid contractors will not be allowed. Mr. Morrison asked if it is clear who will be allowed. Ms. Goodwin replied that the definitions of contractors are in section 4 of the ordinance. Mr. Alpers asked about non-profits, such as churches, using the transfer station. Mr. Bucklin replied that residential permits will be given to the non-profits. Mr. Manganiello commented that the commercial businesses in town should pay extra to use the transfer station and that the properties downtown should pay for a commercial sticker. Ms. Goodwin replied that it would be hard to keep consistency with that. The Board will discuss the ordinance again at the September 21<sup>st</sup> meeting.

#### Plowing Request:

Mr. Bucklin informed the Board that the town plows the elementary school parking lot at this time and that the plowing should be part of the school plowing contract as this is a district school. This is an antiquated deal from years ago that the town is still honoring. Mr. Alpers commented that the town should have a conversation with the school district regarding this.

#### Central Square Benches:

Mr. Coates commented that there are issues with smoking and the ownership of the benches. Mr. Bucklin commented that the benches are not in the common area and it is behind the sidewalk but it is outside the property owner's fence. Mr. Alpers commented that he received an email from a resident asking that smoking and vaping be banned from the downtown common area and from Kelley Park. Ms. Goodwin commented that she used Lebanon's no smoking ordinance to draft an ordinance for Bristol but that feedback is needed from the Board. Mr. Alpers commented that he is all for eliminating smoking from the common and that enforcement will have to be looked at. There could be self-policing with the correct signage. Ms. Goodwin commented that there could be a designated smoking area downtown. Mr. Alpers commented that the benches should not be on town property for liability.

reasons. Mr. Coates commented that the sidewalks should not be obstructed by snow piling or the benches per the town ordinance. Mr. Alpers replied that the first time it happens this season a letter should be sent and the ordinance followed. Mr. Alpers commented that the Kelley Park ordinance should be modified in regards to no smoking right away and the Board will make a final decision on downtown smoking at the September 21<sup>st</sup> meeting.

#### **Water/Sewer Rate Setting:**

Mr. Alpers commented that it's been since 2012 that rates were increased but that the Board reviews the rates every year. The proposed 5% increase would be \$28.92 annually for maximum usage and \$11.36 annually for minimum usage. Mr. Chartier commented that the additional revenues allows for funding of future projects. The increase will be implemented in January 2018 and the increase would be seen in the first bill in April 2018. Mr. Chartier informed the Board that the whole fee schedule has been amended to include hook ups and overage charges.

Mr. Manganiello made a motion to approve the 5% increase on the Water/Sewer rates and the proposed fee structure for the Water/Sewer Department effective January 1, 2018. The motion was seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

#### **Land Use Manager Update:**

Ms. Goodwin introduced Peter Daniels, Land Use Officer, and Liz Kelly, Planner to the Board. Mr. Alpers commented that the Board appreciates having both on staff and that key roles are not filled in the Land Use/ Planning Office.

#### **Beach Close Out:**

Ms. Goodwin sent a memo to the Board with suggested changes for the Beach Ordinance. The Board agreed that the dates for the Beach Ordinance should be stated as from Memorial Day weekend to Labor Day weekend. Mr. Morrison asked if there is boat access at the beach now. Ms. Goodwin replied that the recommended change would create a designated access area for non-motorized boats at both beaches. The Board agreed to an access lane at both beaches. Mr. Morrison commented that this could take up parking spots for beach goers. Ms. Goodwin replied that they would still need to purchase a parking permit.

Mr. Milbrand made a motion to accept the changes and recommendations to the Beach Ordinance, seconded by Mr. Morrison. The Board voted 4-0 in favor of the motion.

#### **Liquor Commission Letter:**

Ms. Goodwin informed the Board that she received a letter regarding a change to the current liquor license for Kathleen's Cottage. Ms. Goodwin drafted a letter for the Board to review.

Mr. Milbrand made a motion for conditional approval of the liquor license letter for Kathleen's Cottage pending review and approval by Lieutenant Bean, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

**Intent to Cut:**

Ms. Goodwin informed the Board that the four intent to cut are all in compliance and just need approval. Mr. Alpers asked if Shawn Lagueux is still checking these. Ms. Goodwin replied that he does when the reports come in.

Mr. Manganiello made a motion to approve the four intent to cut for map lot # 211-004, 211-034, 223-025, and 217-135, seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

**Assessing Update:** Ms. Goodwin presented the following updates to the Board:

There are three DRA reports regarding the revaluation. The letters will be emailed to the Board.

The MS-1 will be ready for the Board at the September 21<sup>st</sup> meeting.

There needs to be a public hearing at the September 21<sup>st</sup> Board meeting for two 79-E applications.

The town needs to reapply for the Economic Revitalization Zones. Ms. Goodwin recommends apply for the same two and one additional location as well.

There is a quote for the continuation of the fence at the new park downtown. An individual has offered to pay for the completion of the fence. Superior Fence supplied the quote and also recommends not including a gate between the park and the Mill Fudge Factory.

### **Pemi Trail Meeting:**

Mr. Coates informed the Board that he met at the state house with DOT, the Army Core of Engineers, and Senator Shaheen's office regarding the trail project. Phase 1 of the project is on town property but Phase 2 takes place on the Army Core of Engineers land and they have stated that they don't want a trail that may wash out and needs to be maintained. DOT did a geo-technical study and they state that they did not create the slide problem. The town and the Army Core of Engineers need to reach an agreement. The Army Core of Engineers asked that the letter of intent from the town be resubmitted. DOT has said that they will provide geo-technical engineers to do survey work to answer questions on the slide and how rapidly it is moving.

### **Metrocast Agreement:**

Mr. Coates informed the Board that Metrocast is being sold to Atlantic Broadband. The town attorney looked at the legal document sent by Atlantic Broadband. The attorney had concerns over six areas of the document and recommends sending a letter asking Atlantic Broadband to answer the questions. The attorney also recommended holding a public hearing to hear concerns.

### **Town Administrators Report:**

**Select Board Items:**

Mr. Manganiello commented that the Planning Board is reviewing a site plan from the Homestead Restaurant. The New England Family Housing groundbreaking will be on September 14<sup>th</sup>.

Mr. Alpers commented that the Economic Development Committee met and they are looking at zoning ordinances and the cell tower. There is lots of work in progress.

**Public Comment:**

A reporter from the Concord Monitor asked for a statement regarding the Police Chief. Mr. Alpers replied that the Police Chief is still an employee of the town and is on administrative leave. No other information is being released.

Ray Courchaine informed the Board that the video server is not working and he found a replacement for \$2,800. There is enough money in the Newfound Area Access budget to purchase the replacement.

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

Respectfully submitted,

Wendy Costigan