

Bristol Select Board  
Meeting Minutes  
June 15, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrín, Les Dion-tardy (arrived 7:00pm), Carroll Brown, Jr., and Christina Goodwin, Town Administrator

**Absent:** Rob Glassett

**Others Present for Public Session:** Kristopher Bean, Police Chief; Ben LaRoche, Fire Chief; Joanne Bailey, Land Use/Assessing Manager; Jeff Chartier, Water & Sewer Superintendent; Paul Bemis, Daniel Kenney, Energy Committee Members; Keith Pratt, Steve Smith, Underwood Engineering; Anthony Maggio, Heidi Jeffrey, Batten Road Residents; Tom Caldwell, Robert Fellows, Bristol Community Members; George Clayman, Alexandria Fire Chief/Bristol Fire Department Captain; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d)** Mr. Brown 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. Sanschagrín. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Lagueux, yes; Mr. Sanschagrín, yes. The motion passed 3-0-0. Nonpublic session entered at 5:04pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:36pm.

**Public Session:** Mr. Lagueux opened the public meeting at 5:37pm by having Mr. Chartier lead the Pledge of Allegiance.

Mr. Brown made a motion to seal the nonpublic meeting minutes indefinitely 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. The motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes. The Board voted 3-0-0, in favor of the motion. The motion passed.

**Public and Nonpublic Meeting Minutes:** Mr. Brown made a motion to accept the minutes of June 1, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 3-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Mr. Sanschagrín made a motion to approve the June 15, 2023, Consent Agenda, and Manifests dated June 8, 2023, and June 15, 2023, to include the items named therein, motion seconded by Mr. Brown. No further discussion. The Board voted 3-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

**Energy Committee-Projects:** Mr. Bemis gave the Board an informational presentation on the Community Power Coalition of New Hampshire. The key points he discussed were; When Community Power launches, most Eversource default electric supply customers will be automatically enrolled in the same service for a lower price. Community Power will be the new default electricity supplier for the Town's customers,

Participation in Community Power is voluntary. Customers can choose to opt-out and to stay with Eversource for electric supply, or shop for another market option. Eversource will continue to deliver electricity using their poles and wires, provide billing services, and ensure reliability. Customers shopping with third-party suppliers will remain with their supplier unless they choose to opt-in to Community Power. Community Power will be self-funded by rates paid by participating customers, and no taxes will be used to cover program expenses. The Board felt this was a worthwhile project to explore and educate the community on. The Energy Committee will work on educating the community using the Bristol Buzz, Sustainability Fair, and with articles in the newspaper.

**Police Department-Purchase:** Chief Bean presented PO #004300 in the amount of \$12,598.70 for Global Public Safety to install electronics and equipment in the 2023 Cruiser. Mr. Brown made a motion to approve PO #004300 in the amount of \$12,598.70 for Global Public Safety to install electronics and equipment in the 2023 cruiser and to authorize the Town Administrator to sign. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 3-0-0, in favor of the motion. The motion passed.

**Water & Sewer Department- Batten Road Update:** Mr. Maggio gave the history of the water pressure issue on Batten Road going back to 2021 and his positive but unresolved troubleshooting with Mr. Chartier to help resolve the issues. He explained that the homes experiencing poor water pressure vary in distance from the road, elevation, and the side of the street where they are located, and these attributes seem to have nothing to do with the amount of water being received by homes. Mr. Maggio shared the following information, gallons per minute per household experiencing water issues:

BAD- #180 - 3.5, #140 - 4.4, #30 - 4.3, #46 - 4.1, #210 - 4.5, #55 - 4.41, #151 - 4.22

GOOD #215 - 11, #85 - 6.6, #25 - 6.5

Mr. Chartier advised that this was the first he had heard about some of the other properties. The Board encouraged Mr. Maggio to continue working with Mr. Chartier to get answers and a solution to the water issue residence on Batten Road are experiencing.

**Water & Sewer Department- Underwood Engineers Project Update:** Mr. Pratt and Mr. Smith reviewed with the Board the aged infrastructure of the Central Street Pump Station and Force Main Replacement along with the Lake Street Sewer Expansion Project. The budget amounts of each project were discussed along with grant allotments from the Economic Development Administration (EDA), Congressionally Directed Spending (CDS), Community Development Block Grant (CBDG), and the Town Match of \$1,050,000.00 for the Central Street Pump Station and \$880,000.00 for the Lake Street Sewer Expansion Project. This is about 33 cents on the dollar the Town would contribute to the Water & Sewer Projects and with the potential of 17 cents per thousand impacting the tax rate. The Board gave the go ahead for the Central Street Pump Station and the Lake Street Extension Projects, which is a \$7.6 million dollar project, pending funding for the projects.

