

Bristol Select Board  
Meeting Minutes  
July 27, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrín, Les Dion, Rob Glassett, and Christina Goodwin, Town Administrator

**Absent:** Carroll Brown, Jr.

**Others Present for Public Session:** Jeff Chartier, Water and Sewer Superintendent; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

**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. Glassett. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Ms. Dion, yes; Mr. Glassett, yes. The motion passed 3-0-0. Nonpublic session entered at 5:10pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:11pm.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on July 27, 2023, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. The motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The motion passed.

**Public Session:** Mr. Lagueux opened the public meeting at 6:14pm by leading the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Ms. Dion made a motion to accept the July 6, 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:** Ms. Dion made a motion to approve the July 27, 2023, Consent Agenda, and Manifests dated July 13, 2023, July 20, 2023, and July 27, 2023, to include the items named therein, motion seconded by Mr. Glassett. Ms. Goodwin gave clarification remarks on Consent Agenda items 5, 19 and 20. 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.

**Batten Road Water Pressure Update:** Mr. Chartier reported to the Board that a Flow Test was run, and the fire hydrants were opened with 750 gallons per minute available from the hydrants. He reviewed with the Board the revised operating level of the tank and increased tank levels. Mr. Chartier let the Board know that he is recommending to homeowners to get a plumber involved and he recommends increasing the line size from ¾-inch to 1-inch piping. The Board agreed with Mr. Chartier's recommendations and asked that he work with the Batten Road owners.

**2024 Select Board Meeting and Holiday Schedule:** The Board reviewed and discussed the 2024 Holiday Schedule and Select Board Meeting Schedule. The consensus of the Board was that the Holiday Schedule should be approved as is. The Board approved the Meeting Schedule once the July 4, 2024, the Select Board meeting was removed. They felt that an additional meeting could be added later, if needed.

**2024 Fireworks:** Ms. Goodwin reviewed input she received from the Fireworks Committee members. They would like to increase the amount of food vendors at the Fireworks and would prefer to have a Class B Fireworks show rather than a Class C Fireworks show. Ms. Goodwin also reported on the 2023 budget. The Board decided to continue with a Warrant Article for Fireworks for the Town's residences to vote on at Town Meeting in March 2024 and requested that the Town pursue an RFP for the 2024 show. Mr. Glassett was appointed by the Board to serve as the Select Board's representative on the Fireworks Committee.

**Budget Discussion:** Ms. Goodwin presented a draft 2024 Budget Committee meeting schedule to the Board. The first budget meeting will be held on Tuesday, August 15, 2023. Currently, the Budget Committee is accepting applications and interviewing for an open position on the Committee. The Board discussed and agreed to the dates for Department Budgets and Select Board deadlines in the Budget process.

**Hazard Mitigation Grant Extension:** Ms. Goodwin let the Board know that the Hazard Mitigation Plan has been submitted to FEMA. However, the plan has not been approved yet and until it is finalized there is a need to sign an extension for the grant. Mr. Sanschagrin made a motion to approve the extension of the Pre-Disaster Mitigation (PDM) Program – CFDA #97.047 Grant Agreement Amendment Extension of Performance Period ending on May 29, 2024, PO#1084438. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

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

Ms. Goodwin reported on the following items:

##### Employee/Department Updates:

##### Fire Department:

A claim was made on the current Fire Station building damage. The Town is waiting for more information.

The Town has received \$1,302.00 toward the damaged ladder truck.

The Town received the Boat 1 Replacement, and the boat is being used on the Lake, when needed. The Town is waiting for the invoice to pay for the purchase.

The Town is accepting Bid Proposals for the purchase of the 1969 Jeep Truck and the 2008 Ford F550. The bid documents are posted online and have been shared in the Buzz. Deadline for proposals is August 2, 2023, at 9:00am. Mr. Lagueux asked that pictures of the vehicles be added to the proposals.

Highway Department: A private vehicle has claimed damage from a Town of Bristol Highway truck on Route 104 at the bridge. The truck went over a bump and kicked up a rock that hit the windshield and cracked it. Primex is handling the claim. The Town is waiting for the final determination.

Costs for the additional Storm Damage Repair to be done by GMI on Bristol Hill Road have been submitted. The total amount for repairs is \$41,879.25. Bristol Hill was part of the original paving plan, but it will be modified to account for this repair work.

