

Bristol Select Board  
Meeting Minutes  
December 15, 2022

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

**Absent:** none

**Others Present for Public Session:** William Dowey, Economic Development Committee; Daniel Kenney, Community Member; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

**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 Mr. Brown. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Mr. Brown, yes; Ms. Dion, yes; Ms. Avery, yes. The motion passed 4-0-0. Nonpublic session entered at 5:02pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion seconded by Mr. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Mr. Brown, yes; Ms. Dion, yes; Ms. Avery, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:57pm.

Mr. Milbrand made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on December 15, 2022, for an indefinite period of time. The motion was seconded by Mr. Brown. Roll call vote to seal the minutes of the nonpublic session: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Public Session:** Mr. Lagueux opened the public meeting at 7:00pm by having Mr. Milbrand lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of December 1, 2022, public and nonpublic meeting minutes, as written, seconded by Mr. Brown. 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 December 15, 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.

**Police Department Announcement:** Mr. Lagueux announced that Chief of Police, James McIntire handed in his resignation to pursue another opportunity. The Board thanked Chief McIntire for his professionalism, leadership, and tenure in Bristol. The Board also thanked the Chief and his new employer for allowing Chief McIntire to continue as a consultant with the new Public Safety Building Project.

**Encumbrances:** Ms. Goodwin reviewed with the Board the Encumbrance spread sheet. She informed the Board that the Town had received one (1) quote for Town Signage. Mr. Milbrand made a motion to

encumber the listed 2022 encumbrances totaling \$117,211.18. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Warrant Articles Discussion:** Ms. Goodwin reviewed and discussed the updated Warrant document. She informed the Board that she contacted four (4) to five (5) fireworks vendors but only heard from two that were able to do fireworks shows with the new statue. Both companies gave similar quotes of between \$12,000.00 and \$15,000.00 to put on the show but were not available to do a fireworks show on the evening of July 4, 2023. The Board agreed to place fireworks on the Warrant Article to let the voters decide if they wanted to pay for the show. Ms. Goodwin reported that she met with Department Heads, and they had no additions or changes to the Warrant document. The Board discussed where the Capital Reserve needed to be increased and a strong desire to keep the Warrant document as basic as possible.

**First Round of Job Descriptions:** The Board reviewed the first round of job descriptions presented prior to their meeting night as agreed to at the Board's December 1, 2022, meeting. Mr. Milbrand made a motion to accept the first round of job descriptions; 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) and Welfare Office – (Welfare Director) The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**NHDOT Ten Year Plan – Priorities:** Ms. Goodwin and Mr. Burbank reported that they met with representatives from the NHDOT on October 27, 2022. Their discussion revealed that there aren't enough construction funds in the State's Ten-Year Plan to complete both Bristol projects. The Department of Transportation asked the Town to prioritize not necessarily the projects but the goal of the projects or the two projects they felt were the most important. Once the Town settled on the priorities the DOT can work with the Town and the Lakes Region Planning Commission (LRPC) to evaluate the impact on their Ten-Year Plan project list. Mr. Lagueux stated that the goal of all the projects was public safety and if the Board must prioritize the project list to the Route 104 shoulder widening (suitable for bicycles, connect completed downtown project to completed widening project) the Route 104 sidewalk (connect Rite Aid, the assisted living center, and downtown), and the Route 104 path to Ayers Road (connect the new sidewalk to the ball field). However, the Board felt they wanted to get as much done as possible with a goal of safety in mind. Ms. Goodwin will generate a letter with the Board's wishes and run the letter by Mr. Lagueux before it is sent out.

**Committee Discussion and Review of Pemi-Path Sub-Committee "Charter":** The Board discussed with Mr. Dowe the purpose/mission of the subcommittee, when the subcommittee was established, and the eleven (11) directives of the subcommittee. It was decided that instead of the word "charter" being used in the title of this document the title would be called Pemi-Path Sub-Committee Guidelines. The document will be ready for the Board to sign at the Select Board's December 22, 2022, Board meeting and a copy will be sent to Mr. Dowe.

**Wage Scale Policy/Employee Evaluation Procedure:** Ms. Goodwin and Mr. Burbank reported to the Board that at the Department Head's December 13, 2022, meeting they discussed the Evaluation Policy. Ms. Goodwin let the Board know that changes to the policy were minor, formatting, capitalization, and a form for Board members' signatures. Mr. Milbrand made a motion to accept the Evaluation Policy. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion that the Board would be offering Lieutenant Plummer resignation in lieu of termination. The motion was seconded by Ms. Avery. Upon discussion both the motion and seconded to the motion was withdrawn.

Mr. Milbrand made a motion to accept the Personnel Action Form stating that Lieutenant Plummer would resign in lieu of termination effective December 10, 2022. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Administrator's Report:** Ms. Goodwin reviewed the Select Board binders with the Board that contained Organization/Flow Charts, an Emergency Call List Charts of Departments, Select Board 2023 Meeting Schedule, Nonpublic Minutes Template, Right to Know Statute, Acronym Lists, and the 2019 Goal Setting Session. Ms. Goodwin let the Board know these binders were for Board members to take but if they left the Board to return the binder with their keys.

Ms. Goodwin let the Board know that the Hall Road Wetland issue is still pending. There is no update from New Hampshire Department of Environmental Services (NHDES). However, a new matter has arisen regarding Pemigewasset Shores Road – a complaint was filed with Pemi-River Local Advisory Committee (PRLAC) and the Town.

Ms. Goodwin let the Board know that the Affinity LED Project request for first lease payment was received. She stated that the notes left on the project were not clear about the structure of the LED lighting project, nor were they clear on budgeting. The Town and Finance Department are working on an encumbrance from the Street Lighting line to pay the first lease payment and working on getting the updated documents on the leasing, which has apparently transferred from Municipal Leasing to a Florida company called BCiCapital. The first billing is due February 8, 2023, in the amount of \$22,177.49. Ms. Goodwin let the Board know that Superintendent Bucklin was also going to talk to Steve Gunn to see if there is still an issue with the lighting once the Town confirmed that Affinity has made the change in brightness.

Ms. Goodwin let the Board know that the Electricity Rates have been locked in. She reported that NH.GOV email address changes are ongoing.

Ms. Goodwin and Mr. Brown discussed the walk through with Hubb66 in the upstairs space in the Town Office building. They reported that the mess was cleaned up, which was a safety issue, but the Town is still waiting to hear from a licensed electrician to hear what needs to be done with the area. Ms. Goodwin let the Board know that HUB66 is working on transferring pole licenses from Town ownership to their ownership. Shawn Tanguay, Town Attorney, confirmed that this is alright to do. Currently bills for this are coming to the Town, and then submitted to HUB66 to pay, and they are not paying in a timely fashion and there is pole bonding insurance required for the pole licenses. The Board felt pole licensing would be a good task for the Technology Committee to investigate. She let the Board know that a business in town was charged \$1100.00 from Breezeline when they terminated their contract and went with Hubb66.

Ms. Goodwin informed the Board that Superintendent Bucklin is working with the Community Garden group to get materials purchased for the construction of their shed out of this year's budget and he is working on a location to store these building materials.

Ms. Goodwin informed the Board that Department Heads met on Tuesday, December 13, 2022, and agreed to establish a small sub-committee to review the Personnel Policy and gather all recommended and necessary changes. The review will begin in January, as the work would have been rushed to try to get it done. Any proposed changes will be prepared by the subcommittee, presented to the Department Heads, and then come before the Board. This process will take place in 2023 and is recommended to be put into effect January 1, 2024.

Ms. Goodwin gave Kudos to the Highway Department for taking an old drum and turning it into a sand drum at the Breck-Plankey Spring. She thanked the Highway Department for filling in holes at the spring with gravel, and for building mapping shelves in the existing storage and filing room downstairs in the Town Office.

Ms. Goodwin discussed an issue with SAU Billing. She let the Board know that an email regarding a revised payment schedule for 2022- 2023 SAU billing was received and that the Tax Effort from the Department of Revenue (DRA) came in less than the school's revised payment schedule. Mr. Blanchette, Finance Director, has checked, and Bristol is supposed to pay \$53,517 more on the revised schedule.

Ms. Goodwin discussed with the Board the Eversource 2021 Appeals for Bristol and New Hampton. The appeals were mistakenly included in the attorney's "settle list" because of the settlement of Ayers Island with the two towns. The Attorney for Eversource is asked if the Town will assent to a motion to extend the service deadline to January 6, 2023, and to grant Shawn Tanguay, Town attorney, to be able to accept service. Mr. Lagueux made a motion to extend the Eversource settlement date and allow Shaun Tanguay to serve as the Town's representative. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin presented the Media Manager's current and proposed contracts. The current Media Manager's contract expires at the end of December. There originally was a proposed increase in pay. After discussions of the Business Development site, the video production, and the IT coverage for the website, additional duties were added to Mr. Overton's workload. The original contract was \$42,600.00 (\$1775 two times a month or 24 installments). Mr. Overton was promised an increase and at the time it was going to change the contract to \$46,150.00 (\$1775 but instead of two times a month it would change to bi-weekly or 26 installments). However, with the additional work the Town has added, it was proposed to an approximate \$15,000 increase annually. This would change to 26 installments (\$2216.00.00 every 2 weeks). Mr. Brown made a motion to accept the proposed Media Manager's contract and services with Cade Overton. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

The Flood Insurance Rate Map and Study proposed revisions were discussed. Ms. Goodwin reminded the Board that if there are any concerns with the FEMA adjustments then a scientific and/or technical appeal would have to be submitted by January 25, 2023. She let the Board know that if there are any appeal submissions, the Select Board will need to review them and make a decision on their validity.

The Board discussed Mr. Herbert's request to appeal, on behalf of Karly Court Condominium Association, Superintendent Chartier's denial to carry over unused allowance of water from one account to another account. Mr. Lagueux made a motion to deny the appeal request from Karly Court Condominium Association made by Norm Herbert, KCCA President. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

The Board and Ms. Goodwin discussed postponing the Employee Holiday Luncheon due to weather. They discussed having the luncheon in January, a date to be determined. The Board wished for Departments to stay open and work a regular workday on December 16, 2022, rather than close at noon, as originally decided. The Board signed certificates honoring employees with milestone years of service to the Town. These certificates will be presented at the January luncheon.

**Select Board Items:** Mr. Brown updated the Board on the Budget Committee's recent meeting. The Budget Committee suggested that in the future any new full-time employee positions be put in a Warrant Article. It was suggested that salaried employees who work more than their required forty hours (40) a week write their unpaid hours on their time sheets to justify the need for an additional employee to be hired. Mr. Brown and Ms. Goodwin also discussed the discussion at the Budget Committee involving hot spots for the Minot Sleeper Library, signage costs down and IT costs.

Mr. Lagueux inquired about the status of the Town car being registered and inspected. He was told that repairs were made to the vehicle so that it could be registered and inspected. Mr. Lagueux invited the community to Slim Baker's Luminary Walk on December 16 and 17, 2022 from 6:00pm to 9:00pm.

**Public Comments:** none

Ms. Dion made a motion to adjourn the meeting at 9:14pm, seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey