

Bristol Select Board
Meeting Minutes
February 2, 2023

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

Absent: none

Others Present for Public Session: Christopher Carter, Master Patrolman Detective/Prosecutor; Steve Henry, Sergeant; Timothy Woodard, Lieutenant; Nicholas Kelley, K-9 Officer; Eli Schaffner and Michael Nordberg, Officers; Michael Fitzherbert, Officer/SWAT; James McIntire, Former Police Chief; Kristopher Bean, Police Chief; Kirsten Marsh, Police Department Administrative Assistant, Tandra Bean, Jacob Bean, Karter Bean, Mackenzie Bean, Joel Bean and Sue Bean, Community Members and family members of the Police Chief; Nikki Woodward, Whitney Kelley, and Sawyer Kelley, Family members of the Police Department; Members from New Hampton and Alexandria Police Departments; Ingrid Heidenreich, Fire Department Administrative Assistant; Raymah Simpson, Town Clerk/Tax Collector; JoAnne Bailey, Land Use/Assessing Manager; Paul Regan, Budget Committee Member; Cade Overton, Media Manager and Deborah Clarke-Tivey, Administrative Assistant-remotely

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Lagueux 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. Brown, yes; Ms. Avery, yes; Mr. Lagueux, yes; Ms. Dion, yes. The motion passed 4-0-0. Nonpublic session entered at 5:04pm.

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; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:49pm.

Public Session: Mr. Lagueux opened the public meeting at 6:00pm by having James McIntire lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of January 19, 2023, and January 26, 2023, public and nonpublic meeting minutes, as written. The motion was 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 February 2, 2023, 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 Discussion: Chief Bean recognized, thanked, and wished outgoing Police Chief James McIntire the best in his new position with the Belknap Sheriff's Department. Mr. Lagueux thanked former Chief McIntire for his service to the Bristol community and recognized some of his accomplishments while serving as Bristol's Police Chief.

At a ceremonial service swearing in Chief Bean, Ms. Simpson read an oath that Chief Bean swore to. The meeting was recessed so those in attendance could wish the former and newly sworn in Chief Best Wishes and Congratulations and to enjoy some refreshments.

Public Safety Building Update: Ms. Goodwin updated the work that was completed on the Public Safety Building contract issues with the Town's Attorney and Groen Construction. She and the Board discussed three (3) phases to the contract with the option of holding the last payment until all tasks in all phases were complete. The Board felt that they demonstrated their trust in Groen Construction with the nonstandard way the Town has gone with the bonding issues and that Groen needed to reciprocate the trust with the construction contract. Ms. Goodwin informed the Board of preparations for the Police Department's move being made to the Town Office, such as the shuffling of space in the storage area on the 2nd floor and adding two rooms for use with Police Department to use for storage. The doors that will be needed in the Town Office will be replaced with recycled doors from the Police Department including door handles and other hardware. Ms. Goodwin reported that items are being moved into place over the next few weeks, with the plan to have the Police Department completely moved to wherever needed at the Town Office by February 21, 2023.

Ms. Goodwin reported that Mr. Bucklin is looking into options to move the Police Department shed to the Transfer Station. The shed should be moved the week of February 20, 2023, but not before February 21, 2023. The plan is that if the shed can be moved then any repairs or alterations needed to the structure will be made so it is ready for the Transfer Station attendants to use in the spring.

2023 Proposed Warrant Articles: Ms. Goodwin presented two draft Warrant Article documents. The difference between the two documents was the addition of a Warrant Article for \$107,000.00 for radiant heat in the Public Safety Building. She discussed the lapsing Veteran's Tax Credit if this was not renewed by the Board. She reported that there were no petition Warrant Articles submitted at this time, but she believed one would be forthcoming on a Solar Exemption Warrant Article.

Mr. Milbrand made a motion to recommend and move Article 11, to see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of Eight Million Three Hundred Fifty-Seven Thousand Six Hundred Fifty-Two Dollars (\$8,357,652) for general municipal operations. The motion seconded by Ms. Avery. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to recommend and move Article 12, to establish a contingency fund for the current year for unanticipated expenses and to raise Twenty-Five Thousand Dollars (\$25,000.00), motion seconded by Ms. Dion. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to recommend and move Article 13, to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000.00) to be added to the Patriotic, Recreation and Special Events Trust Fund, motion seconded by Ms. Avery. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 14, to see if the Town will vote to raise and appropriate the sum of Three Hundred Seventy-Nine Thousand Dollars (\$379,000.000) to be added to the Capital Reserve Funds previously established. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 15, to amend the Police Special Details Revolving Fund. The motion was seconded by Mr. Brown. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 16, to establish a Highway Department Capital Reserve Fund for the purpose of funding highway projects, such as bridge replacement and repair, culvert replacement and repair, and other road projects and to raise and appropriate the sum of Fifty Thousand (\$50,000.00) to be placed in this fund. The motion was seconded by Ms. Avery. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 17, the Town will vote to raise and appropriate the sum of Sixty-One Thousand Nine Hundred Sixty-One Dollars (\$61,961.00) to be added to the funds previously established. The motion was seconded by Mr. Brown. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

The Board discussed adding Article 18 to the Warrant Article, "To raise and appropriate the sum of One Hundred Seven Thousand Dollars (\$107,000) for the purpose of radiant heating in the Public Safety Building. Said sum will come from the unassigned fund balance and no amount to be raised by taxation." The Board felt the Article should be placed on the Warrant Article because radiant heat is a project that must be completed early in the construction project if it is going to be completed in the Public Safety Building Project. Mr. Milbrand made a motion to move and recommend Article 18, with the addition of "said sum will come from the unassigned fund balance and to seek and authorize grant funding for all or part of this appropriation." The motion was seconded by Ms. Dion. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 19, the Town readopt the Optional Veterans Tax Credit in accordance with RSA 72:28-b, for an annual tax credit on residential property of Five Hundred Dollars (\$500.00). The motion was seconded by Mr. Brown. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move and recommend Article 20, the Town readopt the All-Veterans Tax Credit in accordance with RSA 72:28-b, for an annual tax credit on residential property which shall be equal to the same amount as the standard or optional veterans tax credit voted by the Town under RSA 72:28. The motion was seconded by Mr. Brown. No further discussion. Roll call vote taken: Ms. Dion, yes; Mr. Brown, yes; Mr. Milbrand, yes; Ms. Avery, yes; Mr. Lagueux, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Cash Receipt Policy: Ms. Goodwin reviewed formatting and minor changes to the policy that had not been changed since 2020. Mr. Milbrand made a motion to adopt the Cash Receipt Policy as presented. The motion was seconded by Mr. Brown. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator Report: Ms. Goodwin reported that Mr. Chartier has lent the Town a vehicle from the Water & Sewer Department, to use as needed for enforcement. She felt this would get the Town through for a period until a solution for an enforcement vehicle was found and a more final solution is still being investigated.

Ms. Goodwin let the Board know that she is still working between multiple computers and can be contacted at either assessing@bristolnh.gov or townadmin@bristolnh.gov. There are problems with the Town Administrator's log in on the desktop, but she can get the emails on the laptop. IT is working on this, but the transition/merger is going slow. She let the Board know that she is mainly using the assessing@bristolnh.gov email.

Ms. Goodwin reported that she had contacted Verizon to check on the supply chain to make sure that the plan for the cell Tower is still in place to happen in the Spring of 2023. The response she received was that the current activation forecast is for March 10, 2023, and Verizon will let her know if anything changes.

Ms. Goodwin let the Board know that if all items are submitted by February 15, 2023, the print shop will get the Town the 2022 Town Reports by March 4, 2023. However, the print shop will plan on getting the Town a handful of Town Reports, if not all the reports, by March 2, 2023, to have on hand at the Board's March 2, 2023, Select Board meeting so a copy to the person the report is being dedicated to can be presented. Ms. Goodwin let the Board know that the family of the recipient of the dedication has been contacted and a cake is being ordered for the dedication ceremony.

Ms. Goodwin let the Board know that HUB66 isn't receiving emails from her but is receiving them from another employee. She hopes to have a new meeting scheduled with them soon.

The Town has received notification that Patrick Allen has resigned as Trustee of Trust Funds and moved. However, Paul Regan and Charlie Therriault are considering running to fill this position.

Ms. Goodwin updated the Board to a letter that was sent on January 23, 2023, in regards the Jeffers Road issue and she has not heard anything from the property owner. She will make sure this item is on the spring project list.

Ms. Goodwin alerted the Board to the Town's attorney's opinion on a Contractor Issue.

Ms. Goodwin reminded the Board about a sub-committee developed to review the Personnel Policy and make recommended changes, which includes some errors in the policy. Changes will be submitted to the Department Heads, to legal and then the Select Board. During the first organization meeting, a meeting schedule for the year was established, which included the proposal to complete a survey of full-time employees. She asked the Board to add questions if they wanted. Ms. Goodwin asked the Board if

there was an interest in also having an Employee Satisfaction Survey and presented possible questions if the Board was interested in having this survey. The Board expressed an interest in having these two (2) separate surveys through Survey Monkey.

Ms. Goodwin let the Board know she was interested in starting an Employee of the Month Program and asked the Board if they would support this program if implemented. A brief discussion ensued but no decision was made by the Board.

Mr. Milbrand made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on February 2, 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; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin displayed the Town's webpage's Home page and highlighted the information that has been posted; Sample Ballots, Town Meeting-Business Section, 2022 Town Report, Proposed Zoning Amendments, etc.

Select Board Items: Mr. Brown asked the Board for a preparation meeting to prepare for the Town Meeting. He asked if voting could take place at the Town Office rather than the Historic Town Hall. He would like to see a shuttle and a police officer at voting if voting takes place at the Historic Town Hall. Mr. Brown discussed HB592 which the Town's Conservation Commission opposes.

Ms. Avery was pleasantly surprised to see the grooming completed at Profile Fall that allowed patrons to utilize trails.

Mr. Lagueux asked how the Lake Quality Study was progressing. He discussed a logging/right of way issue use reported to Ms. Bailey, and let the Board know that this was not a Town issue.

Public Comments: Mr. Regan expressed a wish for the Budget Committee to receive more information from nonprofits, so the Budget Committee had more information as to whether these nonprofits were serving the Bristol Community. He proposed having a list of questions that each nonprofit agency would answer when they made their request for Town funding. Mr. Regan also informed the Board that the Budget Committee had increased the postings for the Public Hearing to promote attendance.

Mr. Brown made a motion to adjourn the meeting at 8:07pm, seconded by Mr. Milbrand. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey