

Bristol Select Board  
Meeting Minutes  
April 20, 2023

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

**Absent:** none

**Others Present for Public Session:** Doug Williams, Frank Dolloff, Rick Alpers, Peter Daniels, Nate Saler, Dillion Therrien, TTCC Facility Committee; Jeff Chartier, Water & Sewer Superintendent; Margaret Blank, Underwood Engineering; Kristopher Bean, Police Chief; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Ms. Dion 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. Glassett. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Ms. Dion, yes; Mr. Sanschagrin, 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. Sanschagrin, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 7:14pm.

**Public Session:** Mr. Lagueux opened the public meeting at 7:15pm by having Mr. Williams lead the Pledge of Allegiance.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on April 20, 2023, for an indefinite period of time. The motion was seconded by Mr. Glassett. Roll call vote to seal the minutes of the nonpublic session: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrin, yes; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Public and Nonpublic Meeting Minutes:** Mr. Sanschagrin made a motion to accept the minutes of April 6, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the April 20, 2023, Consent Agenda, Manifests dated April 13, 2023, and April 20, 2023, and Payroll Manifest dated April 13, 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.

**TTCC Facility Committee:** Mr. Williams explained to the Board the need and desire of the Tapply Thompson Committee Center (TTCC) to expand. He let the Board know that the current building is not large enough for the current staff and children that attend programs there. The Facility Committee proposes swapping land with the School District; swapping the current bus yard with the TTCC owned property of 171 Main Street. The School District is in favor of this swap because it gives the bus company

more room to store buses and improved access. Mr. Williams also explained that there is a portion of the Town owned land that the TTCC would need in order to complete the project as proposed. He showed the Board the land areas involved using maps. It was explained that the time frame for the expansion project was a year and a half to two years out from now, a 5.5-million-dollar project and that grant funding was being pursued. Mr. Williams explained that the proposed building would have space for the Town maintenance equipment currently stored in this location. Mr. Lagueux thanked the Facility Committee for stepping up, giving their time and financial donations to this endeavor. The Board overwhelmingly gave support for the project allowing the Facility Committee to move forward with hiring a surveyor to survey the land area needed to expand the Tapply Thompson Community Center.

### **Water & Sewer:**

#### Asset Management Grant- Underwood Engineering:

Ms. Blank and Mr. Chartier let the Board know that the New Hampshire Department of Environmental Services (NHDES) announced a Community Water System Asset Management Planning Grant program to promote asset management and assist community water systems in developing a management program. They informed the board that the Town of Bristol was awarded \$100,000 to update its existing water asset management program and has requested that Underwood Engineers provide engineering services to develop and expand the program. Ms. Blank reviewed the Scope of Work that Underwood Engineers would provide related to development of an asset plan and broke down the Task 1-7 costs. She gave an estimated completion date of May 2025. Mr. Brown made a motion to approve the grant agreement for the Water and Sewer Department and to authorize the Town Administrator to sign all necessary documents connected to the grant. 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 name Underwood Engineers as the consultant to the Asset Management Grant. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

#### Roof Quotes:

Mr. Chartier presented quotes to have the Water Sewer building lower and middle roofs replaced. He recommended going with Master Roofers quote and explained that this was budgeted in the Water Sewer Departments 2023 budget. Mr. Glassett made a motion to accept Master Roofers quote of \$20,200.00 to replace the lower and middle roof at the Water Sewer Facility. The motion was seconded by Mr. Brown. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

#### NHDES Inspection:

Ms. Goodwin shared an email from the Wastewater Engineering Bureau, NHDES praising Mr. Chartier and his staff for the “great work” they are doing after a recent inspection was completed. The communication went on to say, “Not everyone can do the job of protecting human health and the environment and a great deal of recognition should be placed on this. “

#### Updates to SCADA System:

Mr. Chartier updated the Board on updates to the Supervisory Control and Data Acquisition System (SCADA). He explained that SCADA is a system of software and hardware elements that allows industrial organizations to control processes locally or at remote locations. A quote from Electrical Installations LLC outlining the work that would be completed at the Water/Wastewater Office, Fowler Well, and Tank

Vaults was presented. The lump sum price given was \$39,750.00. Mr. Glassett made a motion to move ahead with the SCADA updates in the amount of \$39,750.00. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted, 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin discussed with the Board an issue that arises from the Water Sewer Department, that the auditors discussed with her regarding a \$309,000.00 deficit that the Town has had on the books for ten (10) plus years. She presented three (3) options to get this debt off the books. She let the Board know which option was recommended by the Town's Finance Director and herself; \$159,000.00 paid by the Town and \$150,000.00 paid by the Water & Sewer Department. The Board asked about payment options and Ms. Goodwin will speak with the auditors and this will be revisited on the May 4, 2023, meeting agenda.

**Police Department-Police Cruiser:** Chief Bean presented quotes from Irwins, Grappone, McMulkin, Colonial, and McGovern Municipal. He discussed the pros, cons, and availability of receiving a cruiser from each dealership. The Chief then presented Trade In/Sale Prices for the department's 2016 Ford Fusion. He recommended McGovern's quote be chosen because after a trade on the Ford Fusion the total would be \$40,365.35 for a 2023 Ford Police Interceptor Utility Cruiser. Mr. Brown made a motion to approve PO #004219 for the amended amount of \$40,365.35 for the purchase of a 2023 Ford Police Interceptor Utility Cruiser and to authorize the Town Administrator to sign all the necessary documents connected with 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.

**Updated Evaluation, Pay Increases, and Wages Scale Maintenance Procedure:** This topic was discussed at the Board's April 6, 2023, Select Board meeting but no motion was made. Mr. Brown made a motion to approve the updated Evaluation, Pay Increase and Wage Scale Procedure as presented retroactive as of April 6, 2023. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

#### **Town Administrator's Report:**

**Building Updates:** The Public Safety Building Committee met on April 20, 2023. Demolitions of the old Police Building started. A news item directing the public how to access the Police Department has been added to the Town's webpage. In addition to the Police Department's information also added was a Public Safety Building page to update the public as things progress with the building project. Ms. Goodwin informed the Board that the Bristol Baptist Church is looking to sell off the parsonage. She asked the Board if there was any interest in this property. She shared a thought about using the site for additional Town parking. The Board asked Ms. Goodwin to talk with the Church regarding their plans.

**Vehicle Updates:** Ms. Goodwin let the Board know that on Monday, April 17, 2023, the highway's loader had a cracked fuel filter. This was not noted before it let diesel fuel out on Bear Mountain Road and Upper Birch Road (approximately 20 gallons). The Fire Department was called, and didn't know where the spill originated from, so it was reported to NHDES. Highway was asked to sand the spill area Monday and then on Tuesday to run the sweeper over the areas. She let the Board know that there have been some residual areas where the Highway is removing the sand from a couple of driveways on the road

and doing some general clean up. Ms. Goodwin reported that the new highway vehicle has arrived and that there has been no resolution on the bucket truck due to the fire at the Transfer Station.

Ms. Goodwin sent kudos out to the Highway Department for the work they were doing at the Mill Stream to prepare for the Farmer's Market. She let the Board know that additional parking could not be placed behind the handicap parking spaces but more parking would be added up by the road. Mr. Lagueux sent Kudos to the Highway Department for taking care of the downed limb on North Main Street quickly, cleaning up, and getting the tree removed.

Employee Updates:

Ms. Goodwin shared the Land Use Newsletter and promised to share any additional Newsletters with the Board when completed. Kudos for April Longevity Recognition for Employees were shared. The following employees were recognized: Raymah Simpson- 28 years, Jesse Lamos-24 years, Jeffrey Ford-19 years, Cynthia Rogers-17 years, Kristopher Bean-16 years, and Kevin MacCaffrie-9years.

Other Updates: The Pemi-Path project Memorandum of Understanding (MOU) was submitted to the Army Corps of Engineers and the Pemi Path Subcommittee is trying to get Army Corp and New Hampshire Department of Environmental Services to meet about Per-and Polythruorinated Substances (PFAS).

Ms. Goodwin let the Board know that there are currently three (3) cases in Court for Eversource/PSNH, from 2018, 2019, and 2021. The cases had been placed on hold until the older cases had been resolved and one that was in the Board of Tax and Land Appeals (BTLA). All cases are being released to Court at this time. She spoke with the Town's Attorney for these cases, and they are going to be combining costs with approximately nine (9) other towns to represent Bristol.

Ms. Goodwin discussed the Affinity LED Lighting Project; the company has found that they need to cut the fixtures and install the new ones with an adapter. The company is absorbing the costs on the adapter. Ms. Goodwin has been in touch with the North Main Street property; the lighting is dimming as low as it can go. The Town will be purchasing a shade, but the shade will not be installed until the Town schedules the above project to be finished.

Ms. Goodwin let the Board know that the Planning Board gave Full Site Plan approval on the 45 Lake Street property. The owner has to finalize the process with a Special Use Permit next. The project proposes demolishing the building, rebuilding on same footprint, adding permeable driveway and parking pavers and will host a showroom for their business with two apartments upstairs.

On May 18th, 2023, the Minot-Sleeper Library is hosting an Open House to celebrate the 10th anniversary of its 2013 expansion.

Ms. Goodwin shared with the Board information on their desktop computers that they could access on an excel spread sheet; evaluations, wages (Grade and Steps), and when the last increases were issued.

**Select Board Items:** Mr. Brown let the Board know that the suggestion he received for removing the sand barrel because it had rusted out was done. He asked if the Sustainability Committee had a brochure that could be shared regarding their recent proposal.

**Public Comments:** none

Mr. Glassett 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. Sanschagrín. 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 9:14pm.

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 9:29pm.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's second nonpublic session on April 20, 2023, for an indefinite period of time. The motion was seconded by Mr. Glassett. 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.

Ms. Dion made a motion to adjourn the meeting at 9:30pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey

### **Consent Agenda for April 20, 2023**

1. Accounts Payable Payment Manifest dated 4/13/23
2. Accounts Payable Payment Manifest dated 4/20/23
3. Payroll Payment Manifest dated 4/13/23
4. Distribution of Funds from the Building Maintenance Fund in the amount of \$141.57
5. Distribution of Funds from the Recreation/Patriotic Trust Fund in the amount of \$3,000.00
6. 5-year review approvals
  - a. Map/Lot #227-070 - \$500 Veteran's Credit
  - b. Map/Lot #116-049 - \$500 Veteran's Credit
  - c. Map/Lot #217-122 - \$500 All Veteran's Credit
  - d. Map/Lot #112-076 - \$500 Veteran's Credit
  - e. Map/Lot #214-007 - \$500 All Veteran's Credit
  - f. Map/Lot #114-051 - \$500 Veteran's Credit
  - g. Map/Lot #222-005 - \$500 All Veteran's Credit
  - h. Map/Lot #227-023 - \$500 Veteran's Credit
  - i. Map/Lot #216-103 - \$500 All Veteran's Credit
  - j. Map/Lot #108-042-001 - \$500 Veteran's Credit

- k. Map/Lot #224-076 - \$500 Veteran's Credit
- l. Map/Lot #115-036 - \$500 Veteran's Credit
- m. Map/Lot #104-149 - \$500 All Veteran's Credit
- n. Map/Lot #104-104 - \$500 Veteran's Credit
- o. Map/Lot #104-005 - \$500 Veteran's Credit
- 7. Timber Intent 23-059-01-T for Map/Lot 222-019 and 222-020
- 8. Timber Intent 23-059-02-T for Map/Lot #219-005
- 9. Updated Veteran's Credit for spouse for Map/Lot #221-015 in the amount of \$500 Consent Agenda for April 20, 2023 2
- 10. New application for Veteran's Credit in the amount of \$500 and Total and Permanent Disabled Veteran in the amount of \$1,700 for Map/Lot #217-105 – both to be applied in 2024
- 11. Updated application for Veteran's Credit in the amount of \$500 and Total and Permanent Disabled Veteran in the amount of \$1,700 for Map/Lot #218-008 – both to be applied in 2023