

Bristol Select Board  
Meeting Minutes  
February 16, 2023

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

**Absent:** none

**Others Present for Public Session:** Boake Morrison, Community Member; Raymah Simpson, Town Clerk/Tax Collector; Cade Overton, Media Manager and 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 Ms. Avery. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Lagueux, yes; Mr. Milbrand, yes. The motion passed 3-0-0. Nonpublic session entered at 5:02pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Milbrand. Motion seconded by Ms. Avery. 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 5:58pm.

**Public Session:** Mr. Lagueux opened the public meeting at 6:37pm by having Ms. Simpson lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of February 2, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Ms. Avery. 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 16, 2023, to include the items named therein, motion seconded by Ms. Dion. A short discussion occurred, regarding two properties paying their bill and coming off the lien list. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Meeting Warrant Articles & Voting Day Assignments:**

The following warrant articles were assigned to Board members to speak to, move, and second at Town Meeting:

Article 11	Budget Committee Member	
Article 12	Ms. Avery- will speak to and move article	Mr. Lagueux- will 2 <sup>nd</sup>
Article 13	Ms. Dion- will speak to and move article	Mr. Brown-will 2 <sup>nd</sup>
Article 14	Mr. Milbrand- will speak to and move article	Mr. Lagueux-2 <sup>nd</sup>
Article 15	Mr. Milbrand will speak to and move article	Ms. Avery- 2 <sup>nd</sup>
Article 16	Mr. Brown will speak to and move article	Ms. Dion-2 <sup>nd</sup>
Article 17	Mr. Lagueux will speak to and move article	Mr. Milbrand-2 <sup>nd</sup>
Article 18 and 19	Mr. Brown will speak to and move articles	Ms. Avery-2 <sup>nd</sup>

Ms. Simpson informed the Board that the Town Moderator felt that the Town Office-Conference Room A was too small to hold voting and the Moderator recommends voting at the Historic Town Hall on March 14, 2023. Ms. Goodwin shared a complaint letter from Gilbert Murphy about access to the Historic Town Hall when used for voting. The Town will investigate options for transporting voters with mobility issues to the Historic Town Hall for voting, parking options and having a police officer/crossing guard working that day.

**Lake Water Study Guidelines:** Ms. Goodwin reviewed with the Board the Purpose, Time Established, Membership, and Directives given to the Lake Water Study Committee. She explained this group was a subcommittee of the Conservation Commission and reviewed information on the Town's website that provides anyone interested with more information about the committee's work.

Mr. Milbrand made a motion to approve the Lake Water Study Group Guidelines. The motion was seconded by Mr. Brown. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Highway Equipment Purchase Order:** Ms. Goodwin discussed the quotes that Superintendent Bucklin received for outfitting the Town's new F550 truck, already approved. She let the Board know that Superintendent Bucklin recommends going with HP Fairfields bid for \$77,475.00 to outfit the F550 Truck with plowing apparatus, a sander, and dump bed. Mr. Brown made a motion to approve PO # 003899 in the amount of \$77,475.00 and to authorize the Town Administrator to sign all necessary documents for this purchase. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Disposal of Forestry Vehicles:** Ms. Goodwin asked the Board to grant permission for the Fire Chief to pursue options for the disposal of Forestry Vehicles. She explained that the Board could have final approval of any option found. Ms. Dion made a motion to grant the Fire Chief the opportunity to investigate options to dispose of Forestry vehicles and bring the options back to the Board for approval. 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 Report:** Ms. Goodwin reported that the Town is still working on the contract issues with the Town's Attorney, Primex, and Groen Construction. She let the Board know that a new item has arisen, where the Town is going to have to carry insurance coverage. She let the Board know that the Town's Attorney still has concerns over the contract and the coverage of the phases. The attorney feels the project is going to be an administrative challenge and she asked the Board their thoughts on having a Clerk of Works.

Ms. Goodwin let the Board know that the plan is to have the Police Department completely moved to the Town Office by February 21, 2023.

Ms. Goodwin wanted the Board and community to know about the Candidates Forum that will be hosted by the Minot-Sleeper Library on Saturday, March 11, 2023, at 10:30am.

Ms. Goodwin recognized Kathleen Haskell, Treasurer for Thirty (30) years of service to the Town.

Ms. Goodwin let the Board know that the Personnel Policy survey and Employee Satisfaction Survey went out with pay checks this week and Department Heads will email any other staff. A quick survey turnaround has been requested of employees, with the survey being completed by February 22, 2023.

Ms. Goodwin met with John Miller and Andrea Vient (HUB66). The meeting consisted of working toward getting the pole licenses changed over, the insurance updated for the poles, bills paid, and advertising information. She let the Board know that they also talked about ownership of the phases, as the contract states we need to transfer them over once the phases are complete.

Ms. Goodwin gave an update on the Net Metering Program. The first report is that the Town is being removed from the Hydro Net Metering Program as the Town is not allowed to participate in two renewable energy programs. In 2022, the Town received approximately \$11,000.00-\$12,000.00 in revenues. She asked Paul Bemis, Energy Committee Chair, to look into this matter.

Ms. Goodwin let the Board know that the Article was removed from the Warrant paying back funds. This decision was made after talking to the Department of Revenue (DRA) and the auditors. It is anticipated that the Town will be able to address these items with a journal entry in April with the Auditors, however, part of this fix will reduce the amount of funds that are returned to the General Fund from the 2022 budget.

Ms. Goodwin showed the Board a kiosk that is being proposed to be added at the Pemi Trail at the bottom of the hill near the old train depot. Some funds for this project were donated by the Rotary Club and the Town is being asked to contribute funds too. Ms. Goodwin proposed having the funds come out of the encumbered Town Signage money or from the 2023 budget.

Ms. Goodwin showed the Board what was posted to the Town's webpage for Road Postings. She explained that the following message was posted on the Town's website as of February 15, 2023. The Town of Bristol has posted weight restrictions on all Town Roads, effective February 13, 2023. If there is a need for a delivery or for access on a Town Road, please reach out to Mark Bucklin, Highway Superintendent, to discuss options. Mark can be reached by email at [mbucklin@bristolnh.gov](mailto:mbucklin@bristolnh.gov) or by phone at (603) 744-2441. She also noted that the State is posting weight restrictions on all State Roads in Bristol.

**Select Board Items:** Mr. Brown informed the Board of several proposed House Laws being proposed in Concord. He discussed the wording being used that state "shall" allow single family lots used for up to four (4) residential dwelling units in regards and how that will affect water and sewer. Other laws he discussed had to do with corporations buying land and wetlands.

**Public Comments:** none

Mr. Milbrand made a motion to adjourn the meeting at 7:45pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey