

Bristol Select Board
Meeting Minutes
July 6, 2023

Present: Select Board members: Shaun Lagueux, Scott Sanschagrín, Les Dion- present from 5:12 to 8:17pm, Carroll Brown, Jr., Rob Glassett, and Christina Goodwin, Town Administrator

Absent: none

Others Present for Public Session: Kristopher Bean, Police Chief; Ben LaRoche, Fire Chief; Joanne Bailey, Land Use/Assessing Manager; Steve Moore, Community Member; Chief Suckling, Alexandria/Danbury Police Departments; Sergeant Francis, Sergeant Guerriero, Franklin Police Department; Nicholas Kelley, Bristol K-9 Officer; Whitney Kelley, Sawyer Kelley, Tandra Bean, Karter Bean, Friends and Family of Officer Kelley; Mark Bucklin, Highway Superintendent; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d) Mr. Glassett 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. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, 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. Glassett. Motion was seconded by Mr. Brown. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:00pm.

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

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the minutes of June 15, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on July 6, 2023, because it is determined that divulgence of this information would likely render a proposed action inefficient and/or affect adversely the reputation of any person other than a member of this board. The motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Mr. Glassett made a motion to approve the July 6, 2023, Consent Agenda, and Manifests dated June 22, 2023, June 29, 2023, and July 6, 2023, to include the items named therein, motion seconded by Ms. Dion. 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.

Highway Department-Paving, Weather Events and Plowing: Mr. Bucklin discussed paving projects for the year with the Board. He reported that the contractor, GMI, is finishing the Hall Road improvements leftover from last year and those improvements should be completed this week.

He asked the Board for approval to proceed with GMI to do paving and work on other Town roads and streets instead of sending the contractor away. The Board agreed to Mr. Bucklin's request and paving plan. Mr. Bucklin gave the Board an update on the repairs his department made after the recent heavy rains washed away and damaged roads. Ms. Goodwin and Mr. Bucklin discussed with the Board a request from a property owner on Second Street that the Town reimburse them for damages that they claim was done by a Town's plow driver and truck. The Board had reviewed video provided by the homeowner but saw no evidence of the damage caused by the Town's plow truck or driver. The Board came to consensus that the homeowners request for reimbursement should be denied.

Police Department-Recognition: Mr. Lagueux expressed the Board's deepest gratitude and admiration for the outstanding professionalism, compassion, and dedication demonstrated by Police Officer Nicholas Kelley during a recent sensitive situation. The actions taken by Officer Kelley not only showcased his exceptional skills as a law enforcement officer but also highlighted his unwavering commitment to serving and protecting the community. Therefore, the Board issued a formal commendation that was presented to Officer Kelley.

Water & Sewer- JWC Environmental Purchase Order: Ms. Goodwin presented the Board with Purchase Order # 003766 from the Water and Sewer Department for the rebuilding of equipment to grind up rags, known as the "Muffin Monster", in the amount of \$12,138.00. Mr. Brown made a motion to approve Purchase Order #003766 in the amount of \$12,138.00 for the grinding of rags from Muffin Monster and to authorize the Town Administrator to sign all necessary documents. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Land Use Fee Structure: Ms. Bailey presented proposed fee increases for Land Use applications. She explained that fees for permits had not been reviewed and adjusted since 2017. She discussed how she based the increases by comparing similar towns of population and demographics to Bristol. Ms. Bailey let the Board know that her team would like to start enforcing violations with an "After the Fact Compliance Fee." After further discussion, Ms. Dion made a motion to approve the proposed Land Use Fee Structure as presented, effective as of September 1, 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.

Ms. Bailey and the Board discussed a post on Facebook questioning letters sent out by the Land Use Office regarding the potential of work done without permitting. Ms. Bailey assured the Board that her team did their due diligence by reviewing close to two hundred properties with changes, before any of the forty letters were sent out. She stated that her team did not go out looking for issues. These issues became apparent when reviewing tax cards and notes made by the Town's assessors. Ms. Goodwin added that this is not a new practice, and review of the work completed by Assessor's and letters have been sent to property owners in the past. However, not as consistently as it should have.

