

**Minutes
Bristol Select Board
September 19, 2019**

Present: Select Board members: Chair Les Dion, Vice Chair Don Milbrand, JP Morrison, Rick Alpers (arrived at 6:30 PM), and Town Administrator Nik Coates.

Absent: Wayne Anderson

Select Board Work Session: The Select Board met with the Department Heads and Mr. Coates to discuss the wage scale in preparation for the upcoming budget year.

Non-Public Session: Mr. Morrison made motion to enter nonpublic session per RSA 91-A, II (b) and (c) at 5:45 PM. Seconded by Mr. Milbrand. Roll call vote taken. 3-0 in favor, motion carried. Motion made by Mr. Morrison to leave nonpublic session at 5:55 PM. Seconded by Mr. Milbrand. Roll call vote taken. The Board voted 3-0 in favor, motion carried.

Public Session: Chair Dion opened the public meeting at 6:00 PM with Mr. Milbrand leading the Pledge of Allegiance.

Others Present: Mark Bucklin, Highway Superintendent; Jeff Chartier, Water & Sewer Superintendent; Christine Goodwin, Firework Committee Chair and Land Use/Assessing Manager; Keith Pratt and Tim Puls, Underwood Engineers; Karen and Joe Lukeman, Mary and Kevin McCaffrie and other residents Sunset Heights Association; Paul Barnett and other members of the public.

Meeting Minutes: Mr. Milbrand made a motion to approve the minutes of August 10 and 19, 2019 and September 5, 2019 as written. There was no discussion. The Board voted 3-0 in favor of the motion to approve the minutes.

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated September 19, 2019, to include the items named therein, seconded by Mr. Morrison. There was no discussion. The Board voted 3-0 in favor of the motion to approve the consent agenda.

Employee of the Month Recognition: The Department Heads nominated the staff of the Water & Sewer Department to show their appreciation for maintaining the department while Water & Sewer Superintendent Jeff Chartier was on leave. Ms. Dion presented certificates for Joel Furmanick, Jesse Lamos, Audrey Landry, Kenneth Pelletier, and Joseph Sarto to Mr. Chartier.

Fireworks Closeout: Christina Goodwin, Fireworks Committee Chair presented the updated Fireworks budget to the Select Board and gave a brief summation of the 2019 Fourth of July celebration. Next year the fourth of July is on a Friday and the fireworks vendor is not available for the that date as well as the third of July. Ms. Goodwin suggested Thursday, July 2nd as most people will have July 3rd off. She asked the Select Board for their feedback. It was agreed that July 2, 2020 would be the date for next year. They felt the fireworks went great and further discussion followed. More food vendors and entertainments was suggested. The Board congratulated the Fireworks Committee for such a great job.

Sewer Extension Project Updates: Mr. Coates announced that the US Department of Agriculture and Rural Development (USDA) awarded the Town a 17-million-dollar grant and loan package (6.5 million in grants and 10.5 million in loans) for the sewer to lake project. The USDA will assist us in securing the

additional 3 million in grants and/or loans from the Economic Development Administration (EDA) in order to start the project.

Keith Pratt of Underwood Engineers presented an outline of the next steps needed to be taken. He went over the EDA application process and discussed the importance of the redevelopment of rate impacts. He gave the Select Board a sample cash flow and project schedule as a guide towards the development of a schedule for this project. Public Hearings and more Select Board meetings would need to take place this fall and winter. He added that Underwood Engineering would like to do the Preliminary Engineering Report (PER) required for the EDA application but there is a clause in the requirements which may prevent them from developing the PER if they were to do the design of the project. They are looking into this further.

