

## **Minutes**

### **Bristol Select Board**

**April 6, 2017**

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

**Absent:**

**Others Present:** members of the public.

**Minutes:** Mr. Alpers made a motion to approve the public and non-public minutes from March 16, 2017 as written, seconded by Mr. Morrison. The Board voted 4-0-1 in favor of the motion.

**Consent Agenda:** Mr. Alpers made a motion to approve the consent agenda dated April 6, 2017, to include the items named therein, seconded by Ms. Dion. Mr. Manganiello made a motion to exclude from the consent agenda the three invoices from Irwin Motors, Watchguard, and Stop Stick for the police cruiser. The motion was seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion to approve the consent agenda as amended.

**Appointments:** Ms. Dion made a motion to nominate Rick Alpers as Chair, seconded by Mr. Milbrand. Mr. Morrison made a motion to nominate Paul Manganiello as Chair, seconded by Mr. Manganiello. The Board voted 3-2 in favor of Ms. Dion's motion. Mr. Alpers is Chair of the Select Board.

Ms. Dion made a motion to nominate Paul Manganiello as Vice-Chair, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion. Mr. Manganiello is Vice-Chair of the Select Board.

**Board Assignments:** Ms. Dion made a motion to nominate Don Milbrand for the Budget Committee rep., seconded by Mr. Alpers. The Board voted 2-3 and the motion failed. Mr. Manganiello made a motion to nominate Mr. Morrison for Budget Committee rep, seconded by Mr. Morrison. The Board voted 3-2 in favor of the motion. Mr. Milbrand will be the Budget Committee alternate.

Mr. Manganiello will remain the Planning Board representative.

Mr. Milbrand will be the Historic District Commission representative.

Ms. Dion and Mr. Alpers will be the representatives on the Economic Development Committee.

Mr. Manganiello will be the Space Needs Committee representative with Mr. Milbrand as the alternate.

Ms. Dion will continue to be the Bicentennial Committee representative.

**Forester:** Mr. Manganiello made a motion to appoint Shawn Lagueux as the town forester, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

**Highway Department Vehicle Purchase:** Mr. Coates informed the Board that \$140,000 was approved at Town Meeting to go into the capital reserve account. Four quotes have been received and the lowest bid is \$13,034. Mark Bucklin recommends the Kubota at \$13,034. Mr. Alpers commented that Fish and Game put on a training class for this particular piece of equipment and it is recommended that anyone who will be using this get certified to operate the equipment. Ms. Dion made a motion to approve the purchase from MB Tractor and to request the transfer of funds from the capital reserve account to pay for it. The motion was seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

**Strategic Planning and Priority Setting:** Mr. Coates recommended that this series focus on economic development and a vision or mission for the town in regards to growth and planning. The five sessions with Nick Manolis will cost \$1,500. The first session will be on May 18<sup>th</sup>. The Board decided to move forward with the sessions.

**2017 Town Meeting Action Items:** Mr. Coates sent the Board a spreadsheet of projects adopted at Town Meeting and other ongoing projects. Mr. Alpers asked about the town signs. Mr. Coates replied that he will call Karen Bush to get the signs done, particularly the Beach signs. Mr. Manganiello asked about the accounting software. Mr. Coates replied that the software will bring some efficiency to the town accounting. The fixed assets module will help with tracking and depreciation and this is always on the auditor's checklist. The A/R module will automate vendor billing instead of creating a manual invoice. The accruals module will help with tracking employee vacation time.

**Contracts and Proposals:** The Board reviewed the items included in the sealed bid process for the Smith Lot building. Mr. Coates informed the Board that the bidders were informed that they had to a certain date to remove the items. A town employee will be present while the items are removed. Mr. Manganiello made a motion to approve the bid winners for the Smith Lot items, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

**Water/Sewer Department Vehicle Purchase:** Mr. Coates informed the Board that Jeff Chartier is recommending purchasing a vehicle to replace the 2007 utility truck. Mr. Chartier went through the state bid process and recommends purchasing a vehicle from McMulin Chevrolet for \$38,601. \$45,000 was included in the Water/Sewer operating budget. The plan is to turn the 2007 truck into a dump truck. Mr. Morrison commented that he would like to see some comparative prices. Mr. Manganiello made a motion to conditionally approve purchase order #003741 for the purchase of a new truck for the Water/Sewer Department subject to two additional quotes from Benson Auto and Canton Auto for comparison purposes. The motion was seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

**Space Needs Charge:** Ned Gordon attended the meeting to represent the Committee. Mr. Alpers commented that \$95,000 was approved at Town Meeting for the architectural design and that the vision is to keep the Committee with the same members if they are willing so as to help drive the process to hire an architect and to support the design process. Mr. Gordon commented that the Committee fulfilled its charge from last year and they are still committed to the project going forward. Mr. Gordon did suggest that the Town Clerk be included in the design discussion and that sub-committees be used

again as this was successful last year. Mr. Alpers asked the Space Needs Committee to meet and draft an RFP for architectural services.

