

Minutes

Bristol Select Board

March 2, 2017

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

Absent: Paul Manganiello and Les Dion

Others Present: Mark Bucklin, Mike Vignale, and members of the public.

Minutes: Mr. Alpers made a motion to approve the public and non-public minutes from February 16, 2017 and February 22, 2017 as written, seconded by Mr. Morrison. The Board voted 3-0 in favor of the motion.

Consent Agenda: Mr. Alpers made a motion to approve the consent agenda dated March 2, 2017, to include the items named therein, seconded by Mr. Morrison. Mr. Alpers asked for clarification on the waiver for the Pathways event. Ms. Collins explained that the event is a bike safety, health fair, and bike rodeo that is being partnered with NANA and Mid-State. The police department is involved with safety and helmets. When the event has taken place with the schools, the school covers the insurance. As this is a town event it is hoped that the insurance will be waived too. Mr. Alpers commented that he didn't think the event was overly risky and that there are some statutory protections in place. Ms. Collins commented that waiver cards can be signed. Mr. Alpers replied that there is actually no case law in New Hampshire regarding waivers and that a child/parental consent form might be better. The Board voted 3-0 in favor of the motion to approve the consent agenda.

Elections: Town Clerk Raymah Simpson informed the Board that three Select Boards members must be present at the elections all day Tuesday. Voting is on Tuesday March 14th from 8:00AM to 7:00 PM at the Old Town Hall. Town Meeting is Saturday March 18th at 9:00AM at the High School. Ms. Simpson commented that she is closing the office on March 14th so the Deputy Town Clerk can attend the election. Ms. Simpson talked to Bob Caristi and the floors at the Old Town Hall won't have to be covered during the elections. Mr. Alpers suggested mats be placed at the doorways. Ms. Simpson has talked with the Police Chief regarding traffic control. The last day to pick up absentee ballots is Monday March 13th.

Ms. Simpson informed the Board that the One Check system went into effect for registrations.

Transfer Station Geo-technical Report: Mike Vignale presented an overview of the report. More test borings were done and the recommendation is that the retaining wall needs to move up 30 feet closer to the building. The site can still work pretty well with this recommendation. A scale can still be part of the site. Mr. Coates informed the Board that there is approximately \$160,000 in the transfer station

revolving fund. Mr. Alpers commented that Mark Bucklin and Mike Vignale should work on a final design to review with the Board. Mr. Vignale replied that he will work on the design and then permits can be worked on. Mr. Bucklin commented that he can start doing some site work moving the sand around.

Contracts/Proposals: Mr. Coates informed the Board that CAP proposals for Workers Comp and Property & Liability were received from Primex. The CAP program set limits on contributions for future renewals over the next three years. Mr. Coates commented that the town has not been one of the best performers in regards to Workers Comp and this would guard against bigger percentage increases. The limits proposed are 10% cap for Workers Comp and 9% for P&L. There is no fee associated with the program. Mr. Alpers commented that the town is paying approximately \$90,000 for Workers Comp due to the current five years the town is being rated on were not good years. Mr. Lagueux made a motion to authorize the Town Administrator to sign the CAP agreements with Primex for Workers Comp and Property & Liability, seconded by Mr. Morrison. The Board voted 3-0 in favor of the motion.

CDBG Grant Administrator: Mr. Coates informed the Board that the Newfound River apartment project requires an RFP for a grant administrator for the CDBG. One application was received from Donna Lane. Mr. Lagueux asked if the cost is covered under the grant. Mr. Coates replied that is correct and that the town is entering \$13,000 into the contract and the grant administrator's portion is \$11,500 with some money to cover town office staff expenses. Mr. Lagueux made a motion to enter into the contract with Donna Lane as CDBG grant administrator, seconded by Mr. Alpers. The Board voted 3-0 in favor of the motion.

Transfer Requests:

Mr. Lagueux made a motion to approve the transfer from the town general fund to the sewer operating fund in the amount of \$507,641.56 for 2016, and to transfer from the sewer operating fund to the town general fund in the amount of \$305,198.32 for 2016. The motion was seconded by Mr. Alpers. The Board voted 3-0 in favor of the motion.

Mr. Lagueux made a motion to approve the transfer from the town general fund to the sewer operating fund in the amount of \$97,676.58 for January 2017 and to transfer from the sewer operating fund to the town general fund in the amount of \$21,672.92 for January 2017. The motion was seconded by Mr. Alpers. The Board voted 3-0 in favor of the motion.

Mr. Lagueux made a motion to approve a transfer from the transfer station revolving fund to the town general fund in the amount of \$7,900 to reimburse the town for two invoices paid to KV Partners. The motion was seconded by Mr. Alpers. The Board voted 3-0 in favor of the motion.

Mr. Lagueux made a motion to authorize the Town Administrator to sign the transfer of ownership agreement between the Central NH Chamber of Commerce and the Town of Bristol in regards to the kiosk booth on Lake Street. The motion was seconded by Mr. Alpers. The Board voted 3-0 in favor of the motion.

Facility Maintenance Plan: Mr. Coates informed the Board that he is working with Mark Bucklin and Christina Goodwin on a checklist for responsibilities regarding the various facilities used for events and meetings. Mr. Alpers commented that he would like a checklist included for the beaches to address opening them for Memorial Day weekend.

Economic Development Committee Update: Mr. Coates informed the Board that the Economic Development Committee is requesting a joint meeting with the Select Board and the Planning Board to talk about working together. Mr. Alpers commented that the Committee wants to a conversation about where things are going and what things can be done differently to be business friendly. An April or May meeting will be held at the Old Town Hall.

Town Meeting: The assignment of the individual warrant articles was decided upon.

Article #2- Mr. Alpers will move and yield to Jeff Chartier.

Article #3: Mr. Lagueux will move.

Article #4: Ms. Dion will move and yield to Bill Dowey.

Article #7: Mr. Lagueux will move.

Article #8: Mr. Morrison will move and yield to Mark Bucklin and Raymah Simpson.

Article #10: Ms. Dion will move.

Article #11: Mr. Manganiello will move.

Article #12: Mr. Manganiello will move.

Article #13: Mr. Lagueux will move.

Article #14: Mr. Alpers will move.

Article #15: Mr. Morrison will move and yield to Chief LaRoche.

Article #16: Ms. Dion will move.

Article #17: Mr. Alpers will move and yield to Bill Dowey.

Article #18: Mr. Lagueux will move.

Mr. Coates commented that folders will be made for the Board with individual copies of the articles to give to the Moderator when the motion is made.

Town Administrators Report: Mr. Coates updated the Board regarding the following:

Melanson Heath was in for a preliminary audit visit. They will be back later in March or early April.

The employee evaluations are underway.

Select Board Items:**Public Comment:**

At 7:50, Mr. Alpers made a motion to go enter into non-public session under RSA 91-A: 3 II (a), seconded by Mr. Morrison. A roll call vote was held. The motion carried by a vote of 3-0. At 8:05, Mr. Alpers made a motion to come out of non-public session, seconded by Mr. Morrison. The Board voted 3-0 in favor of the motion.

Mr. Alpers made a motion to adjourn, seconded by Mr. Morrison. The Board voted 4-0 in favor of the motion. The meeting was adjourned at 8:05PM.

Respectfully submitted,

Wendy Costigan