

Bristol Select Board
Meeting Minutes
August 3, 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: Tom Caldwell, Laconia Daily Sun Journalist; 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. Sanschagrín. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Ms. Dion, yes. The motion passed 4-0-0. Nonpublic session entered at 5:05pm.

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 6:10pm.

Public Session: Mr. Lagueux opened the public meeting at 6:12pm by leading the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Ms. Dion made a motion to accept the minutes of July 27, 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 August 3, 2023, Consent Agenda, and Manifests dated August 3, 2023, to include the items named therein, motion seconded by Mr. Sanschagrín. 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.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on August 3, 2023, because it is determined that divulgence of this information would likely 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 Board voted 4-0-0, in favor of the motion. The motion passed.

Land Use/Assessing Job Descriptions: Ms. Bailey presented five (5) job descriptions to the Board for their approval. She reviewed the Land Use/Assessing/Highway job descriptions the change from Shared Admin to Administrative Assistant, the proposed temporary position of Administrative Clerk, the Land Use Officer/Health Officer, the Land Use Administrative Assistant, and the Land Use Associate. Mr. Glassett made a motion to approve the five (5) Land Use Job Descriptions as presented. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Review Bid Documents:

2008 F550 Truck - The Board reviewed and discussed the nine (9) bids received ranging from \$2,500.00 to \$8,000.00 for the 2008 Ford F550 truck. Ms. Dion made a motion to accept the bid of Joseph Wawrzyniak in the amount of \$8,000.00 for the truck. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

1969 Jeep Truck - The Board reviewed and discussed the fifteen (15) bids received for the 1969 Jeep Truck ranging from \$1,000.00 to \$15,600.00 (bid based on Fire Tech-trade for sixteen air packs and associated equipment). The discussion around the highest bid for the Jeep Truck centered around the desire for the Board to know that the traded equipment being offered was operational and the Board asked for pictures of the equipment. Fire Chief LaRoche recommended the acceptance of this bid because it placed needed equipment in the hands of his department. The Board conditionally awarded the bid for the Jeep Truck to Matthew Wick pending a review of the equipment within fifteen (15) days.

The Board agreed that if the person who is awarded the bid is not able to produce the funds the bid will then go to the second highest bidder.

Town Administrator's Report:

Ms. Goodwin reported on the following-

Employee/Department Updates:

Fire Department:

Nothing new to report on the building damage claim, at the Fire Department.

Highway Department:

Nothing new to report on the private vehicle claim for the broken windshield.

There is no record of a survey on file with the Town for the property owner claiming the Town plow truck damaged their fence. Ms. Goodwin has reached out to the property owner to determine if they have a copy of the survey.

Highway Block Grant Aid for Fiscal 2024, from July 1, 2023, through June 30, 2024, the preliminary payments are: July through October \$28,443.88 each and then the payments drop January through April to \$18,962.58 each.

Police Department:

The wiring for the outside call box was installed at the same time as the upgrade to the fire/burglar panels. Ms. Goodwin is working with Officer Carter to finalize the installation.

The Town's K-9 dog injured his tooth. The Town is working to get the tooth and a previous tooth repaired. Arro is covered by Primex up to \$2,000 an incident. The earliest appointment is August 29, 2023, in Vermont but Arro is on the cancellation list. Arro did participate in training this week, but no bite work was allowed. There were six (6) dogs in the training, and they had to find an object that had been placed four (4) hours earlier. Arro was one of two dogs that located the object, and he did it in 3 ½ minutes.

Water/Sewer Department:

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

Mr. Chartier has provided a response to Mr. Maggio, on the water pressure issue on Batten Road. Mr. Maggio feels the response to the resolution is unacceptable. Ms. Goodwin will be responding that the Board supports Mr. Chartier's conclusion and recommendation at this time, and he will need to move forward with a plumber.

The Town received \$4,522.38 toward the repair of the telemetry caused by the lightning strike at the Hopkins Water Tank. The cost of the repair was \$5,522.38.

There are two failed valves at the Water/Sewer Department. The valves are located 10-12 ft underground and Mr. Chartier is working to find someone who can do this type of excavation, if needed. They were also working on another resolution where it was believed that the valves may be blocked, and they are working to loosen them.

Assessing / Land Use Department:

No additional updates from NHDES on the Hall Road issue. Ms. Goodwin had contacted NHDES with the owner's phone number and contacted the owner to provide them with an update. She advised NHDES that she was going to go to the Select Board, if there is no update, to request that there is no more enforcement for the owner. The Board agreed that the Town would not continue to enforce.