**Land Use Department-Fee Structure:** Ms. Bailey presented proposed fee increases for Land Use Projects. 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. The Board thanked her for her work on this issue. Ms. Bailey let the Board know that her team would like to start enforcing violations with an After the Fact Compliance Fee. The Board will review the documents and revisit the topic with Ms. Bailey at their July 6, 2023, Select Board meeting.

**Fire Department-Change Order Discussion:** Chief LaRoche presented to the Board the Prime Contract Potential Change Order #004: Ledge Removal from the Public Safety Building Site. Discussed and reviewed by the Board and Fire Chief were the Budget Code, Description, and amount adding an additional \$29,900.00 to the Public Building Project cost. The Board was concerned with the GeoTech report and felt this information regarding ledge should have been known and reflected in the report. Mr. Lagueux made a motion to approve the change order striking line 8 of the Order and approving \$26,000.00 for payment. Ms. Dion seconded the motion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Fire Department- Alexandria Reserve EMS Provider Program:** Chief LaRoche explained that an option that has been discussed to assist in staffing the second ambulance for calls is to work with Contract Towns to provide a staff member from their agency when EMS calls in their town are an additional call for Bristol. This program has been discussed with Alexandria and Chief LaRoche reported they are ready to move forward with this program. He went on to discuss the work already completed, the work that still needed to be completed, and the timeline for the program's full implementation. The Board agreed that this was a good program and fully supported moving forward.

**Town Administrator's Report:**

Ms. Goodwin reported and discussed the following topics with the Board.

**Building Updates:**

The next meeting for the Public Safety Building is June 22, 2023.

**Vehicle Updates:**

The Highway Department Grader had a flat tire on the side of the road near Lakeside Road, so it was out of commission for a day.

**Employee/Department Updates:**

New Hampshire Department of Environmental Services (NHDES) conducted a sanitary survey of the drinking water system on June 1, 2023, and a conference call on June 7, 2023, happened. The survey went well. A more formal report will be coming out within a month or two. Kudos were sent out to Mr. Chartier and his Department for keeping the systems up-to-date and looking into things before they become a problem. One item mentioned during the survey site visit has already been addressed by Mr. Chartier and his Department. During the site visit, the old metal dump was also discussed. NHDES feels that it will potentially cause more harm to try to dig items out, than to leave these items. However, once the ground is frozen the Water & Sewer Department will see if there are any items that can be pulled out.

The Water & Sewer Department will be holding Wastewater Treatment Tours on June 21, July 19, August 9, 2023, from 8am to Noon. Interested parties should meet at 180 Ayers Island and the tours are approximately 4 hours.

Ms. Goodwin will be on vacation from July 7 to July 16, 2023.

Ms. Goodwin asked the Board if they wish to hold a Summer Cookout/training session. She explained that the Joint Loss Management Committee met with a Primex representative at their last meeting. Primex provided numbers for the last six (6) years in property/liability losses as well as Workers Compensation. They are concerned that there are a lot of claims. In the discussion, the main issue with Workers

Compensation claims has been Slip, Trip or Falls so Joint Loss is recommending this as a mandatory training for this event. The Fire Department has been through the Harassment Training, but no other Departments have been, so the second training would be Harassment. The Board agreed and asked her to set something up for the end of July.

#### Land Use Items :

North Main Street Campers, the Land Use Office is working on this, as it was reported to the Board at their June 1, 2023, Select Board meeting. There is no new information currently.

Hall Road, no additional updates from NHDES except that they believe that the area could potentially be a wetland. NHDES has not been out to review the property yet.

North Main Street property does have a temporary camping permit and does have restroom facilities included in the camper. They have been communicating with the permit office regarding the challenges on the lot for building but have not applied for permits yet.

The next newsletter from the Land Use/Assessing Department was shared with the Board.

#### Finance Items:

Ms. Goodwin recommended after discussions with both Mr. Blanchett and Mr. Chartier options to address the outstanding obligations in the audit report over the past approximately 10 years. It was decided that it might be best to leave this in the audit as an outstanding obligation and revisit options next year or the year after to resolve the issue.

#### Events:

The Minot-Sleeper Library will host Touch-A-Truck Event at Kelley Park on July 12, 2023, and a Mermaid Event at Cummings Beach on July 26, 2023, from 11:00am to 1:00pm.

Fire Marshal's Arson Dog – Location and August date to be determined.

Summer Concerts start on Thursday June 29, 2023, and go to August 24, 2023. The Board will not change their meeting schedule for the summer months for the concerts. The Board will continue to meet on Thursday evenings.

Household Hazardous Waste Day will be held on Saturday, August 5, 2023. Volunteers are needed to help with the preparation and for the day of the event. Please contact Tom Keegan at [tmkeegan1115@gmail.com](mailto:tmkeegan1115@gmail.com), site coordinator for the Bristol site, if you are able to help out.

