

Bristol Select Board
Meeting Minutes
March 2, 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: Barbara Greenwood, Bob and Michelle Schulte, Matthew Greenwood, Mark Greenwood, Colleen Jenness Belyea, Lorraine Bomiller, Melissa Schulte Leahigh, Natali Mills, Isabella Mills, Rylie Mills, Michael Greenwood, Michael Capone, Family and Friends of Barbara Greenwood; William Dowey, Daniel Kenney, Kris Durgin, Blake Robbins, Janet Metcalf, Pemi Path Subcommittee Members; 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 Mr. Brown. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Lagueux, yes; Mr. Milbrand, yes; Mr. Brown, 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. 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 5:35pm.

Work Session-Employee Personnel Surveys: The Board reviewed the results and discussed the next steps of the Personnel Policy Survey and Employee Satisfaction Survey. Ms. Goodwin touched base with the Board on key points and recommended a slide added to the Town Meeting slide show for recognition of long-term employees.

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

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of February 16, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on March 2, 2023, for an indefinite period of time. The motion was seconded by Ms. Avery. 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 March 2, 2023, to include the items named therein, motion seconded by Mr. Milbrand. Ms. Goodwin let the Board know that Manifests that are signed outside of a regular meeting will now be added to the next Consent Agenda for ratification. The Board voted 4-0-0, in favor of the motion. The motion passed.

Town Report Dedication: Mr. Lagueux announced that the 2022 Town Report was being dedicated to Barbara Greenwood. Ms. Greenwood's granddaughter read the dedication printed in the Town Report

to those in attendance and the 2022 Town Reports were given out to any interested party. A Social/Refreshment Recess was taken from 6:12pm to 6:40pm.

Pemi-Path Sub Committee Update-MOU/Funding Discussion: Mr. Dowey reported that the Pemi Path Subcommittee met with United States Army Corps of Engineers (USACE) on Monday. Based on that meeting and a review of the Memorandum of Understanding (MOU), the sub-committee recommended that the Board approve the signing of the MOU. Mr. Dowey reviewed the project outline's three sections and Master Plan survey results that showed the community's interest in the extension of the path. The sub-committee asked the Board for permission to seek funding and proceed with the applications for the project.

Mr. Milbrand made a motion to authorize the Town Administrator to sign the Memorandum of Understanding between the Town of Bristol and the United States Army Corps of Engineers in regards to the Pemi Trail. 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. Milbrand made a motion to authorize the Pemi Path Sub-committee in conjunction with the Town Administrator to proceed with funding for the Pemi Path. The motion was seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Lagueux reminded all parties that the Select Board and the Town Administrator should be part of any further negotiations involving the Pemi Path.

Town Administrator Report: Ms. Goodwin gave an update on the Public Safety Building. She let the Board know that fencing will be installed around the current Police Department prior to Town Meeting and that the Police Department building will be used for training by the fire and police departments in March. She presented a letter to the Board from The Energy Committee Chair for the Board's consideration that the new Public Safety Building to use only electricity to heat, cool and light the new building. The Board referred the Energy Committee to meet with the Public Safety Committee to consider this request. Ms. Goodwin let the Board know that she asked to be on the Public Safety Building Committee and was told that she should be appointed by the Select Board. The Board appointed Ms. Goodwin to the Public Safety Building Committee.

Ms. Goodwin let the Board know that the Police Department is out of the current Police building with the exception of some small items. Spaces have been built out for storage at the Town Office building, door locks have been replaced for security, and a camera system was installed for the Police Department area in the Town Office building.

Ms. Goodwin informed the Board that the Merrimack Street property had windows on the back left side of the building smashed out. She let the Board know that the Police checked the property and no other issues have occurred inside the building. The Town boarded the windows up. She will talk to the Police Department to determine if a game camera can be placed at the property as a temporary solution until the Town is able to get this property moving forward for sale/bid.

Ms. Goodwin updated the Board regarding the fire at the Highway Department's old salt/sand shed that was destroyed along with the Town's 2020 F350 truck. She discussed damage to the sweeper, along with damage to the bucket truck. The Town is waiting to hear back from the insurance company.

Ms. Goodwin let the Board know that an elevator inspection was done at the Town Office on March 1, 2023. The Town knew because of the server room move, going into the inspection, that the elevator was not going to pass inspection because the video is not working. She let the Board know that everything else passed the inspection and the video will need to be repaired within 30 days.

Ms. Goodwin reported to the Board that the Sidewalk Plow is working, but the snow blower part of the tractor is broken. The Highway Department will pull it apart once they get a break between storms.

Ms. Goodwin reported to the Board that elections will remain at the Historic Town Hall for this year. However, she and Ms. Simpson have discussed meeting with the Superintendent of Schools in May/June with a list of the 2024 elections to determine if it's possible to move the elections to the schools next year. She let the Board know that she is also working to find out if we can get 1 or 2 golf carts for the day, but again this will depend on the weather and if we can use them.

Ms. Goodwin updated the Board on the changes to the 2023 Town Meeting information on the website. The Zoning Amendments explanation documents and video, the sample ballots and other documents for the Town Meeting have all been updated. The Town Report will be added after the Select Board's March 2, 2023, meeting.

The Candidates Forum will be hosted by the Minot-Sleeper Library on Saturday, March 11, 2023, at 10:30am. Brittany Overton will be the Moderator and Nancy Dowey has sent invites to the candidates. The forum will be recorded, and the video posted on the Town Meeting page of the Town's website.

Ms. Goodwin recognized Mark Bucklin, Highway Superintendent, for his 30 years of service to the Town as of March 3, 2023.

Ms. Goodwin discussed with the Board the need for a Planning Board Select Board Representative for their next meeting, which is March 22, 2023. This is after Town meeting but before a new Representative is selected. She has confirmed that the Alternate Select Board Representative, Ms. Dion will act in his place.

Ms. Goodwin also let the Board know that the Board should think about making appointments to the Lakes Region Planning Commission (LRPC) and an appointment to the Transportation Advisory Committee (TAC) as there are open positions on both.

Ms. Goodwin informed the Board that starting with the Select Board's March 2, 2023 meeting, and from here on out, the Consent Agenda will be attached to the meeting minutes and any hires made in nonpublic will be mentioned in the Town Administrator Report.

Select Board Items: Mr. Brown updated the Board on events that transpired at the Conservation Commission's last meeting; grants discussed, and a possible parcel of land donated to the Town for recreational use.

Public Comments: none

Ms. Avery made a motion to adjourn the meeting at 7:43pm, seconded by Mr. Milbrand. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda for March 2, 2023

1. Accounts Payable Payment Manifest dated 3/2/23
2. Accounts Payable Payment Manifest dated 2/23/23
3. Payroll Payment Manifest dated 3/2/23
4. Distribution of Funds from the Building Maintenance Fund in the amount of \$539.00
5. Transfer Station – Annual Facility Report for 2022
6. Discharge for the Pemi-Valley Habitat for Humanity, Inc
7. Land Use Change Tax for Map/Lot #116-018 in the amount of \$3,500
8. Seth Learned Appointment Paperwork for Police Department
9. Delegation of Deposit Authority for the Town Clerk / Tax Collector, the Deputy Town Clerk / Tax Collector, the Assistant Town Clerk / Tax Collector, the Assistant Treasurer, and the Town Administrator
10. Appointment of Dorcas Gordon to the Historic District Commission as a regular member for a three-year term
11. Appointment of David Shirley to the Planning Board as a regular member for a three-year term
12. Appointment of John Miller to the Zoning Board as an Alternate member for a one-year term