

Bristol Select Board
Meeting Minutes
April 6, 2023

Present: Select Board members: Carroll Brown, Jr., Shaun Lagueux, Rob Glassett, Scott Sanschagrín, Les Dion, and Christina Goodwin, Town Administrator

Absent: none

Others Present for Public Session: Ben LaRoche, Fire Chief; Nancy Dowey, Sustainability Committee Member; William Dowey, Kaitlyn Anthony, Bruce Dorner, Economic Development Committee Members; Cade Overton, Media Manager; 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 Ms. Dion. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Ms. Dion, yes; Mr. Sanschagrín, 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 Ms. Dion. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:12pm.

Work Session-Economic Development Committee: The Board and members of the Economic Development Committee (EDC) discussed Committee Guidelines as well as expectations of both parties. The discussion revolved around setting the guidelines for the EDC, what the direction and expectations between the EDC and the Select Board should be, and the future direction of the EDC. No decisions were made. However, the Board agreed to hold a work session on April 20, 2023, to review internally the expectations of the Board to give the EDC the guidelines they are requesting and to prioritize the EDC project list.

Public Session: Mr. Lagueux opened the public meeting at 6:49pm by having Ms. Dowey lead the Pledge of Allegiance.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on April 6, 2023, for an indefinite period of time. The motion was seconded by Ms. Dion. Roll call vote to seal the minutes of the nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Public and Nonpublic Meeting Minutes: Ms. Dion made a motion to accept the minutes of March 16, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Brown. No discussion. The Board voted 3-0-2, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Dion made a motion to approve the April 6, 2023, Consent Agenda and Manifests dated March 23, 2023, and March 30, 2023, to include the items named therein, motion seconded by Mr. Brown. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

Election of Officers/Appointments to Committees:

Ms. Dion made a motion to have Mr. Lagueux continue in the role of Select Board Chair. The motion was seconded by Mr. Brown. No discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

Mr. Glassett made a motion to elect Ms. Dion as the Select Board Vice Chair. The motion was seconded by Mr. Lagueux. The Board voted 4-0-1, in favor of the motion. The motion passed.

At this time the Board will continue to keep the current Select Board meeting schedule of meetings on the first and third Thursday of every month.

The Board appointed the following Board members to serve on Committees:

- Budget Committee- Ms. Dion
- Economic Development Committee- Mr. Glassett
- Historic District Commission- Mr. Lagueux
- Planning Board- Mr. Sanschagrin
- Public Safety Committee- Mr. Glassett
- Mr. Brown will serve as Alternate Representative for all appointments.

Any other appointments will be done as needed.

Fund Policy: Ms. Goodwin presented the edits and changes proposed by herself and the Finance Officer to the Town's Fund Policy. She explained the need to update the policy prior to the Auditors' visit in a few weeks. Ms. Dion made a motion to approve the Fund Balance Policy as amended. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Sustainability Committee: Ms. Dowey reviewed with the Board that Bristol is one of the original 10 towns in New Hampshire to "Rethink Plastic". She told the Board that there are now thirty-nine towns that have joined to reduce plastic. She has come before the Board to ask for support of the Sustainability Committee's newest venture. They had interviewed restaurant owners to check on plastic usage and ways to reduce the use and reported on a campaign being kicked off soon in other towns that encourages restaurant patrons not to get things like plastic forks, ketchup, etc. Members of the Sustainability Committee agreed that we should do this in Bristol. The Committee has posters to support this endeavor to put up in restaurants that volunteer to participate in the project. The Project would encourage restaurant patrons not to get plastic items while doing take out.

Town Administrator Report:**Building Updates:**

Ms. Goodwin and Chief LaRoche gave an update on the Public Safety Building and the Public Safety Building Committee meeting that took place on April 6, 2023. They let the Board know that activity is moving forward and that Grafton County Information on applying for ARPA funds has been received. The Town will apply for \$50,000.00, the limit a Town could request.

Ms. Goodwin let the Board know that the Historic Town Hall / 5 School Street have received quotes and that the work is being scheduled for Cellular and Wireless communicators. This will eliminate the copper lines for the alarm systems.

Ms. Goodwin reported that the smaller shed from the former Police Department building was relocated to the lower Transfer Station. The Highway Department has fixed the roof, put in an air conditioning unit, and is working on some other minor repairs. She let the Board know that the other shed from the former Police Department building has been relocated to the Town Office building near the Blue Box Storage. This is a temporary location until the Police Department moves to the new building. It was proposed by Mr. Greenwood to set the shed up here and have the Decorating Committee use it for storage of their materials. The shed will be painted white to blend into the Town Office this spring. It is anticipated that the shed will be relocated to the side or back of the overhang. The Decorating Committee Chair is happy with this idea.

Vehicle Updates:

The town has received all payments in the following amounts, due to the Highway Fire:

- 2008 Sweeper - \$732.42 – minor damage, repairs have started.
- 2011 Spreader – \$3084.00
- 1993 Bucket Truck – Two Checks received, vehicle totaled by insurance - \$12,740.48 and \$8,573.52.
- 2020 Ford F350 - \$73,802.00

The Highway – F550 – emissions issue has been repaired.

Ms. Goodwin let the Board know that normally all purchases are approved during a Select Board meeting. However, it has been very difficult locating a vehicle and not losing it as quickly as it has been located. The Town found a 2021 Dodge Ram 3500, which has the dump body and the sub-frame of the plow. A purchase order was approved by the Select Board Chair and submitted about a week and a half ago and a check was cut last week. The truck is anticipated to be delivered this week.

Ms. Goodwin let the Board know that Mr. Bucklin worked to clean up fire damaged remains where the old salt shed stood.

Employee Updates:

Ms. Goodwin sent kudos to the Town Clerk / Tax Collectors Office for a posting on Facebook thanking that office for helping a resident get an absentee ballot so they could vote while undergoing chemotherapy.

Other Updates:

Ms. Goodwin reported that the Pemi-Path project Memorandum of Understanding (MOU) was received and that she has reviewed it. She stated that nothing jumped out at her that affects it being signed. The MOU has been shared with the Pemi Path Subcommittee Chair. She did note that the MOU expires December 31, 2023, but believes it will be easier to renew with some of the changes that have been made.

Ms. Goodwin let the Board know that she has done some research on the request for a Conflict-of-Interest Policy for elected and appointed officials. In her research, she found minutes, an attorney opinion, a drafted Ordinance, and the current Employee Policy. She let the Board know that a Code of

Ethics / Conflict of Interest exceeded the Select Board's authority to regulate the behavior of municipal officers. RSA 31:39-a authorized the towns to adopt a Conflict-of-Interest Ordinance which can apply to both Town officials and employees. It would need to be added to the Warrant and voted on by the Legislative Body.

Michael Lacasse will be set up with training and testing and if he passes, he will be the new Health Officer. Ms. Goodwin will work with Mr. Lacasse to finalize his training. She let the Board know that she will be the Deputy Health Officer and even though she has been doing the work of a Health Officer, she is required to pass a background check, but this doesn't hold up the appointment papers. She will send the paperwork in once her background check is complete. In addition, one thing to note is that if, in the future, there is a Health Officer vacancy for more than fifteen (15) days, then the Commissioner will appoint the Chair of the Select Board and a background check will be required at that time for the Chair.

Ms. Goodwin informed the Board that the Hebron Fire Department is celebrating their 75th Anniversary on June 10, 2023. They will be holding a parade around the lake with emergency vehicles. Having no concerns from the Fire Chief, Police Chief and Select Board Ms. Goodwin will share this information on the Town's website, Facebook, and Bristol Buzz.

Ms. Goodwin updated the Board on a complaint from a resident about the lack of a Noise Ordinance or lack of enforcement. She explained that in doing the research on the Noise Ordinance, she ran into some issues; an ordinance was located that states it was adopted May 22, 2008, and another version, which states it was recorded by the Town Clerk is dated June 4, 2020, with portions of the 2008 ordinance removed. However, it is not clear, and no one seems to be sure that the 2020 ordinance was voted on. This topic will be revisited by the Board.

Select Board Items: Mr. Brown discussed removing the Plankey Spring sand barrel to eliminate the trash dumping. He talked about a presentation that Squam Lakes Conservation Society was doing and land by the Breck Plankey Spring and the possibility of additional parking in the area.

Ms. Dion informed the Board that the Mud Season Mixer was well attended.

Mr. Glassett discussed with the Board a business type card that was of concern to him left by The Proud Boys at the Breck Plankey Spring. This will be brought to the Police Chief's attention.

Mr. Sanschagrín inquired about the Open Road Policy regarding a project recently completed on North Main Street. Both Mr. Bucklin and Mr. Chartier will be consulted.

Mr. Lagueux inquired about a shade on a light on North Main Street.

Public Comments: none

Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (b), and (c) the motion was seconded by Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Ms. Dion, yes; Mr. Sanschagrín, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 8:25pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion seconded by Ms. Dion. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes;

Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 9:55pm.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's second nonpublic session on April 6, 2023, for an indefinite period of time. The motion was seconded by Ms. Dion. Roll call vote to seal the minutes of the nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to accept the Fire Chief's suggestions to adjust and correct full-time Fire Department employees' salaries over two (2) years. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

Mr. Brown made a motion to hire four (4) new hires at the beach with Grade increases on the salary scale from Grade 3 to Grade 4. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to move the Fire Chief to Grade 21 Step 10 on the salary scale effective during the first full payroll in May. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

Mr. Brown made a motion to adjourn the meeting at 10:00pm, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda for April 6, 2023

1. Accounts Payable Payment Manifest dated 3/23/23
2. Accounts Payable Payment Manifest dated 3/30/23
3. Accounts Payable Payment Manifest dated 4/6/23
4. Payroll Payment Manifest dated 3/30/23
5. Distribution of Funds from the Accrued Wages Fund in the amount of \$11,869.20
6. Distribution of Funds from the Building Maintenance Fund in the amount of \$2,434.32
7. Distribution of Funds from the Building Maintenance Fund in the amount of \$49.74
8. Distribution of Funds from the Building Maintenance Fund in the amount of \$462.50
9. Distribution of Funds from the Building Maintenance Fund in the amount of \$350.00
10. Distribution of Funds from the Recreation/Patriotic Trust Fund in the amount of \$600.00

11. Distribution of Funds from the Building Maintenance Fund in the amount of \$224.22
12. Transfer of Funds from the Town's General Fund to the Sewer Department's Operating Fund in the amount of \$230,301.26
13. Transfer of Funds from the Sewer Department's Operating Fund to the Town's General Fund in the amount of \$408,291.31
14. Transfer of Funds from the Town's General Fund to the Water Department's Operating Fund in the amount of \$10,484.32
15. Transfer of Funds from the Water Department's Operating Fund to the Town's General Fund in the amount of \$161,170.24
16. 2023 MS-232 – Report of Appropriates Actually Voted
17. Veteran's Credit for Map/Lot #209-014 in the amount of \$500.00
18. Administrative Abatement for Map/Lot #220-015-141 in the amount of \$199.40
19. Administrative Abatement for Map/Lot #106-007 in the amount of \$500.00
20. Appointment of Michael Lacasse as Health Officer
21. Appointment of Christina Goodwin as Deputy Health Officer
22. Removal of Credits and/or Exemptions as they no longer qualify for: a. Map/Lot #104-058 b. Map/Lot #114-132 c. Map/Lot #115-004 d. Map/Lot #205-017
23. Settlement and Refund for Case #30259-20PT - 2022 Board of Tax and Land Appeals for Eversource in the amount of \$1,200.00
24. Transfer of Funds from the EMS Fundraiser Account to the Town's General Fund in the amount of \$20.00
25. Corrected Current Use Application for Map/Lot #219-039