Fire Department Updates: :

EMS Billing Rates: Chief LaRoche discussed with the Board the fact that EMS billing rates had not been adjusted in over five (5) years. It was his recommendation to increase base rates by 15%, with larger increases to the mileage and care without transport rate. He explained that even these rates are below the Comstar Top 50 number. The Board had a discussion regarding the rates proposed and felt that a 20% increase was more appropriate except for raising Mileage and the Care Without Transport lines. Mr. Glassett made a motion to increase the base rates for EMS Ambulance Billing Services to 20% except for Mileage staying at the proposed \$28.00 rate and Care Without Transport at the proposed \$75.00 rate,

effective August 1, 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.

Fire Department Boat 1 Replacement: Chief LaRoche discussed with the Board a quote from West Shore Marine to purchase the rescue boat to replace Boat 1 on the Lake. It was the Chief's recommendation to not except the quote as written because he believed there was more value in the Jeep than was being offered. He explained that this would leave the quote as \$12,500.00, less \$1,000.00 trade in (current boat). The Chief recommended paying the balance from the Fire Department Equipment Reserve Fund. Mr. Brown made a motion to approve purchase order # 004756 for the purchase of the fireboat with the trade in of \$1,000.00 and to pay the balance from the Fire Department Equipment Reserve Fund. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to authorize the Town Administrator to sign all necessary documents connected with the purchase of the fireboat. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

The Board also granted Chief LaRoche to post the bid documents for the jeep and F550.

Public Safety Building: Change Order for the ledge removal at the Public Safety Building site was signed and returned to Groen Construction in the amount of \$26,000.00.

A Change Order for sight lighting at the Public Safety Building was presented. This item was originally cut from the project to bring the project under budget. However, Goodrum Electric is willing to donate the lights, poles, conduit, wire, and labor. This leaves trenching, backfill, the purchase and setting of concrete bases as the remaining expenses. The total for the change order is \$11,040.00. Mr. Glassett made a motion to approve Purchase Order #005 Sight Lighting for the Public Safety Building in the amount of \$11,040.00 and to approve the Fire Chief to sign all necessary documents. The motion was seconded by Mr. Sanschagrin. The Board voted 5-0-0, in favor of the motion. The motion passed.

Chief LaRoche reported that there were issues with storm water around the foundation of the Public Safety Building but no significant damage.

Mr. Glassett 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. Sanschagrin. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Glassett, yes; Mr. Brown, yes; Ms. Dion, yes. The motion passed 5-0-0. Nonpublic session entered at 7:17pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:23pm.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on July 6, 2023, because it is determined that divulgence of this information would likely render a proposed action inefficient and/or affect adversely the reputation of any person other than a member of this board. The motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr.

Sanschagrin, yes; Mr. Brown, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator's Report:

The following items were reported by Ms. Goodwin:

Public Safety Building Update:

Ms. Goodwin let the Board know that the Town has received \$40,000.00 of American Rescue Plan Act (ARPA) funds from Grafton County. These funds will be used to offset costs to the Public Safety Building Project's radiant heat. Mr. Glassett made a motion to approve the unanticipated funds from Grafton County ARPA in the amount of \$40,000.00 to offset the cost of the Warrant Article for the radiant heat in the Public Safety Building. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin let the Board know that she received a call from an interested party wanted to purchase the current Fire Station building and the Board determined they were not ready to proceed with the sale.

Employee/Department Updates:

The Water and Sewer Department will be holding Wastewater Treatment Tours on July 19, 2023, and August 9, 2023, from 8:00am to Noon. Interested parties should meet at 180 Ayers Island and the tours are approximately four (4) hours.

The Asset Management Grant selection of Underwood Engineers to provide the work under the grant has been approved by the New Hampshire Department of Environmental Services (NHDES) and Governor and Council.

Mr. Chartier reported that he is working on the water pressure issue on Batten Road. He has raised the operating level of the tank, which should help with the water pressure, and is working with NHDES and Underwood Engineers to determine the next steps.

Ms. Goodwin will be away on vacation from July 7, 2023, to July 16, 2023. Mr. Chartier will cover for emergency purposes.

The Community Action Reports (CAR) are filed by the Department of Revenue (DRA) when they visit the Town and either meet with the Assessing Department or conduct reviews of work. CAR reports dated April 26, 2023, and June 19, 2023, talk about the equalization study and the revaluation. It refers to 2026 as the next revaluation date, which is inaccurate, and the Town has reached out to DRA to correct to 2025.

Land Use Items:

North Main Street campers reported at a Board meeting previously - Land Use is working on this issue.

Hall Road – no additional updates from New Hampshire Department of Environmental Service, they were supposed to visit the site last week.

Summer Street – Vehicle issue. The owner is communicating with both Mike Lacasse and Joanne Bailey regarding the matter.

Finance Items: The Operational Audit of the Finance Department is complete. The Town is waiting for the report. The Human Resource Department review should start after Ms. Goodwin's vacation.

Beach Items: One of the beach barrels was pulled out of the pavement and removed from Cummings Beach. The barrel and sign have gone missing. The barrel and sign were replaced with an old barrel and old permit parking sign. Monday after the Fireworks there was a sizeable amount of garbage cleaned off Avery-Crouse Beach.

Event Updates:

Library Events:

July 12, 2023- Touch-A-Truck Event – Kelley Park

July 26, 2023 - Mermaid Event – Cummings Beach

Summer Concert Schedule started Thursday June 29, 2023, and goes through to August 24, 2023.

Community Night Out was held on June 29, 2023. The event was very well attended. Ms. Goodwin thanked the food sponsor Main Street Station and all the volunteers. She also thanked the volunteers who staffed the Town's volunteer booth for taking time to help – Richard Laflamme, Lorraine Bohmiller, John Miller, Dorcas Gordon, Bruce Dorner, Richard Metcalf, and Richard Batchelder.

The July 1, 2023, Fireworks event started off with slow attendance, but the event soon filled up. Ms. Goodwin thanked the Lions Club, the Tracey Girl Ice Cream Truck, Carroll Brown, and Eternal Flame for participating. She also thanked the Fireworks Committee; Jamie Moulton, Ben LaRoche, Les Dion, Kris Bean, and Victor Greenwood, and the Police, Fire and Highway Departments for their coverage of the event.

Ms. Goodwin reported that she heard all good comments about the 4th of July parade. There were a lot of people in attendance and a fairly decent size parade. She thanked the Events Committee for coordinating the event, the Police and Fire Departments for their participation and traffic control.

Household Hazardous Waste Day will be held on Saturday, August 5, 2023. Tom Keegan reported that they have several volunteers for the event and will keep the Board updated.

Other Updates:

The Goal Setting Summary has been received. Ms. Goodwin recommended that the Board wait until September to review it. She will start by reviewing the summary with the Department Heads at their next Department Head meeting.

Ms. Goodwin has spoken with Bruce Dorner, and he agreed to be the moderator of the "All Committees Meeting." Mr. Dorner talked about a survey of Committee and Board members, which she thought was a great idea. There will be three (3) questions asked of each Committee/Board member. The thoughts behind this survey, are that sometimes not all members get to give or provide their input and that the survey could show that the Committees already have the same priorities, which would give the Town guidance for moving forward and setting up the meeting. The surveys will be out in July and an "All Committees Meeting" will be scheduled for August.

Communications:

The Town received an additional complaint regarding the new lighting downtown. This person felt that the lighting was not made for the poles, and they are disappointed that the Board approved the lighting.

They feel that the lighting looks off, does not fit, and they would like the Board to consider something else. Ms. Goodwin provided pictures of the prior lighting and new lighting in the Board packets. She asked the Board for a final decision on the lighting. The Board agreed that they did not see the same concern and they do not want to move backwards on this project, so there will be no change.

The Town has received an Abutter Notifications for 146 Shore Drive, which abuts Avery Crouse Beach. The owners are applying for a Special Use Permit (leach field within the 125ft setback of the Lake/wetlands), a Variance for violating the side setback (10ft from boundary instead of required 15ft), and a Special Exception (increase of ridgeline by more than one foot).

The Newfound Lake Region Association thanked the Town for their partnership and support.

Grafton County Senior Citizens Council sent a thank you card for approving their funding request. The Town's continued support assists the Council in providing services to older residents of Bristol.

