

BRISTOL SELECT BOARD
Minutes
Thursday, March 4, 2021

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Select Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that the meeting is open to the public and can be accessed in the ways described below.

We are utilizing the Zoom platform for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through the following ways.

Join Zoom Meeting on a computer or laptop:

<https://us02web.zoom.us/j/88487901305>

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If there are problems with access, please call (603) 530-1765.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Present: Select Board members: Chair- Wayne Anderson, Vice Chair- Don Milbrand, JP Morrison, Les Dion, Anita Avery, and Town Administrator- Nik Coates

Absent:

Others Present: Ray Courchaine, Media Manager; Raymah Simpson, Town Clerk/Tax Collector; Ned Gordon, Moderator; Bill Dowey, Economic Development Committee Member; Remotely- Keith Pratt, Underwood Engineers; Tim Puls, Underwood Engineers; Deborah Tivey, Administrative Assistant; Paul Bemis, Economic Development Committee Member

Public Session: Chair Anderson opened the public meeting at 5:35pm by having Mr. Morrison lead the Pledge of Allegiance.

Meeting Minutes: Mr. Morrison made a motion to accept the minutes of February 18, 2021, as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

Consent Agenda and Manifests: Mr. Milbrand made a motion to approve the consent agenda dated, March 4, 2021, to include the items named therein, motion seconded by Ms. Dion. The Board voted 5-0-0, motion passed.

Sewer Extension Project Contracts and Update: Mr. Pratt and Mr. Puls from Underwood Engineers updated the Board on the Central Street Pump Station contracts and the CDBG-Environmental Assessment contract from SRW Environmental Consulting. They identified the preliminary engineering design for the following: Route 3A (Lake Street) Sewer Extension, Hall Road Stormwater and Roadway Improvements, Roadway Planning Improvements from the intersection of Danforth Brook Road and Summer Street to Millstream on Lake Street, Lake District Sewer Extension- Phase 1 and Lake District Sewer Extension- Phase 2. A budget for the services was outlined in Task 1-Task 5 based on an hourly rate and reimbursement for sub-consultants. The total for the engineering sub-tasks is \$273,000. It was pointed out to the Board that the aerial survey was time sensitive and needed to be completed between mid-March and late April before foliage came out. A schedule of work to be conducted between February 2021 and November 2021 was reviewed with the Board. Ms. Dion made a motion for the Town Administrator to sign the contracts between the Town of Bristol and Underwood Engineers, Mr. Milbrand seconded the motion. A discussion took place between the Board, Mr. Puls and Mr. Pratt regarding why aerial work in the amount of \$60,000.00 had to be done and why no groundwork was included in that total. The Board voted 5-0-0, the motion passed.

Economic Development Committee Spending Requests: Mr. Bemis addressed the Board to ask for the Board to consider putting in a CDFA grant application for a rehab project in downtown Bristol. The grant application is due on Friday, March 5, 2021 by 4pm. A subcommittee of the Economic Development Committee spent the weekend writing the grant, so it is ready to be submitted if the Board grants Mr. Coates authorization to give Mr. Bemis permission to go onto the CDFA website and submit the application on behalf of the Town. Discussion between the Board and Mr. Bemis on the following topics took place; the workload associated with the project falling on the Town and who would oversee the grant funds and their allocation. The Board thanked Mr. Bemis for his work on this project and stated they thought it was a noble cause, but the timing was not good. The Board came to no consensus on moving forward with the grant application.

Mr. Dowey let the Board know about a grant opportunity for funds to build Phase 2 of the Pemi Trail. He proposed applying for a \$1.2 million grant through the NH Department of Transportation. The grant would give the Town funds for the Pemi Trail Phase 2 environmental study, design, and construction. Mr. Dowey informed the Board that if granted the funds, the Board would then be committed to a warrant article being written for next year's Town Meeting. The deadline for the grant application is March 19, 2021. Ms. Dion made a motion to allow The Economic Development Committee to apply for funds for Phase 2 of the Pemi Trail construction. Mr. Milbrand seconded the motion. The Board voted 3-1-1, the motion passed. Mr. Dowey stated that an engineering estimate would be needed to apply for the grant. Mr. Milbrand made a motion to reconsider the first motion and vote. Motion seconded by Mr. Morrison. The Board voted 5-0-0, the motion passed. Discussion took place about the need for Highway Superintendent, Mark Bucklin to estimate how much it would cost to do work on the Pemi Trail project because this might affect his budget. Ms. Dion made a motion for the Economic Development Committee to move forward with applying for the grant and for Town to hire Mike Vignale, his work not

to exceed \$800.00, so the Board has an actual cost for the project. Mr. Milbrand seconded the motion. The Board voted 4-0-1, the motion passed.

Town Meeting and Election Preparations: Mr. Coates, Mr. Gordon and Ms. Simpson discussed the plan that was developed for Town Meeting on March 13, 2021. Members of the Board and Town Office conducted a walk through with members of the High School custodial and IT staff. They reported that the High School gymnasium could accommodate about 158 people wearing masks, social distanced, with seats on the gymnasium floor. Unmasked people would be accommodated in the auditorium with a roll down screen for projection, Zoom laptop and a deputy moderator in the room. The priority is to make people be and feel safe while attending Town Meeting. The group reported that if needed, secret ballot voting would take place in the atrium for masked voters and the auditorium for unmasked voters. Supervisors of the Checklist will be present for voting. Ms. Simpson reported that on March 9, 2021, ballot voting would take place at the Historic Town Hall, 45 Summer Street, Bristol from 8:00am to 7:00pm. Hand sanitizer, pens and pencils would be made available but there would not be enough writing utensils for everyone that votes. These items would be sanitized and reused. The Board was informed that the Town Report has been posted to the Town's website.

Town Administrator's Report: None

Select Board Items: Mr. Morrison stated that he would like to have information on the Articles he will be presenting at Town Meeting.

Ms. Dion reported that a Story Walk on the Bike Path is being planned for July and August. This activity will display a book page by page as pedestrians make their way through the Bike Path.

Mr. Anderson stated that it has been his pleasure serving the people of Bristol. He is proud of the way the Board worked together and the number of unanimous votes is evidence to this collaboration.

Public Comments:

Adjourn:

Ms. Dion made a motion to adjourn the meeting at 7:52pm, seconded by Ms. Avery. The Board voted 5-0-0 in favor of the motion.

Respectfully submitted,

Deborah A. Clarke-Tivey