#### Other Updates:

Chief Bean has confirmed that Marine Patrol will be doing little to no patrolling on Newfound Lake. They have advised him that the Town can patrol. To which he responded that there is no additional funding for the Town to patrol and the Town does not own a boat. If Marine Patrol gets employees/staff to patrol, they will update the Town.

#### Communications:

The Town received a complaint regarding the new lighting downtown. The person who made the complaint felt that the lighting was not made for the poles. They feel the lighting fixtures look off, do not fit and they would like the Board to consider something else. The Board took no action.

The Town has received the Goal Setting Summary back. Ms. Goodwin asked the Board if they wished to set up a Work Session to discuss the next steps. This topic will be revisited at the July 6, 2023, Select Board meeting.

The Town received a letter requesting that the cost to replace the fencing for the property located on Second Street be reimbursed. The Town has emailed the property owner to request a copy of the video showing how the potential damage happened. As of this meeting, there has been nothing provided.

Ms. Goodwin recognized Shannon Bergeron, Shared Administrative Assistant, who received kudos for a job well done in a FaceBook post for helping answer questions while her Department was in training.

Ms. Goodwin highlighted the newspaper article recognizing the Newfound Girl's Track Team as Division III Champions.

**Select Board Items:** Mr. Brown let the Board know he will be on vacation for four (4) weeks from July 9, 2023, to August 10, 2023, and will be unavailable for several Select Board meetings. He wanted the Board to know that he and John Sellers, as State House Representatives, contacted NHDOT regarding Exit 23 off ramp and the issues there. Mr. Brown received a complaint regarding the Seasonal Speed Limit between Bridgewater and Hebron being reduced to 40mph but the person making the complaint wanted the speed limit reduced to 35mph.

Mr. Sanschagrín updated the Board on the work, two (2) subdivisions and one (1) lot-line adjustment request, the Planning Board was involved in at their recent meeting. He let the Board know that rules and permits around Steep Slopes Projects and Ridge Lines were also a topic.

Ms. Dion presented the Board with a request from the Kelley Park Committee asking to replace and put back trees in the park area. She asked if the Highway Department could rent a stump grinder and remove tree stumps in the area.

Mr. Lagueux reported information from the last Historic District meeting he attended. The discussion at the meeting was what constitutes a sign. He apologized to Mr. Overton for calling him the wrong name on several occasions.

**Public Comments:** Mr. Fellows inquired about the timeline to finish the Public Safety Building. He felt the project was moving too slowly.

Mr. Caldwell spoke against raising the proposed fees presented by Ms. Bailey, and any fees imposed by the Town. He stated that the Town should be encouraging people to make improvements to their homes and raising the fees to do so was discouraging improvements.

Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d) Mr. Sanschagrín 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: Ms. Dion, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes. The motion passed 4-0-0. Nonpublic session entered at 8:45pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Sanschagrin. The motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 9:27pm.

The Board reviewed and signed a Personnel Action Form to hire Jacob Moran as a part time Firefighter/EMT.

Mr. Brown made a motion to seal the nonpublic meeting minutes indefinitely from the Board's second 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 Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Brown, yes; Ms. Dion, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Sanschagrin made a motion to adjourn the meeting at 9:28pm, seconded by Ms. Dion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey

### **Consent Agenda for June 15, 2023**

1. Accounts Payable Payment Manifest dated 6/8/23
2. Accounts Payable Payment Manifest dated 6/15/23
3. Payroll Payment Manifest dated 6/8/23
4. Denial of Abatement Application for Map/Lot #115-034
5. Distribution of Funds from the Sewer Capital Reserve in the amount of \$1,173.29
6. 5-year review and approval of credit or exemption for:
  - a. Map/Lot #216-068 – Veteran’s Credit \$500
  - b. Map/Lot #216-006 – Veteran’s Credit \$500 and Disabled Credit \$1,700
  - c. Map/Lot #107-075 – Veteran’s Credit \$500
  - d. Map/Lot #222-031 – Veteran’s Credit \$500
  - e. Map/Lot #112-055 – Veteran’s Credit \$500 and Disabled Credit \$1,700
  - f. Map/Lot #101-007 – Veteran’s Credit \$500
7. Administrative Abatement for Map/Lot #220-015-105 in the amount of \$60.90
8. Administrative Abatement for Map/Lot #219-017-006 in the amount of \$998.55
9. Administrative Abatement for Map/Lot #220-015-106 in the amount of \$72.45
10. Administrative Abatement for Map/Lot #220-015-126 in the amount of \$107.10
11. Administrative Abatement for Map/Lot #220-015-145 in the amount of \$96.60
12. Beach Ordinance as revised, Effective June 15, 2023