

Minutes

Bristol Select Board

May 17, 2018

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

Absent:

Others Present: Department Heads and members of the public.

Mr. Morrison made a motion to go into non-public session at 5:00PM under RSA 91-A: 3 II (a), (b), (c), (d), and (e) seconded by Mr. Anderson. A roll call vote was held. The Board voted 3-0 in favor of the motion. Ms. Dion and Mr. Milbrand arrived late. Mr. Milbrand made a motion to come out of non-public at 5:55PM, seconded by Ms. Dion. A roll call vote was held. The Board voted 5-0 in favor of the motion.

The public meeting was opened at 6:00PM with the Pledge of Allegiance led by Chief McIntire.

Minutes:

Mr. Milbrand made a motion to seal the previous non-public minutes, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Mr. Milbrand made a motion to approve the public and non-public minutes from May 3, 2018, seconded by Ms. Dion. Mr. Anderson amended the minutes to include the following wording in the paperless discussion that Mr. Anderson supports the use of tablets they just create a barrier with the public. The Board voted 5-0 to approve the minutes as amended.

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated May 17, 2018, to include the items named therein, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion to approve the consent agenda.

Senator Giuda: Senator Giuda presented an updated on the Opportunity Zones process. The process was run through Lakes Region Planning Commission. The process is closed and the grants have been designated. Senator Giuda opened the discussion to the Board for any questions or comments. Mr. Alpers commented that the town did reach out to the senator regarding the bill to reduce taxing on park model homes as this would have been devastating to the town. Senator Giuda replied that bill has died. Mr. Coates asked about the deed interest bill. Senator Giuda replied that he is pretty sure that bill is going to pass as there is now a two tier interest rate in the bill. Mr. Coates thanked the senator for writing a letter of support for the fiber project.

Highway Department Updates: Mark Bucklin informed the Board that the storm drains on Fourth Street and Hillside Ave. are both in bad shape. Fourth Street was patched up but he is not sure that the fix will last until next year. The storm drain on Hillside Ave. was plugged up with debris and damage was done to the road. The pipe will have to be dug up and replaced this year along with a catch basin. The Board was in consensus to have the two roads fixed.

The recycling program will be discussed at a June Board meeting.

Assessing Department Updates: Christina Goodwin informed the Board that the assessing firm CNP has finished the pickups and is in the process of completing data entry. The tax warrant will be ready early next week and three Board signatures will be needed. The tax bill due date is July 5th but this date could change.

An RFP for the revaluation process should be done this year so that the work can be started in July or August.

A new feature on the web site will be started for information on tax incentives regarding the ERZs and revitalization.

Health Office Updates: Christina Goodwin informed the Board that the Health Office has been busy doing inspections of rental units, welfare inspections, and multiple site visits regarding the health ordinance. There was a public health threat that was addressed and is now under control.

Land Use Department Update: Christina Goodwin informed the Board that a Planning Board decision has been appealed to the Zoning Board. The town attorney cannot be involved in the appeal due to a conflict of interest. A fee agreement with the Mitchell Group for approximately 10 hours of service for a cost of \$2,000 was obtained. The abutters notice needs to be sent and there are questions for the attorney before they are sent. The Board was in consensus to have the Mitchell Group as legal representatives.

Ms. Goodwin informed the Board that Liz Kelly resigned as the Planner. The job has been posted and the department is looking at circuit riding if needed.

Town Events Update: Christina Goodwin informed the Board that due to the cut in the concert budget sponsorships have been sought to fund the events. Two checks have been donated for the concerts. The finance officer can create a revenue account for the donated money in the General Fund and create a separate expense line that corresponds to that revenue and it would be a wash.

Mr. Milbrand made a motion to accept donations for the concert series, seconded by Mr. Anderson. The Board voted 5-0 in favor of the motion.

A granite bench has been donated by the Lions Club for the Mill Stream Park.

Ms. Dion made a motion to accept the donation from the Lions Club of a granite bench for the Mill Stream Park, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Ms. Goodwin informed the Board that last year a yoga teacher was given permission to use Cummings Beach to teach a yoga class. The teacher is getting paid for this class but the town did not charge any fees for the use of the beach. She is asking permission to use Avery-Crouse Beach for the class this year. Ms. Dion commented that the question last year was whether a person can run a business on town property. Ms. Goodwin commented that there is a policy regarding this for Kelley Park but the beaches do not have any policy. The Board was in consensus to allow the yoga class at Avery-Crouse Beach.

Police Department Updates: Chief McIntire informed the Board that he received three bids for an SUV police cruiser. The overall bids are as follows: Irwin's (without a hitch) \$29,673, Grappone (with a hitch) \$28,827, and Londonderry Ford refused to bid. Chief McIntire recommends Grappone for the purchase of a cruiser. There were three bids for the up fit of the new cruiser as follows: Ossipee Mountain Electronics at \$12,415, Two-Way offered no bid, and Adamson at \$16,261. Ossipee Mountain Electronics is recommended. The overall cost of the cruiser from Grappone and OME is \$40,242.

Mr. Milbrand made a motion to approve purchase order #004601 in the amount of \$28,827 to Grappone Automotive of Concord for the purchase of a police cruiser, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion.

Ms. Dion made a motion to approve purchase order #004602 in the amount of \$12,415 to Ossipee Mountain Electronics for the fit up of the police cruiser, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Chief McIntire commented that a major complaint with the Police Station is access to the building and having an accessible lobby. The current lobby is not ADA compliant. To make this area ADA compliant the front entrance needs to be moved to the ramp entrance. The new entrance will have a lobby and window. Three bids were sought for the construction. Be Fair Builders bid \$7,500. Two other bidders came to look at the project but were not interested in bidding. Mr. Morrison commented that he would like to see a couple other local contractors bid on the project. Chief McIntire will obtain a few more bids. The Board will wait until the June 7th meeting to look at the new bids and make a decision.

Fire Department Update: Chief LaRoche informed the Board that he reached out to a couple more architecture firms for bids. The three proposals are as follows: Warrenstreet at \$14,500, The Architects at \$19,250 plus \$500, and Chris P Williams Architects at \$11,750-\$13,250 (this is hour based and does not include a schematic design). Chief LaRoche recommends Warrenstreet Architects with a not to exceed amount of \$15,000.

Mr. Anderson made a motion to approve the recommendation of a not to exceed amount of \$15,000 to Warrenstreet Architects out of Concord to start the conceptual design process for the fire station project. The motion was seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Old Town Hall Committee Update: Susan Duncan reported the following updates to the Board:

There has been incredible success with donations. The Committee did receive LCHIP approval of the conceptual drawing for the kitchen. The plumbing and electrical parts will need to be purchased but the

cost of labor will be donated. The cost to patch the wood in the corner and to paint the floor is \$500. The kitchen should be finished this year. Mr. Alpers asked what kind of kitchen is it. Ms. Duncan replied that it is handicap accessible. The old stove will become a work station and a stove was donated. A used refrigerator was purchased. A range hood with a microwave was donated also. Approval for a dishwasher was given but one won't be put in until one is donated. Mr. Alpers commented that he is nervous about a used stove being put in. Ms. Duncan replied that it is an electric stove and it will be checked out by the electricians. A heat detector and fire extinguishers have been budgeted for. Sandra Heaney commented that the Committee is looking into another LCHIP grant for insulation but the foundation needs to be looked at first. Ms. Goodwin commented that the ramp will be painted in August. Ms. Dion commented that the amount of volunteer hours and items donated should be documented. Ms. Duncan replied that the Committee has done a listing of in kind donations as this helps the town matches for grants. The Board thanked the Old Town Hall Committee for their hard work.

Town Administrators Report: Mr. Coates informed the Board of the following updates:

Chief LaRoche is working on the specs for a new ambulance and the information will be presented at a June Board meeting.

IT services transition is moving along.

The bids for the Smith River Erosion Project will be available for the next Board meeting.

The Fire Department work on the poles is being finished.

There will be a new Eagle Scout project to replace picnic tables around town.

The oxidation ditch project is out to bid.

Only one bid was received for the Central Street project. The bid came in \$25,000 over budget. Mike Vignale will talk to the bidders to see what they can do to bring the cost in under budget.

The two ERZs were approved.

Steve Favorite updated the Board regarding state aid from DOT. Lakes Region Planning Commission have had discussions regarding the cuts to state aid and how communities can get more money for roads. Some areas discussed include a gas tax increase, an increased fee for car registrations, and raising tolls. Mr. Favorite asked the Board for their thoughts and ideas for raising revenues. Mr. Milbrand commented that the gas tax and tolls are the only user fee based revenue. Mr. Alpers commented that there should be a fee on registrations of electric vehicles. Mr. Favorite commented that a luxury tax has been discussed also.

Select Board Items:

Ms. Dion informed the Board that the new scoreboards are just waiting on electrical work. The School Board chose not to put any funding into the project. There should be an MOU in place with the school district to pay for any repairs to the scoreboards while the school is using them.

Mr. Milbrand commented that the Planning Board and Zoning Board are both in dire need of members and both Boards are recruiting new members.

Public Comment:

Janet Cavanagh commented that she spoke with Mark Bucklin and he said that the town doesn't have the ability to move the information booth. Mr. Morrison replied that he would talk with Mark regarding this.

Barbara Greenwood commented that the TTCC is having their annual get together on May 23rd and the Board is invited.

Steve Favorite thanked the Police Chief for his service and that there have been favorable postings and comments on Facebook.

Mr. Milbrand made a motion to go into non-public session at 7:50PM under RSA 91-A: 3 II (c), seconded by Ms. Dion. A roll call vote was held. The Board voted 5-0 in favor of the motion. Mr. Milbrand made a motion to come out of non-public session at 8:15PM, seconded by Mr. Morrison. A roll call vote was held. The Board voted 5-0 in favor of the motion.

Mr. Milbrand made a motion to adjourn at 8:15PM, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Duggan