

Bristol Select Board
Meeting Minutes
November 3, 2022

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

Absent: Anita Avery

Others Present for Public Sessions: Ben LaRoche, Fire Chief; Raymah Simpson, Town Clerk/Tax Collector; Christina Goodwin, Deputy Interim Town Administrator; William Dowey, Nigel Croxon, Economic Development Committee Members; Kris Durgin, Community Member; Jan Metcalf, Sustainability Committee Member; Jan Collins, Newfound Pathway; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant/Beach Supervisor

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Brown 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. Dion. Roll call vote to enter nonpublic session: Mr. Brown, yes; Mr. Lagueux, yes; Ms. Dion, yes. Motion passed 3-0-0. Nonpublic session entered at 5:18pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion. Motion seconded by Mr. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Mr. Brown, yes; Ms. Dion, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:59pm.

Work Session-Tax Rate Setting: The Board reviewed, discussed, and considered different scenarios for setting the tax rate. The Board had no issue with the Budget Committee Chair's request to change the formatting of the budget.

Public Session: Mr. Lagueux opened the public meeting at 6:13pm by having Mr. Croxon lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of October 20, 2022, public and nonpublic meeting minutes, as written, seconded by Mr. Brown. 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, November 3, 2022, to include the items named therein, motion seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Public Safety Building Update: Chief LaRoche provided an update on the Public Safety Building Project. He reported that Groen Construction will be on site next week to complete some of the work that was the result of the GeoTech work recently completed. Chief LaRoche suggested that any local contractors interested in doing work should email him with their company information as bids for the project will open within the next two weeks. A complete update on the Public Safety Building Project has been placed on the Town's Home webpage for interested parties to review.

Beach Close Out: Ms. Simpson and Ms. Tivey gave an update as to the way the beaches and permits ran for the Summer of 2022. The Board agreed that they wanted the beach ordinances and permits to be in affect from Memorial Day to Labor Day, continue placing two beach attendants on the beaches the month of July for weekend coverage, and to schedule one attendant at the Town Office to help sell permits from June 1-July 31. A discussion pursued regarding relocating handicap parking at the beaches to make the beaches more accessible to those who have mobility issues, moving swim lines for nonmotorized vessels so these nonmotorized vessels do not infringe on private property and placing new signs on parking barrels at both beaches. Ms. Simpson inquired if beach permits should be sold to taxpayers of Blueberry Shores, Davidson Campground and for boat slips. The Board wanted time to think about Ms. Simpson's question.

Proposed Pemi Path Planning Committee: Mr. Dowey gave a background presentation of the Pemi Path that culminated in a request for approval to form a sub-committee with the first action item to reopen dialog and establish a Memorandum of Understanding with the U.S. Army Corps of Engineers. Mr. Dowey identified some initial short-term goals such as completing the walking trail starting from Profile Falls. Ms. Goodwin reminded the Board that an environmental study/assessment must be completed before anything can start on the path. Mr. Dowey informed the Board that this sub-committee would fall under the management of the Economic Development Committee. The Board agreed that they will come up with a charge for this sub-committee and approve the sub-committee at their November 17, 2022, Select Board meeting.

Presentation: Mr. Milbrand presented the Capital Reserve Fund Proposal for 2022-2023. He discussed the existing funds, the recommendation of funds added, debt payments, and the offsetting of revenues in relationship to the Police Department, Public Works, Fire Department, Water & Sewer Department, and Town Maintenance. Mr. Milbrand explained that the CIP Committee developed the roadmap presented to minimize the impact on taxes and to ensure spending is following the Master Plan.

Review of Wage Policy: Ms. Goodwin informed the Board that Department Heads will be recommending some changes to the practice of wages for the Board to consider. Department Heads will meet on December 6, 2022 and will have these changes ready for the Board to consider at the Board's December 15, 2022 meeting. Therefore, Ms. Goodwin asked the Board to consider moving this topic to the December 15, 2022, Select Board meeting and the Board agreed to her request.