**Action Items:**

Bicentennial Committee update: Ms. Dion informed the Board that the Committee continues to meet monthly. Rebecca Rule is going to help the Committee write a play about the town. The committee would like some guidance from the Select Board on the timeline for the event. Would the Board prefer one event in a single day or a series of events over several days? The Board agreed that having the event over several days is preferred. Ms. Dion commented that a small event will be held on the actual birthday of the town and then a larger event will happen in the summer. Mr. Alpers commented that it would be nice to have that happen around Old Home Day.

Swim Lessons: Ms. Dion informed the Board that at the last Economic Development meeting it was discussed that there are no swim lessons in the area. The Committee wanted to know if lessons could be held at a town beach. Ms. Dion commented that a licensed person would need to be hired to do this. The Board recommended that Ms. Dion look at the town insurance to see how this is done and to get the cost to hire someone for swim lessons.

**Town Administrators Report:**

**Select Board Items:**

Mr. Manganiello commented that he thought the Board was moving away from purchasing a cruiser right after Town Meeting and that was why the town adopted the capital reserve fund. Mr. Alpers commented that the invoice will be held and the Chief will come in to discuss the cruiser purchase at the next meeting.

Mr. Alpers commented that the Economic Development Committee did meet on Wednesday and there will be a sub-committee to look at what types of businesses to bring to town. There was a discussion on the cell tower and that is moving forward.

**Public Comment:**

Shawn Lagueux asked if the Smith Lot property disposition was ready to coordinate with Mr. Sharp. Mr. Coates replied that the bids were approved and that the target is still next week or the week after to coordinate with Mr. Sharp.

Shawn Lagueux commented that he supports the idea of swim lessons at the lake.

Andy O'Hara commented that he couldn't believe that the police would say that there would be more needles found once the snow melts. Mr. Alpers replied that there is a balance between saying something or not as kids play at the park. Mr. Morrison commented that Bristol is not the only town that will find needles. Mr. Milbrand said that this was not a very flattering story on the news.

Tom Caldwell asked if the Board has taken a position on the special election for the open representative seat. Mr. Alpers replied that the town wrote a letter to the neighboring communities that share the district to get a consensus. Mr. Coates commented that so far Grafton and Bridgewater have said no to a special election.

Tom Fitzpatrick asked if April 11<sup>th</sup> was the time frame for removing the bid items. Mr. Coates replied that the town is being pretty strict about the date but that he could go over earlier than the 11<sup>th</sup> to pick up the items. Mr. Fitzpatrick commented that he was told that the town would be taking the items down and storing them. Mr. Alpers replied that the Town Administrator will clarify this for Mr. Fitzpatrick.

John Sellers asked if the Board made a decision to buy the tractor for the Highway Department. Mr. Alpers replied that the Board did agree and voted to take the money out of the capital reserve account. Mr. Sellers asked how much the insurance would be on the tractor. Mr. Alpers replied that the Board did not have the information.

Andy O'Hara informed the Board that there has been a problem with the Highway Department plowing in front of his house and that he has called the town offices, wrote a letter to the Town Administrator, and talked with Mark Bucklin at Town Meeting and nothing has been done about it. Mr. Alpers replied that the Town Administrator will follow up with Mr. O'Hara regarding this.

Tom Fitzpatrick commented that he is concerned with the winter parking ban and the protocol for ticketing and towing. Mr. Alpers replied that the Police Chief can go over this with him. Mr. Fitzpatrick asked if this policy can be reviewed before next winter as his tenants are afraid to park downtown because of this. Mr. Alpers replied that he strongly encourages tenants to register with the police department so they know who owns the vehicles and that the parking issue can be revisited next year.

At 7:25 PM, Ms. Dion made a motion to go enter into non-public session under RSA 91-A: 3 II (a) and (e), seconded by Mr. Manganiello. A roll call vote was held. The motion carried by a vote of 5-0. At 7:58, Ms. Dion made a motion to come out of non-public session, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Ms. Dion made a motion to seal the non-public minutes of March 16, 2017 and April 6, 2017, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Ms. Dion made a motion to adjourn, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan

