

Bristol Select Board
Minutes
May 6, 2021

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

Absent: Shaun Lagueux

Others Present: Ray Courchaine, Media Manager; Ben LaRoche, Fire Chief; Herb D'Arcy, Sustainability Committee; Remotely- Nancy Dowey and Janet Metcalf, Sustainability Committee; James McIntire, Police Chief; Deborah Clarke-Tivey, Administrative Assistant.

Public Session: Chair Milbrand opened the public meeting at 6:16pm by having Mr. D'Arcy lead the Pledge of Allegiance.

Meeting Minutes: Mr. Morrison made a motion to accept the minutes of April 29, 2021, as written, seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Dion made a motion to approve the consent agenda dated May 6, 2021, to include the items named therein, motion seconded by Ms. Avery. Mr. Morrison required about the HD Line Painting Paint Machine for \$937.00. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Recycling Program Update & Request: Mr. D'Arcy, Ms. Metcalf and Ms. Dowey of the Sustainability Committee provided the Board an update on the progress being made to get recycling going again in Bristol and provided a few cost-effective solutions to the financial challenges and storage of recyclable materials. They asked the Board to weigh in on the moving of the "Bristol Boutique" building and discussed other methods of storing cardboard in case the Boutique could not be done in a timely manner. They did not want it to not slow down the process of getting recycling going again. The committee members hoped to start informing and educating the public by distributing handouts at the transfer station. The committee's goal is to expand recycling in Bristol beyond cardboard and to include glass, plastic, and aluminum.

Work Session: Public Safety Building Discussion with the Chiefs: Mr. Coates, Chief LaRoche and Chief McIntire held a conversation with the Board as to their thoughts and previous work completed on the Public Safety Building project. Chief McIntire talked about the design already completed on the Public Safety Building almost two years ago. He stated that every year the building project is delayed the cost of the project increases about 5%. The design completed and presented two years ago is the design both Chiefs are comfortable with and encourage the Board to go to Farmington for a site visit to see the exact building being proposed. Chief LaRoche stated that the building has everything the Fire Department currently needs to operate, storage for equipment and room to grow. The Board would like the Chiefs to return and present the justification and best location for the Public Safety Building, firm up and update financial numbers for the project's cost and come up with a list of options for the current Fire Department's building. Mr. Coates will get an appraisal on the Fire Department building. The Board would like to be united on this project and excited about conveying this information to the residents and taxpayers of Bristol.

Work Session: Fireworks Planning: Ms. Dion reviewed information that Ms. Goodwin gave her on the 4th of July fireworks event from previous years. Ms. Dion let the Board know that she has heard from a few of the food vendors in the past that sold food at the fireworks and had Town staff working the event. The Board agrees that this year's fireworks event will not have music or entertainment. The porta potties have been ordered and Mr. Coates will ask Ms. Smith, Executive/Finance Assistant to send out letters to residents in the beach areas informing them of the traffic pattern for the fireworks. A discussion ensued in regard to what time Avery Crouse and Cummings Beaches would have to clear patrons out by on July 3, 2021. The Board still needs to finalize up traffic details, trash removal and the fireworks barge with the Highway, Police, Fire Departments.

Vote to Refinance Town Office Bond: Mr. Coates asked the Board to consider a refinance opportunity for the Town Office building bond. The proposed refinance is at 2.25%, the current rate being at 3.75%, no prepayment penalties and no fees. The savings on the loan would be \$33,216.14. Mr. Morrison made a motion to accept the refinance opportunity for the Town Office building Bond. The motion was seconded by Ms. Dion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Policy Updates: Mr. Coates reminded the Board that the Investment Policy needs to be updated yearly. Mr. Blanchette, Town of Bristol's Finance/Human Resource Director along with the Town's auditors did not have any updates to propose for this year. Mr. Coates asked the Board if they had any updates to make to the policy and none were offered by the Board. Mr. Morrison made a motion to accept the Investment Policy as written. The motion was seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Coates presented the Brush Burning Policy to the Board. The last time this policy was updated was 2011. Mr. Coates reviewed the recommended edits on page two of the policy, titled Procedure--that he, Mr. LaRoche, and Mr. Bucklin proposed--and discussed with the Board the reasoning for these changes. Ms. Dion made a motion to accept the Brush Burning Policy as amended. Mr. Morrison seconded the motion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates had good news to share. He informed the Board that the Tax Warrant was ready for signatures and that tax bills would be going out on schedule. He also gave kudos out to Mr. Morrison for the suggestion he made at the April 29, 2021, Select Board meeting. Mr. Blanchette and Mr. Coates talked to the School District and were told that the Town could float the money owed to them if they received the funds by June. With this in place the Town might not need to take out the TAN approved at the last Select Board meeting, saving the Town money. However, the TAN paperwork is in place if needed.

Select Board Items: Ms. Dion restated that letters were sent out to businesses asking for donations to finance the summer Movie Series and that Very Excellent Chinese Restaurant stepped up and financed the entire Movie Series. Since then, other donations from businesses have come in and those businesses were being asked if their donations could be used for the fireworks, concerts or if they would like their donations returned. Most businesses are saying to place their donation towards the Summer Concerts. Ms. Dion felt that it was important to use these funds this summer, so businesses get credit for advertising at the concerts.

Mr. Morrison wanted to make sure that the Board is on the same page with the storage recycling plan for cardboard. The Board would like the Sustainability Committee to please find out what other Towns do at their recycling sites and report back to the Board at a later date with this information.

Public Comments: none

Ms. Avery made a motion to adjourn the meeting at 7:39pm, seconded by Mr. Morrison. The Board voted 4-0-0, in favor of the motion.

Respectfully submitted,

Deborah A. Clarke-Tivey