Holiday Luncheon: The Board reviewed the quote the Town received to host a Holiday Luncheon at the Homestead Restaurant and felt that the funds to hold this event would be well spent. They felt the event was an opportunity to recognize some deserving employees and was a gesture to let employees know that their service to the Town is appreciated. The Holiday Luncheon will take place on December 16, 2022, all Town employees and Select Board Members will be invited. The Town Office and Departments will close at noon on December 16, 2022.

Select Board 2022-2023 Meeting Schedule: The Board reviewed the proposed 2022-2023 Select Board meeting schedule. The Board saw no reason to change their current meeting schedule from the first and third Thursdays of every month and came to consensus to adopt the proposed meeting schedule.

2023 Holiday Schedule: The Board reviewed and discussed the proposed Holiday Schedule for 2023. They approved the schedule as proposed, with no changes, by coming to consensus.

KTZ Hydro Complaint: Ms. Goodwin reviewed the letter the Town received from Michael Craig, Division Manager Northeast Operations making the Town aware how busy, and at times, over filled the Central Street Parking Area has become. This has impeded vehicle access to the power station from Central Street and has impeded safety inspectors and contractors' full access to the power station, a safety concern. A workable solution was suggested; a fifty-foot access strip would need to be clearly delineated, and its unobstructed causeway enforced. Ms. Goodwin will be reviewing this solution with the Highway Superintendent and Police Chief before proceeding with the complaint.

Town Administrator's Report: Ms. Goodwin asked the Board for guidance as to the operational hours of the Transfer Station on December 24, 2022, and January 31, 2022. The Board felt the Transfer Station should close operations at 2:00pm on Christmas Eve and have normal hours of operation on New Year's Eve. Ms. Goodwin reported that the Town Clerk/Tax Collectors Office will be closed on November 23, 2022, the day before Thanksgiving but the rest of the Town Office building will be opened to the public.

Ms. Goodwin reported that the Land Use/Assessing Office last day of being closed to the public until noon, for training will be November 15, 2022.

Ms. Goodwin suggested a Thank You card be send to Dave Dyer for the work he completed at the Mill Stream. The Board agreed.

Ms. Goodwin let the Board know that Superintendent Bucklin and she would be collaboratively working on a policy for the Transfer Station regarding fliers being handed out. Once this policy is completed, they would be bringing the policy to the Board for adoption.

Ms. Goodwin asked the Board to consider allowing her to carry over two weeks of her time off. She stated there was no way she could use her accrued time off before the end of the year and she did not wish to lose this benefit. The Board agreed to Ms. Goodwin's personal request.

Mr. Brown and Ms. Goodwin wanted the Board to be aware that the Conservation Commission received a letter from Newfound Lake Region Association informing the Conservation Commission that Newfound Lake's water level could be dropping. This could have impacts on the beaches and on boat slips.

Select Board Items: Mr. Brown let the Board know that members of the Conservation Commission would be filling in holes on the side of the road by the Breck-Plankey Spring and doing other small maintenance to the area. He reminded everyone that Friday, November 11, 2022, is Veteran's Day. Mr. Brown requested that the Veteran's Day ceremony be moved but his request came in too late for this to happen this year. Mr. Brown alerted the Board to an enforcement action on Hall Road.

Ms. Dion sent kudos out to the Police Department for the coverage they provided during Bristol's Trick or Treat. She felt the event was well covered and thanked the Police Department for handing out ice cream at the event. Ms. Dion reported that Trick or Treat in the Downtown area was very well attended,

and the Events Committee might be adjusting the time of the event for Halloween 2023. Ms. Dion also alerted the Board to a conversation she recently had while attending another meeting where she was approached by an area Selectman requesting that area Selectmen meet quarterly. The Board felt this was a good idea and something they should participate in.

Public Comments: none

Ms. Dion made a motion to adjourn the meeting at 7:58pm, seconded by Mr. Milbrand. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey