

Bristol Select Board  
Meeting Minutes  
December 1, 2022

**Present:** Select Board members: Carroll Brown, Jr., Shaun Lagueux, Les Dion, Anita Avery, Butch Burbank, Interim Town Administrator, and Christina Goodwin, Interim Deputy Town Administrator

**Absent:** Don Milbrand

**Others Present for Public Sessions:** Jeff Chartier, Water & Sewer Superintendent; Norm Hebert, Karly Court Condominium Association, President; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

**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; Ms. Avery, yes. The motion passed 4-0-0. Nonpublic session entered at 5:05pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion seconded by Ms. Avery. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Ms. Dion, yes; Ms. Avery, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:13pm.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on December 1, 2022, for an indefinite period of time. The motion was seconded by Ms. Dion. Roll call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Public Session:** Mr. Lagueux opened the public meeting at 6:16pm by having Mr. Chartier lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Ms. Dion made a motion to accept the minutes of November 17, 2022, public and nonpublic meeting minutes, 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. Avery made a motion to approve the Consent Agenda dated December 1, 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.

**Appeal of Karyl Court Condominium Water Billing:** Mr. Hebert came to the Board to appeal Mr. Chartier's decision on a water bill. Mr. Hebert requested on behalf of Karyl Court Condominium Association that the water bill be allocated to allow 3000 cu/ft/qtr instead of the 500 cu/ft/qtr the condominium Association currently is allocated. The Association felt this would go a long way in establishing equity for all parties concerned and stabilizing the financial viability of their Association. However, it was initially agreed to avoid the expense of installing individual water heaters, and that the common meter would supply water to feed the water heaters and common water fixtures. This common meter was reduced to one unit, and only one minimum allowance was allowed. The Town has

several other condo Associations that have common meters. This is the first time anyone has requested to use unused gallons in one account to be applied to another account. Therefore, Mr. Chartier denied the request to carry over unused allowance from one service account to another. Mr. Lagueux stated that the Board needs more time to discuss the history and precedent. Therefore, the Board made no decision on the matter at this time. Mr. Lagueux stated that the Board wants to work with folks but needs to be fair to all parties.

**Draft Warrant-Preliminary Discussion:** Ms. Goodwin reviewed and made suggestions for the draft Warrant document. The Board agreed to remove an article that would allow the Town to purchase a Town car and remove the article that would provide maintenance for the Town vehicle in a Trust Fund. Ms. Goodwin reviewed with the Board the article regarding Fireworks. The Board directed Ms. Goodwin to reach out to Atlas Fireworks to see if a show could be done by them complying with the new standards. The Veteran's Credit change in criteria put into effect as of July 26, 2022, was discussed and a need for more information made. Ms. Goodwin briefly discussed Highway Projects, such as the Danforth red listed culvert. Ms. Goodwin will check with Department Heads for their input for Warrants at their meeting on December 6, 2022.

**Job Descriptions-Review and Approval:** The Board agreed to review the first group of job descriptions prior to the December 15, 2022, Select Board meeting:

Highway Department – Grounds Maintenance/Operator, Equipment Operator full-time, Equipment Operator part-time, Foreman, Superintendent

Transfer Station – Attendants, Lead Attendant

Town Clerk /Tax Collector Office – Town Clerk/Tax Collector, Deputy Town Clerk/Tax Collector, there is no new job description for the proposed part-time person as it isn't approved yet

Welfare Office – Welfare Director

Ms. Goodwin recommended that the website and all contact information be changed back from Human Services to Welfare. She reported that some people are confusing Human Services with Human Resources. The Board agreed to this language/title change.

**Revenues-Preliminary Discussion:** Ms. Goodwin asked the Board to review the preliminary revenues to see if anything jumped out at them. She stated that the ambulance fees could change and hoped to have this document finalized at the Department Head Meeting on December 6, 2022.

**Town Administrator's Report:** Ms. Goodwin alerted the Board to vehicle issues with the Highway Truck, Ambulance 2, and Engine 4.

Ms. Goodwin discussed with the Board KTZ Hydro complaint and let the Board know that on November 30, 2022, Superintendent Bucklin, Ms. Dion and she made a site visit to the Central Street parking area. She discussed with the Board some concerns and findings.

Ms. Goodwin reminded the Board that the contract for electricity rates was signed at the last meeting and was sent before 4:00pm on Wednesday as instructed to secure rates. However, the Town is now being told rates changed again and it was suggested the Town sign at a higher rate in hopes that a lower

rate would be secured. Ms. Goodwin will try to clarify this information, but as far as she was concerned, the Town was locked in once the company was notified.

Ms. Goodwin informed the Board that the changeover of Town email addresses to NH.gov is almost complete. However, there are a few formatting issues with the changeover. Mr. Overton is the point person for the Town's website when there is an issue. She let the Board know that the Town is moving forward with the Business Development Site and advertising videos. The video project is a little more challenging and the Town is working on options to bring Mr. Overton into the loop to coordinate and eventually take on the site and the videos.

Ms. Goodwin let the Board know that a site visit walk-through has been scheduled with key members of HUB66 and with Superintendent Bucklin, Chief LaRoche and herself for Friday December 2, 2022, at 2:00pm. It was decided that it would be beneficial to have a Select Board member attend this site visit. Mr. Brown agreed to attend the walk-through on behalf of the Board. Ms. Goodwin let the Board know that HUB66 is working on transferring pole licenses from Town ownership to their ownership. The Town's legal counsel confirmed that this is alright to do.

Ms. Goodwin discussed with the Board that the Community Garden group has solicited someone to build a shed on Kelley Park. They currently have seven hundred dollars (\$700) in encumbered funds to use for the project. The Board is fine with the shed being built but asked that the Garden Club hold off doing anything until after the Select Board's December 15, 2022, meeting.

Ms. Goodwin reported that the Sustainability Committee submitted a request for three hundred dollars (\$300) to be added to the budget for 2023 that could be used for advertising the educational and community events they sponsor as well as any materials for those events. She suggested not adding the funds in the 2023 Budget, as it was a late request, but rather finding the three hundred dollars (\$300) in the 2022 Budget.

Ms. Goodwin updated the Board that the Budget Committee has agreed to reduce the budget. The Budget Committee would like to reduce the Total General Fund Operations which currently shows an approximate seven percent (7%) increase, and their goal is to reduce it to a five percent (5%) increase. This would cut approximately \$150,000 to \$200,000.

Ms. Goodwin let the Board know that The Farmer's Market is requesting a handrail be installed next spring on the slope between the parking lot and the main market area. The Lions Club has money to put toward this project as a memorial to Merle Lyon. Superintendent Bucklin was consulted and believes the area needs leveling but there are issues with doing this. The Board is open to ideas to help with mobility issues with the slope but is not in favor of installing a railing.

Ms. Goodwin let the Board know that the Town posted the guidelines and appeal process for The Department of Homeland Security's Federal Emergency Management Agency (FEMA) that has provided preliminary copies of the revised Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Grafton County. The 90-day appeal period has begun, which allows any owner or lessee of real property in the Town of Bristol, who believes his or her property rights will be adversely affected by the proposed flood hazard determinations to appeal. The 90-day appeal period will end on January 25, 2023, and following this, FEMA will resolve all appeals and finalize the changes.

**Select Board Items:** Mr. Brown suggested that when a Warrant article is written it might be helpful for the voters at Town Meeting to know how the Warrant article will affect the tax rate if voted in. He suggested having this information available at the Town Meeting.

**Public Comments:** none

Mr. Brown made a motion to adjourn the meeting at 7:56pm, seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey