

Bristol Select Board
Meeting Minutes
June 1, 2023

Present: Select Board members: Shaun Lagueux, Rob Glassett, Scott Sanschagrín-tardy left meeting (6:10-8:57), Les Dion-tardy (left meeting 5:58-7:35), Carroll Brown, Jr., and Christina Goodwin, Town Administrator

Absent: none

Work Session- Economic Development Priorities: The Board met to discuss their expectations for the Economic Development Committee (EDC) before their work session with the EDC. They reviewed and discussed the twelve (12) projects on the EDC's Project List, the EDC Bylaws, and Draft EDC Guidelines.

Work Session-Economic Development Committee: The Board met with members of the Economic Development Committee to discuss expectations and give directions on the committee's project priorities. The discussion revolved around affordable housing vs work force housing and bringing in new businesses while supporting existing businesses. Both groups agree that a multicommittee meeting to address housing would be beneficial.

Others Present for Public Session: Raymah Simpson, Town Clerk/Tax Collector; Robert Fellows, Community Member; Kristopher Bean, Police Chief; Christopher Carter, Detective Sergeant; Seth Learned, Police Officer; Joanne Bailey, Land Use/Assessing Manager; Shannon Bergeron, Assessing Shared Administrative Assistant, Michael Lacasse, Land Use Permitting Officer, Donna Sullivan Land Use Administrative Assistant, Janet Cote, Land Use Associate; William Dowey, Kaitlyn Anthony, Economic Development Committee Members; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

Public Session: Mr. Lagueux opened the public meeting at 5:58pm by having Ms. Simpson lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Brown made a motion to accept the minutes of May 18, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Glassett. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Mr. Glassett made a motion to approve the June 1, 2023, Consent Agenda, and Manifest dated May 25, 2023, and June 1, 2023, to include the items named therein, motion seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

Police Department Promotion/New Police Officer Introduction: Chief Bean introduced newly hired Police Officer Seth Learned to the Board by outlining his 17-year career in law enforcement, knowledge/training, and passion for community involvement. Chief Bean then explained the natural promotion of Detective Prosecutor Christopher Carter's promotion to Detective Sergeant, the position formerly held by Barry Tanner. The Chief outlined Detective Sergeant Carter's training, community involvement and military career. The Board welcomed Officer Learned and congratulated Detective Sergeant Chris Carter.

Assessing/Land Use Department Meet and Greet: Ms. Bailey, Assessing/Land Use Manager introduced her staff: Shannon Bergeron, Shared Administrative Assistant (Assessing/Highway), Michael Lacasse, Land Use/Health Officer, Donna Sullivan, Land Use Administrative Assistant, and Janet Cote, Land Use Associate. Ms. Bailey touched base on some of the projects being worked on by her Team, which included reaching out to local contractors, letters being sent to new property owners, letters to area realtors, tracking statistics, and a review of the existing fee structure.

Beach Ordinance: Ms. Simpson reviewed proposed changes to the current Beach Ordinance. Some of the proposed changes included beach parking permits will not be sold to people whose only ownership/taxpayer status in Bristol relates to the following: campground owners/taxpayers (individual sites) and those that are boat slip only owners/taxpayers and adding a long-standing Town practice to the Beach Ordinance that no more than two (2) Annual Beach Permits may be issued per household. After further discussion, the Board agreed that the Town would stay with the status quo for limiting 2 Beach Permits per household and the other minor changes in formatting etc, but would revisit, in the Fall, any other recommendations.

Town Administrator's Report:

Building Updates:

Ms. Goodwin let the Board know that the Public Safety Building Committee met on June 1, 2023. The issue of ledge on the building site was addressed and there will be an additional increase to the project because of the removal of the ledge. She asked the Board to appoint Blake Robbins, who has volunteered to act as Clerk of the Works for the project. Mr. Glassett made a motion to appoint Blake Robbins to the Project Management Team for the Public Safety Building. The motion was seconded by Mr. Brown. The Board discussed insurance for his work as acting Clerk of the Works and Ms. Goodwin advised that she is working with Primex. The Board voted 3-0-0, in favor of the motion. The motion passed.

Vehicle Updates:

Ms. Goodwin updated the Board on the repair of the Dodge Highway Truck. The vehicle is fixed, and she reported that the issue was wires going to a sensor on the transmission.

Department Updates:

Ms. Goodwin let the Board know that the Water/Sewer Department will be holding Wastewater Treatment Tours on June 21, July 19, and August 9, from 8:00am to noon. Interested parties should meet at 180 Ayers Island. The tours are approximately 4 hours.

Artist Displays:

Ms. Goodwin let the Board know that Ms. Tivey is working to get local artists to display artwork in the Town Office main lobby, the hallway to the Assessing/Land Use section and in the hallway upstairs. The plan is to rotate the artwork to give as many local artists as possible a chance to place something on display.

Highway Department:

Kudos were sent out to Superintendent Bucklin and the Highway crew for the extraordinary clean up job they did at Avery-Crouse and Cummings Beach. Both beaches looked magnificent and were ready to greet beach goers for the Memorial weekend and kick off to summer.

School Events: She sent out Kudos to the Fire Department and Police Department for hosting the Safe Prom Event. Ms. Goodwin highlighted the Job Fair at the Newfound Regional High School on May 25, 2023, that the Fire Department, Water/Sewer Department and Beach Department participated in.

Tax Bills: Ms. Goodwin let the Board know that Tax Bills will be out by the end of this week which may cause extra calls or visitors to the Town Office. The staff has been provided with an email that notes reasons for changes.

Events:

Household Hazardous Waste Day (HHW) will be held on Saturday, August 5, 2023. Volunteers are needed to help with the preparation and for the day of the event. HHW collection is open to participating towns in the Newfound region. If anyone is interested in helping, contact Tom Keegan at tmkeegan1115@gmail.com, site coordinator for the Bristol site.

Ms. Goodwin reminded the Board that Hebron Fire Department is celebrating their 75th Anniversary on June 10, 2023. They will be holding a parade around the lake with emergency vehicles.

Concerts start on Thursday June 29, 2023, and go until August 24, 2023. Ms. Goodwin asked the Board if they wished to change their meeting schedule for the summer months for the concerts. The Board will revisit this on June 15, 2023, when all Board members are present for the discussion.

Other Updates:

Ms. Goodwin updated the Board on her scheduling updates for vacation, and other events that will have her out of the Town Office.

A Team Building Coffee with light refreshments will be offered to all Town employees from 7:30am to 9:30am on June 12, 2023, in Conference Room A at the Town Office. Some additional survey type questions on topics like training, activities, and wellness will be solicited.

Employee Yoga has been offered to employees, for a small fee, on Mondays after work hours from June 5, 2023, to August 8, 2023. Sessions will be held at the Historic Town Hall.

Ms. Goodwin pointed out to the Board that two Liquor License letters were included in their packets for their signatures. Ledge Water is using the indoor and outdoor space, as is approved on their Site Plan, but the State has asked for a letter again. Shacketts would like to use the outdoor sidewalk space again using the same setup, as 2022, but with whiskey barrel tables instead. The Board signed these letters.

The Community Garden is anticipated to receive a donation from Mid-State Health. There were additional materials that needed to be purchased to finish the shed for which was billed \$188.34 to the Contingency Line. Once this year's donation is received, it will go to the General Fund. However, the Community Garden overspent the donations by \$82.49. Ms. Goodwin asked the Board if the Town could waive the requirement to pay the \$82.49 back to the Town. The Board had no issue with this request.

Ms. Goodwin discussed with the Board a concern Chief Bean has; that the Bristol Police Department is bearing the cost of Wellington Boat Ramp coverage, even if they have the same authority as Fish and Game Officers. She asked the Board if they had any additional response to Fish and Game. The Board will revisit this topic after they see how much of a cost the Police Department encumbers this summer.

Ms. Goodwin let the Board know that the Town has reached out to the New Hampshire Department of Environmental Services (NHDES) on the concern raised for Hall Road and the Town has not heard back.

Ms. Goodwin updated the Board that the resident on Pemigewasset Shores Road has received all their approvals from the Town, NHDES Shoreland, NHDES Wetlands, and NHDES Septic.

Ms. Goodwin let the Board know that the roadway has been repaired on North Main Street.

Ms. Goodwin updated the first clean-out of the Town Office upstairs storage. It was held on Wednesday, May 31, 2023. Ms. Goodwin reported that all the Decorating Committee items have been relocated to the shed and the removal/reorganization of the remaining items will be worked on.

Communications:

Communities for Alcohol and Drug-Free Youth (CADY) thanked Bristol for the municipal allocation of \$2,000.

A Notice of Abutters Hearing was received for a Special Exception scheduled for the Zoning Board on June 6, 2023. The property is located at 401 North Main Street which abuts Town property. The property has been used as an Airbnb and is applying to become an approved use.

Additional work will be done on the Verizon cell tower delaying expanded coverage an estimated month or less.

Select Board Items: Mr. Glassett voiced his concern for the safety of pedestrians in the downtown area with the lift being used for the painting of a business and taking up a parking space.

Mr. Brown brought up a concern he and State Representative Sellers will work on at the State House, regarding a red light being installed at the end of Exit 23.

Ms. Dion let the Board know that the information booth at Mill Stream is unlocked so brochures can be dropped off and that the picnic tables in this area are not in good shape.

Public Comments: Mr. Fellows inquired as to why it was taking so long for the foundation at the Public Building site to be poured. The Board explained the project hit ledge and the construction crew could not blast but rather had to hammer the ledge out.

Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d) Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), (c) and (d) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Ms. Dion, yes; Mr. Lagueux, yes; Mr. Brown, yes. The motion passed 4-0-0. Nonpublic session entered at 7:59pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion was seconded by Mr. Brown. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 9:02pm.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on June 1, 2023, because it is determined that divulgence of this information would

likely render a proposed action ineffective and/or affect adversely the reputation of any person other than a member of this board. The motion was seconded by Mr. Glassett. Roll call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

The Board reviewed and signed a Personnel Action Form to hire Ron Shamon as the Seasonal Building and Grounds Laborer.

Ms. Dion made a motion to adjourn the meeting at 9:04pm, seconded by Mr. Sanschagrín. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda for June 1, 2023

1. Accounts Payable Payment Manifest dated 5/25/23
2. Accounts Payable Payment Manifest dated 6/1/23
3. Payroll Payment Manifest dated 5/25/23
4. Distribution of Funds from the Police Capital Reserve Fund in the amount of \$54,141.05
5. Distribution of Funds from the Building Maintenance Fund in the amount of \$10,044.66
6. Distribution of Funds from the Special Events Donation Trust Fund in the amount of \$650.00
7. Notice of Intent to Excavate #23-059-02-E for Map/Lot #208-003
8. 5-year review and approval of credit or exemption for:
 - a. Map/Lot #219-017 – Veteran’s Credit \$500
 - b. Map/Lot #219-026 – Veteran’s Credit \$500
 - c. Map/Lot #114-090 - Veteran's Credit \$500
 - d. Map/Lot #203-012 – Veteran’s Credit \$500 and Disabled Veteran’s Credit \$1,700
 - e. Map/Lot #110-081 – Exemption \$45,000
 - f. Map/Lot #114-046 – Exemption \$25,000
 - g. Map/Lot #116-049 – Exemption \$30,000
 - h. Map/Lot #109-047 – Veteran’s Credit \$500