Mr. Pratt asked the Select Board if they had any questions. Mr. Alpers suggested accepting the USDA package and to continue to pursue meeting the 10-million-dollar threshold needed to start the project. Ms. Dion asked if there is potential funding available for the difference. Mr. Pratt said that the USDA has stated that any additional grant funding obtained would be subtracted from what they have offered. Resident Paul Barnett said that it is possible that the bank may want an independent engineer to keep check on the hired engineer and added that the shortfall in funding can possibly be addressed in the bidding process. Mr. Pratt responded that engineering firms are very busy now so an underbidding situation would be unlikely. Mr. Morrison asked if everything went according to plan, when would actual construction start. Mr. Pratt replied that the earliest would be 2021. Mr. Coates asked Mr. Chartier how that would fit in with the Water & Sewer Central Street Pump Station project. Discussion on that followed in which it was determined that if the Sewer to Lake project didn't go through, Mr. Chartier would do a warrant article for the updating of the pump station which has become obsolete. Mr. Alpers thanked all that were involved in the application process of the monumental package approved thus far. The Select Board thanked Mr. Pratt and Mr. Puls for their ongoing involvement with the project.

Land Use & Health Officer Property Updates: Assessing Manager Christina Goodwin gave an update on the Land Use Department and their operations. Zoning amendments are being worked on for ordinances at the Town Meeting in March. The Master Plan project is ongoing, and the department has been working on it with the Lakes Region Planning Commission and the Planning Board. The Land Use Vision is planned to be updated next year. The assessing review of the Lake District is about three quarters complete. The Safe Routes to School plan is being wrapped up by the Town Planner.

Ms. Goodwin presented the Board with a list of major health and land use enforcement issues and asked if they had any questions. Mr. Alpers stated that the Town needs to be more aggressive on some of the properties on the list which have been there for years. Ms. Goodwin responded that there has not been consistency on the Land Use Department's efforts and that part time enforcement is not ideal. She went over the status of some of the more pressing properties. Further discussion followed on what can be done to rectify these problems.

Ms. Goodwin presented a spreadsheet on the MS-1 comparison and requested that the Board sign the corrected MS-1. She explained the background calculations of the MS-1 and answered the Board's questions. Mr. Alpers made a motion to approve the MS-1 as presented. Mr. Milbrand seconded, no further discussion. The Board voted 4-0 in favor of the motion, motion passed. The Board thanked Ms. Goodwin for her update.

Sunset Heights Roads Request (Cont.): Mr. Coates updated the Board on the request of Sunset Heights subdivision residents to have their private roads become public roads. He, Mr. Bucklin, and some of the residents did a walk through of the roads. Mr. Bucklin presented a Town Roads Acceptance checklist which shows the roads conform with some but not all of the specifications. GMI Asphalt estimated that repairs to the road would cost \$145,900. Mr. Coates asked the Board what direction they wanted to take and submitted four options. The first is to vote to accept the road or not at this meeting. The second is to accept the roads on the condition that they get laid out and improved. This would be a more cumbersome approach involving betterment fees and would take three to four years. The third and fourth is to put an article on the Town Warrant either by the residents or the Select Board. Attorney Fillmore recommends the Select Board submit the warrant article if this is the direction they want to go.

Mr. Alpers asked the residents present at the meeting their views. One resident asked if the Town would consider taking over the road and the Sunset Heights Road Association would pay the Town a fixed fee each year. Mr. Coates went over the betterment fee process because by law the Town could not enter into an agreement to do what the resident suggested. Discussion followed on the betterment process. A resident asked if the association paid the \$145,900 to repair the road would the Town guarantee their acceptance of the road. Mr. Coates brought up the extra Highway Department cost associated with that decision. The resident said that there was past Planning Board approval which stated if the roads were brought up to Town specifications, the Town would accept the roads as public. Mr. Alpers said that the developer did not follow the process correctly and that does not constitute an immediate acceptance. Mr. Coates reiterated that even if the betterment route was not chosen, there is still a process which needs to be adhered to dictated by state law which involves laying out of the road and other aspects. Mr. Milbrand said that once a subdivision is laid out and approved by the Planning Board, the Town can approve them not will approve them. He added that no matter how the Town takes over a private road, the process still needs to be adhered to. Resident Mary McCaffrie asked Mr. Coates for an estimate on what it would cost to lay out the road and Mr. Coates responded that the Town has paid approximately \$100,000 in legal fees in the past for one contested project with three property owners and that a survey estimate would be approximately \$20,000. Resident Kevin McCaffrie went back to the past Planning Board stipulation of accepting the roads. Another resident said that he had a survey done on 17 acres for \$6,500. Discussion followed on the legal definition of laying out a road.

The next steps needed to be taken were discussed involving surveys and public hearings. Mr. Coates said steps to be taken are determined by which option the Board agrees upon. Ms. Dion asked the Board which way they are leaning. Mr. Morrison was interested in the betterment idea but would like to know more bottom-line costs. Mr. Milbrand said that since the association expressed interest in doing the improvements, he was leaning towards a Select Board warrant article. Mr. Alpers was in favor of accepting the roads contingent upon the repairs being done by the association. He would like to consult with legal counsel on what the next steps are if that option was agreed upon. Resident Joe Lukeman asked if the Board accepted the private road as a public road contingent upon repairs could the public veto that decision at the public hearing. He was told they could not. Resident Karen Lukeman agreed to be the contact person for the association.

Transfer Station & Recycling Planning: Mr. Coates informed the Board that the draft Transfer Station Ordinance and Fee Schedule has been updated. Mr. Milbrand suggested changing the term “plus daily charge” to “plus load charge”. Discussion followed on this suggestion and it was agreed to change that term. He also proposed that the fees for a single axle trailer be the same as a regular pick up small bed (\$66.00) and that the fees for a double axle trailer be the same as a large pick up regular bed (\$80.00).

Mr. Alpers made a motion to approve the Transfer Station Ordinance and Fee Schedule as amended, effective 10/1/19. Mr. Milbrand seconded. Mr. Morrison asked for further clarification and discussion followed. The Board voted 4-0 in favor of the motion, motion carried. Mr. Coates gave a short update on recycling options which are currently being explored with a focus on cardboard recycling.

Water and Sewer Solar Project: A contract is being put together for the solar project at the Water and Sewer Department. The start date for the project is dependent upon when our contract with our current power provider ends.

Transfer Station Building Project: Work has been completed at the Transfer Station. The contracted amount was \$213,950. Additional materials were requested by Mr. Bucklin which amounted to \$12,900. The additional material was mainly for crushed gravel which was not included in the contract. The request was made for a payment to cover the overage. Mr. Alpers would like to see the request for changes with the dollar amounts and Mr. Bucklin's approval. This will be discussed further in the future.

Minot-Sleeper Library Grant: The library received a grant from AARP for the amount of \$4,823.04 for automatic door openers for the upstairs doors. Mr. Alpers made a motion to accept unanticipated revenue of \$4,823.04 from AARP for the purpose of installing an automatic door operator for the upstairs doors at the Minot-Sleeper Library. Mr. Milbrand seconded, discussion ensued. The Board voted 4-0 in favor, motion carried.

Town Administrator's Report: None

Select Board Items: None

Public Comments: Donna Evans, an abutter of a property which is on the list of major health and land use enforcement issues gave her opinion on the degradation of this property and how it has been going on for many years. She asked the Board to keep following up on these problem properties. Discussion on possible solutions to these problems followed.

Mel Stockman asked about brush disposal being limited to Saturdays. The Board confirmed that this would be happening. He felt that the lines are going to get backed up as Saturdays are busy at the Transfer Station. Mr. Alpers said that they will try this idea and if it doesn't work then they will change it.

Motion made by Mr. Alpers to adjourn public meeting at 8:25 PM, seconded by Mr. Milbrand. All in favor. 4-0 in favor, motion carried.

Respectfully submitted,

Wendy Smith