A response was given to the property owners regarding the damaged fencing matter on Second Street. The owners have requested the Town reconsider their decision based upon additional information. The Board asked that Ms. Goodwin locate the survey mentioned in the letter with additional information.

*Police Department:*

Wellington Details have expanded over the original amount planned, which requires additional paperwork to be submitted to the State. Ms. Goodwin needed the Certification of Authority to be granted to both her and the Police Chief. Mr. Lagueux made a motion to give Municipality Certification of Authority to the Town Administrator and the Police Chief and to authorize them to sign all necessary documents. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin asked the Board to approve the job description for the full-time Police Officer's position to Grade 13, with the updated changes presented. Mr. Glassett made a motion to approve the Police Department's Patrol Officer job description at Grade 13 with the updated changes. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted, 4-0-0, in favor of the motion. The motion passed. The Police Department will start to advertise this position.

Kudos were given to Police Officer Eli Schaffner for his quick response to a complaint of speeding on North Main Street. The Police Department knows this is an ongoing issue and is diligently working to rectify the issue.

*Water/Sewer Department:*

The Water and Sewer Department is holding the last Wastewater Treatment Tour on August 9, 2023, from 8am to Noon. Interested parties should meet at 180 Ayers Island and the tours are approximately 4 hours.

*Assessing / Land Use Department:*

The Department of Revenue (DRA) conducts reviews of the work done by the Assessing Firm as well as the Assessing Department. The report submitted was the results of the monitoring activity of the 2021 cyclical work. The reviews are random selection and points are normally given (which affect the rating of the work) when there are errors. The Assessing Firm report contained only one (1) error.

NH Department of Environmental Services did a drive-by of the property on Hall Road. Their findings were inconclusive as to the area being a wetland and they are going to call the owner. Ms. Goodwin will speak to the Select Board at their August 3, 2023 meeting for a final determination on this matter.

*Executive Department:*

Financial Reports for June expense reports were issued the week of July 10, 2023. The reports included a full expenditure list, full revenue list and a budget analysis which shows where the budget sections are at and percentages.

The Mooney-Clark Landing was part of the road to Public Waters, which did not transfer land ownership to the Town but the maintenance obligations. The Town's Attorney was contacted, and the Town will

continue to move forward with transferring to Fish and Game. There are two processes begun: one by the Hydro, who is working to transfer land ownership to Fish and Game while retaining “flowage rights” and the second is the Town transferring the maintenance obligation to Fish and Game. It has been confirmed that Ned Gordon and Ms. Goodwin have been submitted to Governor Sununu for his consideration as potential nominees for assessment by the Executive Council.

Graphs showing three months of electric and natural gas price trends were given to the Board from Constellation Energy.

A thank you letter to Grafton County ARPA Funding was shared with the Board. The Board, Fire Chief, Police Chief and Ms. Goodwin signed the letter of thanks.

A second round of water testing was done at both Town Beaches after the concern was raised during the storm events. The results improved considerably.

The Decorating Committee moved their supplies into the outside shed. Kudos were given to Ron Shamon for doing a great job painting the shed.

The Town received a billing from Eversource through EX2. This type of bill is called a Make Ready billing. The Town was quoted \$5,611.05, which was paid in 2020 and three (3) years later (because of retirement and COVID), the additional billing received is \$10,218.87, which is almost triple the cost. Ms. Goodwin was unaware of this billing hanging out there so the funds were not budgeted. She submitted the information to the Town’s Attorney to determine if there is a way to dispute the substantial increase and he has advised that a dispute could be filed with the Public Utilities Commission. She has also asked for a more detailed breakdown of the costs. Ms. Goodwin asked the Board if it is determined that the billing must be paid would they approve using the remaining ARPA funds? The Board agreed to use ARPA fund, if they know what they are paying for.

#### Events:

Concerts are continuing Thursdays through August 24, 2023. There will be no concert on August 10, 2023, so people can attend the Rotary Penny Sale.

Household Hazardous Waste Day will be held on Saturday, August 5, 2023, from 8:30am to Noon at Newfound Regional High School, 150 Newfound Road, Bristol, NH.

Touch-a-Truck Event is scheduled for Hazels Park (Wells Field) on August 6, 2023.

#### Other:

Ms. Goodwin is working on the “All Committees Meeting” And proposed survey. The Board reviewed a list of Committees and agreed to who should be included. Ms. Goodwin will finalize the survey to get distributed for August with a meeting to be held either at end of August or September.

Steve Nilhas Ph.D., Interim Superintendent of Schools for the Newfound Area School District reached out to the Select Board to introduce himself. The Board invited him to attend one of their next three (3) Select Board meetings, but Dr. Nilhas was unavailable. Ms. Goodwin will find out what his availability is for an afternoon Zoom meeting to find out what his thoughts and position is on the district’s commitment to the

Capital Improvement Plan, the break away of Bridgewater, Hebron and Groton from the Newfound School District, and a School Resource Officer.

Announcements:

Makayla Coffin was hired as the Part-Time Shared Assistant for the Town Clerk/Tax Collector's Office and the Executive Office.

Mr. Sanschagrín donated a lawn mower to help with dragging the field at Kelley Park. The Board thanked Mr. Sanschagrín for his donation and advised him to work with Mr. Bucklin for the location and storage of the mower.

The Budget Committee is accepting applications until August 7, 2023, for an open position.

The Cemetery Trustees are accepting applications for an open position until August 31, 2023.

Minot-Sleeper Library is looking for a new Library Director.

The Transfer Station has two openings: a Lead Position and a part-time Attendant.

**Select Board Items:** Mr. Lagueux received a complaint about speeding on North Main Street and the use of the Police Department to collect fees for unpaid dog licenses. Ms. Goodwin reported that there was a software issue regarding the dog licenses, which is being addressed, but this was done by Statute.

Mr. Sanschagrín gave an update on the recent Planning Board meeting. Items discussed were Resilience Planning & Design - Steep Slopes Review, a site plan adjustment for Lake Street property, and two proposed a possible subdivision on Peaked Hill. He discussed the good turnout and an enjoyable time for all that attended a concert in Bristol Square hosted by the Purple Pit. Mr. Sanschagrín suggested a possible solution for the Downtown lighting complaint. He suggested having the Highway Department spray paint the silver bolts, so they are not so prevalent.

Mr. Glassett asked why Cummings Beach was used for a Hebron/Hill Fire Department Training and why the Bristol Fire Department was not invited to participate in the training.

**Public Comments:** none

Ms. Dion made a motion to adjourn the meeting at 8:15pm, seconded by Mr. Glassett. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey

Appendix

Consent Agenda for July 27, 2023

1. Accounts Payable Payment Manifest dated 7/13/23
2. Accounts Payable Payment Manifest dated 7/20/23

3. Accounts Payable Payment Manifest dated 7/27/23
4. Payroll Payment Manifest dated 7/20/23
5. Distribution of Funds from the Special Events Donation Trust Fund in the amount of \$1,155.86
6. Request for Transfer of Funds from the EMS Fundraiser Account to the Town's General Fund in the amount of \$220.00
7. Request for Transfer of Funds from the EMS Fundraiser Account to the Town's General Fund in the amount of \$682.00
8. Distribution of Funds from the Building Maintenance Fund in the amount of \$169.99
9. Distribution of Funds from the Sewer Capital Reserve in the amount of \$27,699.86
10. Request for Transfer of Funds from the Ambulance Revolving Fund to the Town's General Fund in the amount of 23,720.94
11. Administrative Abatement for Map/Lot #220-015-063 in the amount of \$95.70
12. Administrative Abatement for Map/Lot #220-015-079 in the amount of \$124.95
13. Removal credit/exemption as it no longer qualifies:
  - a. Map/Lot #109-031 – Two Veteran's Credits
14. Warrant for Unlicensed Dogs for 2023
15. Approval of Elderly Exemption for 2024 for Map/Lot #223-014 in the amount of \$30,000
16. Approval of Veterans Credit for 2024 for Map/Lot #106-035 in the amount of \$500
17. Approval of Veterans Credit for 2024 for Map/Lot #113-011 in the amount of \$500
18. Approval of Veterans Credit for 2024 in the amount of \$500 and approval of Service Connected Veterans Credit for 2024 in the amount of \$1,700 – both credits are for Map/Lot #116-048
19. Distribution of funds from the Recreation/Patriotic Trust Fund in the amount of \$1,770.00
20. Distribution of Funds from the Special Events Donation Trust Fund in the amount of \$3,100.00