Additional Items:

The Town has no five (5) year or higher employees for anniversary dates in July for Employee Recognition.

The Beach water sampling done June 28, 2023, came back with elevated numbers, which the Town believes stemmed from the weather events and run off from Sunday, June 25, 2023, and Wednesday, June 28, 2023. A second test will be conducted on July 6, 2023, to determine if there is anything to be concerned about.

Ms. Goodwin spoke with the Fish and Game Boat Access Coordinator. She was advised that they are looking to establish the Committee that will discuss and review the transfer of the Mooney-Clark Landing. Bill Dowey, Ned Gordon, and Ms. Goodwin were proposed to be on the committee. Once they have confirmed participation, then the council submits the names to the Governor to approve. Once the names are approved, then the Committee will begin meeting. The Town has also been contacted by the Hydro Attorney. Ms. Goodwin reached out to the Town's legal counsel to confirm the Town's next steps. It appears that there are two different processes started, but both parties want to accomplish the same thing.

The Town opened an incident for the Hopkin Tank. The damage is about \$3,000.00 for a lightning strike which damaged the telemetry and controls for the well and tank level.

Select Board Items: Mr. Glassett stated he received mixed reviews of the July 4th Fireworks show.

Mr. Sanschagrín gave an update on the recent Planning Board meeting. Items discussed were Resilience Planning & Design - Steep Slopes Review, preliminary conceptual consultation for use of an RV on a property, and a possible change to rural district minimum lot size.

Mr. Brown updated the Board on the recent Conservation Commission meeting he attended. He discussed the challenges and possible changes and rewriting of the Wetlands Ordinance. He reminded the Board he would be away on vacation and would try to Zoom in for Board meetings if his internet was acceptable.

Mr. Lagueux shared communications he received from the public, one being ordinance signs at Avery Beach. The Board agreed, at this time, not to replace the signs. After the beach close out meeting and

pending changes to the Ordinance, the signs would be addressed and replaced, if needed, for the 2024 season.

Public Comments: none

Mr. Sanschagrin made a motion to adjourn the meeting at 9:36pm, seconded by Mr. Glassett. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda 7/6/23

1. Accounts Payable Payment Manifest dated 6/22/23
2. Accounts Payable Payment Manifest dated 6/29/23
3. Accounts Payable Payment Manifest dated 7/6/23
4. Payroll Payment Manifest dated 6/22/23
5. Payroll Payment Manifest dated 7/6/23
6. Distribution of Funds from the Recreation/Patriotic Trust Fund in the amount of \$600
7. Distribution of Funds from the Recreation/Patriotic Trust Fund in the amount of \$600
8. Distribution of Funds from the Building Maintenance Fund in the amount of \$762.60
9. Transfer of Funds from the Town's General Fund to the Sewer Department's Operating Fund in the amount of \$7,290.89
10. Transfer of Funds from the Sewer Department's Operating Fund to the Town's General Fund in the amount of \$131,092.01

11. Transfer of Funds from the Town's General Fund to the Water Department's Operating Fund in the amount of \$11,468.33
12. Transfer of Funds from the Water Department's Operating Fund to the Town's General Fund in the amount of \$144,981.54
13. 5-year review and approval of credit or exemption for:
 - a. Map/Lot #116-003-030 – Veteran's Credit \$500
14. Removal of credit or exemption as it no longer qualifies:
 - a. Map/Lot #223-022-074 – Disabled Exemption
15. Approval of Updated Paperwork and Exemption for Improvements to Assist Persons with Disabilities for Map/Lot #217-134 in the amount of \$5,500
16. Administrative Abatement for Map/Lot #220-015-141 in the amount of \$97.65
17. Administrative Abatement for Map/Lot #220-015-113 in the amount of \$61.95
18. Administrative Abatement for Map/Lot #220-015-088 in the amount of \$61.95
19. Administrative Abatement for Map/Lot #220-015-092 in the amount of \$66.15
20. Reserve EMS Provider Job Description
21. Resignation of Richard LaFlamme from the Historic District Commission
22. Authorization for Finance Officer to claim the Town's abandoned property funds from the State in the amount of \$29.33 and \$191.68
23. Extension of the Current Use Review Contract through 7/21/23