

Bristol Select Board
Meeting Minutes
October 20, 2022

Present: Select Board members: Don Milbrand, Anita Avery, Carroll Brown, Shaun Lagueux, Les Dion, and Butch Burbank, Interim Town Administrator.

Absent: none

Others Present for Public Sessions: Ben LaRoche, Fire Chief; Robert Blanchette, Finance Officer/Human Resource Director; Raymah Simpson, Town Clerk/Tax Collector; Christina Goodwin, Land Use/Assessing Manager, Deputy Interim Town Administrator; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

Work Session: Budget- The Board met to finalize the 2023 Select Board Budget for presentation to the Budget Committee on Tuesday, October 25, 2022. They met with the Town Clerk/Tax Collector who amended her budget. The Board came to consensus on wages for employees for the 2023 year; a 1% COLA with a step increase based on merit.

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Ms. Avery, yes; Mr. Brown, yes; Mr. Lagueux, yes; Ms. Dion, yes. Motion passed 5-0-0. Nonpublic session entered at 5:05pm.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand. Motion seconded by Ms. Dion. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:26pm.

Public Session: Mr. Lagueux opened the public meeting at 6:32pm by having Chief LaRoche lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of October 6, 2022, and October 17, 2022, public and nonpublic meeting minutes, as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the Consent Agenda dated, October 20, 2022, to include the items named therein, motion seconded by Mr. Milbrand. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

EMS Contracts: Chief LaRoche presented the EMS contracts for the Towns of Alexandria, Danbury and Hill. He stated that there were no significant changes to these contracts except a population number was place in each contract as a risk management fee. He discussed the increases in spending and the solid revenues collected. Mr. Milbrand made a motion to accept the EMS Contracts as presented. The motion was seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Chief LaRoche recommended the promotion of Captain Heath to Deputy Fire Chief Full Time effective December 4, 2022.

The Board asked Chief LaRoche for an update on the Public Safety Building Project. The Chief discussed the GeoTech reports that were done that gave a clear picture of the site work that would have to be completed. He informed the Board that the bonding issue has been resolved and the demolition of the Police Department should happen in February. With a February date for demolition, preparations for the Police Department to move into the Town Office are underway. A complete update on the Public Safety Building Project has been placed on the Town's Home webpage.

Town Administrator's Report: Ms. Goodwin and Mr. Burbank reported that Ms. Goodwin will be moving upstairs to the Town Administrator's office, as the Land Use/Assessing Manager that has been hired will start on October 25, 2022. When Ms. Goodwin makes the move to her upstairs office Mr. Burbank will work out of Conference Room A.

Ms. Goodwin informed the Board on the IT issues that NESSIT is currently working on, backing up departments, the changeover of email to NH.gov, and placing all computer systems into NESSIT data base.

Mr. Burbank and Ms. Goodwin gave an update on the Ayers Island settlement. They let the Board know that they would see a check in the next Account Payable report. It was decided by the Board to put a hold on the PILOT.

Ms. Goodwin let the Board know that the Town received a notice from New Hampshire Municipal Association informing the Town that they were purging legal records prior to January 2015.

Select Board Items: Mr. Brown questioned as to whether the Town should be hosting and funding an employee holiday lunch. The Board will look at the quote given for the event and decide.

Public Comments: none

Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Ms. Avery, yes; Mr. Brown, yes; Mr. Lagueux, yes; Ms. Dion, yes. Motion passed 5-0-0. Nonpublic session entered at 7:07pm.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:01pm.

Mr. Milbrand made a motion to seal the non-public minutes of October 20, 2022, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to adjourn the meeting at 8:02pm, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

