

Bristol Select Board
Meeting Minutes
January 5, 2023

Present: Select Board members: Carroll Brown, Jr., Shaun Lagueux, Anita Avery, Don Milbrand, and Christina Goodwin, Town Administrator

Absent: Les Dion

Others Present for Public Session: Robert Fellows, Community Member; James McIntire, Police Chief; Ben LaRoche, Fire Chief; Paul Bemis, Daniel Kenney, Energy Committee Members; Paul Regan, Budget Committee; William Dowey, Economic Development Committee; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

Nonpublic Session Per RSA 91-A:3, II (a) and (c) Ms. Avery made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Brown, yes; Ms. Avery, yes; Mr. Lagueux, yes. The motion passed 3-0-0. Nonpublic session entered at 5:06pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Milbrand. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Mr. Brown, yes; Ms. Avery, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:01pm.

Public Session: Mr. Lagueux opened the public meeting at 6:06pm by having Mr. Regan lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of December 15 and December 22, 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.

Mr. Milbrand made a motion to seal the nonpublic meeting minutes from the Board's nonpublic sessions on January 5, 2023, 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; Mr. Brown, yes. 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 January 5, 2023, to include the items named therein, motion seconded by Mr. Milbrand. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Public Safety Building Discussion: Chief LaRoche and Chief McIntire informed the Board of their meeting with Groen Construction towards the end of December to review where the Public Safety Building Project was after bidding. The Chief's reported that at this meeting they were advised that the overall project cost had increased by \$601,000.00. The Chiefs presented the Value Engineering list that reduced the projected increase by \$207,390.00. They stated that much of this list would not affect the use of the building. Unfortunately, even with the Value Engineering list reductions the project is still nearly \$400,000.00 over budget. The Chiefs felt the Town needed to request all bid packages reviewed

by Groen while developing the updated cost estimates; including any correspondence with perspective bidders who failed to bid on the project and upon obtaining the material the Select Board set up a time to meet with Groen before making a decision on how to proceed. The Board has asked for the complete Public Safety Building Update memo to be posted to the Town's website for interested parties to review in its entirety.

Energy Committee Guideline Review: Ms. Goodwin presented a draft Energy Committee Guideline document that was based upon the Pemi-Path Subcommittee template for the Board to consider, amend, and add to. She presented the purpose, membership (5 plus members from the Newfound Area, plus a required staff member) term limits, and directives for the Energy Committee. Once the finalized document is signed by the Select Board Ms. Goodwin will send Mr. Bemis a copy of the committee's guidelines.

Holiday Lunch Reschedule Discussion: Due to poor weather conditions the Holiday Recognition Luncheon was postponed to January. The Board discussed rescheduling the Luncheon to January 20 or January 27, 2023, having the same work schedule as the December luncheon date, and having the same menu. If the Holiday Luncheon date is confirmed before the next Department Head Meeting employees will receive the update through their Department Heads.

Acceptance of Unanticipated Revenues: The Town received \$127,420.92 in state aid for work on bridges only. The funds must be used by 2025. Mr. Milbrand made a motion to accept the one-time payment of \$127,420.92 of unanticipated revenues for bridges. The motion was seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Beach Staffing Discussion: Ms. Goodwin explained that this item was placed on the agenda to get an official public decision on seasonal beach staffing. Ms. Tivey and Ms. Goodwin talked about getting the hiring process started in February and needing direction from the Board as to the start date for beach attendants. Mr. Regan asked for permission from the Board to ask some questions of the Beach Supervisor before the Budget Committees next meeting on January 10, 2023. Mr. Milbrand made a motion to allow Mr. Regan to talk outside of Public Comments. The motion was seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. Mr. Regan questioned why the Beach budget was over budget, the need for uniforms, chairs, and replacement traffic barrels. He stated that the Budget Committee did not see the need to extend the Beach season and enforcement of ordinances beginning during the Memorial Day Weekend vs June 15. He also questioned why Bristol residents and taxpayers could only purchase two seasonal permits per address. The Beach Supervisor expressed the desire to keep the beaches safe for residents, taxpayers and beach staff and therefore felt Beach staff and ordinances needed to be in place when the beaches typically start getting busy rather than three weeks later. She stated that the beach budget might have been over budget because beach attendants were selling beach and transfer station permits for the Town Clerk/Tax Collectors office from June 1 to July 31 at the Town Office and that these work hours came out of the beach budget.

Fireworks Discussion: Ms. Goodwin reported that she had reviewed the contract signed with Hell's Gate. Hell's Gate reported that they can still do a barge show, but it would have to be Class C only and the company could do a longer show and has offered for less money. Hell's Gate is not backing out of the contract. The contract states that the display is supposed to be Class B and C. If the Town stays with Hell's Gate, Fireworks can be advertised well in advance that the class is a smaller set of fireworks, and it would give the Town 2023 to solicit other vendors for the bigger show and better date options.

Currently, the 2023 Fireworks are booked and scheduled for July 1, 2023, with Hell's Gate. Ms. Goodwin will work on getting a firmer price for fireworks for the Warrant Article.

Street Numbering Ordinance: Ms. Goodwin reminded the Board that the Street Numbering Ordinance is one of the items that had been in the Assessing/Land Use Office. The ordinance was reviewed and updated with Fire Department staff, the Town's Attorney, and herself. The Board reviewed the original ordinance from 2007. Ms. Goodwin explained that there were many changes to the document. Ms. Goodwin also discussed with the Board the Address Assignment Request Process, which was vetted by the Fire Admin, the Fire Chief and herself. She explained that this process form will be used between departments and was attached to keep the Board in the loop. She let the Board know that once the Ordinance changes are approved, then the process will begin. Ms. Goodwin hoped to have this fully moved out of the Land Use/Assessing Office and to the Fire Department within the next month.

Town Administrator's Report: Ms. Goodwin let the Board know there was nothing new to report with SAU billing –for local education. The district emailed the Town to say that they are looking into the discrepancy, but the Department of Revenue (DRA) representative was out because of the holidays.

Ms. Goodwin reported that unfortunately the Town was not able to order the Transfer Station Shed in the 2022 budget.

Ms. Goodwin asked the Board to consider going back into nonpublic session to discuss the Dedication to the Town Report at the end of the Select Board Public meeting. Ms. Goodwin and the Board discussed the cover page of the Town Report, and the Board felt the Town seal was a good choice for the cover page, no pictures needed. The Board picked a bound spine for the Town Report.

Ms. Goodwin reported to the Board Nessit will be at the Town Office on Monday around 10:00am to do work on the laptops for the Select Board/Budget, and other Committees. The IT Company might also be working on the number of user accounts on each of them and password protection. Ms. Goodwin hopes they will change her email address from Land Use/Assessing to Town Administrator giving her access to much needed Town Administrative files.

Ms. Goodwin reported that the Town car is out of commission until January 18.

Select Board Items: Mr. Brown discussed work the Conservation Commission was doing to protect the Fowler River Well site area. He expressed a need to investigate how to make a contractor who might repetitively ignore regulations while doing work. He discussed that currently there are no penalties for contractors when they violate regulations.

Public Comments: Mr. Fellows brought to the attention of the Board a safety problem on the corner of 2nd Street and Beech Street with water drainage that is soon to be an ice issue. The Board thanked him for letting them know of the safety concern. Mr. Lagueux will visit the site to see what solutions can be found.

Mr. Dowe proposed getting local representatives and federal Senator representatives into a meeting/work session to discuss NHDOT projects in Bristol. He felt that with the increased Federal funding for infrastructure projects, the Town should push to ensure that the full amount of money is made available for the NHDOT projects that Bristol has been working on for the past seven plus years and that the Town should not be prioritizing any of these projects. He felt that prioritizing these projects

might lead to the loss of funding that would be needed to complete the projects. He stated that the NHDOT should be using the federal money to complete these projects and that our representatives should be pushing for the funds needed for the Town to get these projects completed. A work session between the Board, representatives and Mr. Dowey was tentatively scheduled for 5pm on January 26, 2023. He and Ms. Goodwin will meet early next week to make sure Mr. Dowey has all the documents that the Town has, to aid Mr. Dowey to prepare for an upcoming meeting on the Pemi Path Project.

Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Brown, yes; Ms. Avery, yes; Mr. Lagueux, yes; Mr. Milbrand, yes. The motion passed 4-0-0. Nonpublic session entered at 8:11pm.

The motion to leave the nonpublic session and return to public session was made by Mr. Lagueux. The motion was seconded by Mr. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Brown, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:20pm.

Ms. Avery made a motion to adjourn the meeting at 8:21pm, seconded by Mr. Milbrand. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey