

BRISTOL SELECT BOARD  
Minutes  
Thursday, April 1, 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.

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<https://us02web.zoom.us/j/87630440851>

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

**Non-public Session:** Motion to seal the minutes of non-public minutes made by Mr. Lagueux. Motion seconded by Ms. Dion. Board voted 5-0-0, motion passed.

**Present:** Select Board members: Don Milbrand, JP Morrison, Les Dion, Anita Avery, Shawn Lagueux and Town Administrator- Nik Coates

**Absent:**

**Others Present:** Cade Overton, Assistant Media Manager; Jeff Chartier, Water and Sewer Superintendent; Raymah Simpson, Town Clerk/Tax Collector; Ben LaRoche, Fire Chief; Mark Bucklin, Highway Superintendent; Deborah Clarke-Tivey, Administrative Assistant; Remotely-Bill Dowey, Economic Development Committee Member; James McIntire, Police Chief; Christina Goodwin, Land Use/Assessing Manager; Tim Puls, Underwood Engineering; Bruce Beaurivage, Community Member

**Public Session:** Mr. Milbrand opened the public meeting at 6:13pm by having Ms. Avery lead the Pledge of Allegiance.

**Meeting Minutes:** Mr. Morrison made a motion to accept the minutes of March 18, 2021 and March 25, 2021, as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the consent agenda dated, April 1, 2021, to include the items named therein, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, motion passed.

**Highway Department/Transfer Station:** Superintendent Bucklin asked the Board for approval to move to Summer Hours from April 1, 2021 through Columbus Day. The hours will be from 6:00am-4:30pm, Monday through Thursday with someone on call on Fridays and the weekend. The Board agreed to this, as this has been the practice.

Superintendent Bucklin informed the Board that new skid steers are impossible to come by because of the scarcity of microchips for equipment. He presented several options from Milton Cat and recommended the purchase of one now before it was sold. The Board reviewed and discussed the four quotes and options. Mr. Lagueux made a motion to authorize the purchase of the 2018 Caterpillar 236D in the amount of \$35,500.00. Ms. Avery seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Superintendent Bucklin reviewed quotes for the purchase of a bailer. He asked the Board for more time for additional quotes to come in and additional time to research this purchase for the Town. He informed the Board that he has been looking at options for the salt and sand shed and presented a quote from Riess Construction. He asked for more time to research and investigate additional options. Superintendent Bucklin will have additional information on bailers and the salt and sand shed for the April 15, 2021 Select Board meeting.

**Public Hearing: LaValley Lot:** Chair Milbrand opened the public meeting at 6:35pm. The Board will vote on the easement and land purchase at the April 15, 2021 Select Board meeting publicly. This public hearing was the second hearing for the easement. The Board agreed last month to put together a Purchase and Sale Agreement for the land purchase with funds coming from the Sewer Capital Reserve. No comments were made by the public. Chair Milbrand closed the public hearing at 6:38pm.

**Public Hearing: Acceptance of Unanticipated Revenues for CDBG and EDA Grants:** Chair Milbrand opened the public hearing at 6:38pm. RSA 31:95-b requires municipalities to hold public hearings before accepting unanticipated funds. This public hearing is to accept CDBG and EDA grants as anticipated revenues. Mr. Puls broke down the funds for the Board and discussed the three phases of the project and their locations. The CDBG grant is for \$500,000.00 and is for the design and construction of the Central Street Pump Station. The EDA grant is for \$3,520,000.00 and is for the design and construction of the Danforth Brook Road, Lake Street and Summer Street sewer extension, roadway and culvert work on Danforth Road and Hall Road. Matching funds from the Town are coming from capital reserves, user fees and 2020 Highway paving encumbrance. No public comments were made. Chair Milbrand closed the public hearing at 6:45pm. Ms. Dion made a motion to accept the unanticipated revenues from the CDBG grant and EDA grant. Ms. Avery seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**CDBG Grant Administrator Contract:** Donna Lane did the grant writing for the CDBG project. Her cost structure was such that she would not get paid unless she secured the grant for the Town. The Town

received the grant, so now she will be paid for the administration of the CDBG grant. These funds will come out of the \$500,000.00 grant. Mr. Lagueux made a motion to authorize the Town Administrator to sign the CDBG Professional Service Agreement. Mr. Morrison seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Fire Department Radio Purchase:** Chief LaRoche reviewed quotes the Fire Department received for the lease purchase of the radios approved at Town Meeting. He recommended that the Ossipee Mountain Electronics quote be approved. This company has been used in the past with the Police Department and Fire Department and are well regarded. Mr. Lagueux made a motion to approve Purchase Order #004732 in the amount of \$9,327.27 for the down payment of the radio lease. Motion seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion to accept the three year least contract with Ossipee Mountain Electronics and authorize the Town Administrator and Chief LaRoche to sign the agreement. Ms. Dion seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**2021 Town Beach Planning/Day Passes:** Ms. Simpson let the Board know that she has heard from many taxpayers and residents when they are in the Town Office expressing a desire for the Town to continue with the Summer 2020 practices of no day passes being sold and only allowing cars with permits to park at the beach. Ms. Tivey echoed this sentiment and informed the Board that the Catholic Church would not be roping their parking lots off this summer as they had in the Summer of 2020. However, the Church believes their parking lots are private property and does not condone parking in their lot. Discussion took place to keep "No Parking" signs up along the road on 3A and the North Main Street/Ravine Drive intersection with police enforcement of the no parking rule. Currently, Ms. Tivey is the only attendant that is authorized to ticket. Ms. Tivey informed the Board that she might not be available to work for 28 days in July to ticket if the Governor's Emergency Order is not in place. Ms. Simpson also discussed an ever-growing concern of dog owners not cleaning up their dog waste on the beach and roadway and dogs being on the beach that owners claimed to be service dogs but were in the water, unleashed and defecating. The Board came to the consensus that beach attendants would not be selling day passes and only allowing cars with permits to park at the beaches. The permits will be sold at the Town Office, like last summer. At this time, only Ms. Tivey will be authorized to ticket violators and she will investigate signs regarding dog waste removal and having dog waste depot bags installed at each beach.

Ms. Tivey asked the Board to review the language in Section 5 Beach Rules and remove the "for more than three hours consecutively", for the removal of furniture. Mr. Lagueux made a motion that the ordinance in Section 5 would read; "No furniture or other personal property left overnight on the beach or left unattended." Ms. Dion seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Tivey asked the Board to review Section 6- No Smoking or Use of Other Tobacco Products. Mr. Lagueux made a motion to amend the ordinance to read "The use of all tobacco products and anything that simulates smoking is prohibited on any portion of Town property..." The motion was seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

**COVID Policy Updates:** Mr. Coates reported to the Board that Chief LaRoche, Ms. Goodwin and he have reviewed the latest State and CDC guidance to make sure that the Town's temporary COVID related policies are up to date. There were two that needed updates, the Town Office Standard Operating Procedure and the Travel Policy. The Board reviewed and discussed the policies and changes. Some of the standard operating policies that are in place are as follows: Conference Room B being used only for groups of four or less, no more than two members of the public in the Clerk and Land Use lobbies at a

time, employee self-screening, social distancing of 6 feet, mask wearing and hand washing. Mr. Lagueux made a motion to accept the changes to the policies and to keep the policies effective until June 30, 2021. The motion was seconded by Ms. Dion. No additional discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Coates reminded the Board that the Temporary Telecommuting Policy is in effect until June 30, 2021. He stated that he would like to work with the Board to figure out whether the Telecommuting Policy stays in effect, expires, or gets incorporated into the Personnel Policy.

**Pole Survey Contract:** Mr. Coates and Ms. Goodwin let the Board know that a benefit of the Fiber Optic Project was that eX2, the Town's contractor, collected pole ownership, location, and asset data for all the utility poles. This is beneficial because the Town never had this information before. They explained that this information is electronically in our GIS maps and photos are included of each pole. This information is important because the Town needs to know who owns the poles before it can start assessing them for taxes. Mr. Coates proposed that the Town finish a pole inventory of the rest of the Town, so there is a full data set. He told the Board that eX2 was going to be in Town this spring to complete the construction of the Fiber Project and could complete the rest of the pole data collection at a reduced rate. No decision was made by the Board.

**2021 Fireworks:** Mr. Coates reported that the Hell's Gate contract included Saturday dates for Fireworks for the next three years. July 3, 2021 with a rain date of July 4, 2021, July 2, 2022 with a rain date of July 3, 2022 and July 1, 2023 with a rain date of July 2, 2023. Hell's Gate is looking for a \$3,000.00 deposit to secure these Saturdays for the next three years. Mr. Morrison questioned why the Town was feeding employees that worked for the Fireworks and why the Town was paying for the temporary electrical service. Ms. Goodwin let Mr. Morrison know that the Town pays a monthly service fee of \$14.14 for the temporary service and that employees being fed are working 12–14-hour days to support the Fireworks.

Mr. Lagueux made a motion for the Town Administrator to sign the Hell's Gate contract to secure Fireworks dates for the next three years. Ms. Dion seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Administrator's Report:** none

**Select Board Items:** Ms. Dion was approached by an individual who asked her if they could have the bleachers that are out of service at Kelley Park. The bleachers are out of service due to repair parts being no longer available for purchase. Mr. Coates reminded the Board that the Property Policy requires that the bleachers go through to the property disposal process before given away. Ms. Dion also let the Board know that the High School will not be able to hold a prom and a group of actively involved parents approached her hoping that they could use Kelley Park to provide about 60 couples with some sort of prom experience. If allowed to hold the event, participants would wear masks and follow safety COVID protocols. The parents are looking into the possibility of having a fire pit, using the dance floor from the High School, and holding parts of the event under tents. Ms. Goodwin encouraged the event holders to apply for fire and tent permits.

Mr. Morrison thought that Kelley Park might be a good place to hold the Swim with a Mission Event this summer as he was under the impression that it could not be hosted at Wellington State Park.

Mr. Lagueux wanted to know what the status of the lower solid waste site was. Mr. Coates let him know that it was strictly for brush, an employee was needed to run it, and that there have been discussions to have it opened not just on Saturdays. There was interest in the Town using some of the compost from that site to beautify the Town Office, Mill Stream, and the beaches. A screener is needed, and Mr.

Morrison offered to let the Town use one of his and asked that Mr. Bucklin call him to make the arrangements.

**Public Comment:** Bruce Beaurivage expressed a concern about dog owners walking their dogs and not picking up their animal's waste at Avery-Crouse Beach. A discussion about beach ordinances took place and Mr. Beaurivage was told that beach ordinances were in affect from June 15 to Labor Day. He asked the Board to consider placing signs up along the beach to remind dog walkers to clean up after their dogs.

Ms. Dion made a motion to adjourn the meeting at 8:04pm, seconded by Mr. Lagueux. The Board voted 5-0-0, in favor of the motion.

Respectfully submitted,

Deborah A. Clarke-Tivey