The MS1 is the Summary Valuation of the Town, which is due normally by September 1, 2023, to the DRA. This report and others are used to set the Town's tax rate. The utility appraiser may be delayed in finalizing their numbers, which may delay the submission of the report. The Town is working to have this ready for the Select Board's August 17, 2023, meeting, so that the Board can sign it and it can be submitted. If there is a delay, then it will not be signed until the September 7, 2023, Select Board meeting.

Executive Department:

Ms. Goodwin is working with the Town's legal counsel on an amendment to the Public Safety Building contract to satisfy the Town, Groen and Primex to resolve the Builder's Risk Insurance matter.

The July Executive Office Newsletter was shared in employee paychecks, and the office will work on sharing a newsletter once a month.

The Town will hold a training and BBQ on September 28, 2023, at Kelley Park with a rain location of the Fire Department. Town departments will close from 12:00pm to 4:00pm.

The Fire/Burglar Panels have been updated for both the Town Office and the Historic Town Hall to wireless /internet communicators.

In discussions with Advanced Lock, the Town was looking to add a panic button to the existing system. The current system has apparently been discontinued. For now, the Town is all set, as there are still parts, however going forward it may become more difficult if there is a break in the system. Ms. Goodwin has asked for a quote for an upgrade to have on file for either this year or next, pending any issues the Town may run into.

The Cummings Beach entrance sign was hit in an accident this morning. The Town has received the driver's name and phone number. Ms. Goodwin will check the cost of repairs before reaching out to the driver who lives in Bristol.

Department Heads met on August 1, 2023; they took a first round look at the Goal Setting Priority Session. They have established a sub-committee of Department Heads to work on Priority #1 , which was Employee Relations. This group will be doing a deep dive into the current wages and other goals listed and will be coming back before the Board to discuss their findings.

There was nothing new to report on the Eversource Make Ready billing.

Open Positions:

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.

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

The Transfer Station has a part-time Attendant position open.

A Conditional Offer of Employment will be issued for the Lead Transfer Station position but the candidate, if they accept the offer, is not available to start until November.

Events:

Concerts continue Thursdays through August 24, 2023. There will be no concert on August 10, 2023, so as not to conflict with 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 Rd., Bristol.

A Touch-a-Truck Event is scheduled for Hazels Park (Wells Field) for August 5, 2023.

The Minot-Sleeper Library will hold an Arson Investigation Team event with the arson dog, Anthem, on August 22, 2023, at 6:00pm at the library.

Communications:

There is an increase in the Grafton County Fiscal 2024 budget. The increase is anywhere from \$2million to \$4million. Ms. Goodwin will reach out to the County for clarification on the report received.

Additional Items:

The Town has received the PFAS test result regarding the Pemi Path. Ms. Goodwin has informed the Pemi-Path Sub-Committee and the committee will be meeting next week to discuss their next steps.

The Highway/Transfer Station phone system is experiencing an issue with Direct Calls. Direct Calls do not allow the caller to leave messages. The phone issue has been posted on the Town's website, will be posted on FaceBook, and staff have been notified. A ticket has been opened with the phone provider (TSE) and they are working on resolving the matter.

The proposed shimming on Bristol Hill will be scheduled once the Town knows how much money is left after the damage repairs are complete. The paving on Baker Street has no set date but is still being completed this year.

Surveys for the All Committees Meeting are almost completed and will be sent out by Friday, August 4, 2023.

A face to face and Zoom option meeting has been set up with Dr. Steve Nilhas and the Board at 1:00pm, on Tuesday, August 8, 2023.

Select Board Items: Mr. Sanschagrín reported that he received an inquiry from a new resident about the Parking Ordinance. He reported that the Planning Board is working on steep slopes and the mapping layer showing 15%- 25% steep slopes was shared. Mr. Sanschagrín wanted the community to know that the Planning Board's August 9, 2023, meeting has been cancelled.

Ms. Dion highlighted the dedication of Hazels Park (Wells Field) on Sunday, August 6, 2023, from 11:00am to 3:00pm.

Mr. Glassett commented on a person he saw on the Town green/Square expressing religious views and music. He questioned if a permit was needed to use Town property for such an event and if the person(s) did not have a permit could the Police be called. Ms. Goodwin stated, yes, or to text her to find out if a permit had been issued.

Mr. Lagueux reported hearing from a Bristol resident questioning what the speed limit was on a road if it was not posted. Mr. Lagueux went on to say that that resident would like to see the speed limit lowered to 25mph on New Chester Mountain Road. Ms. Goodwin will check into the process for speed limit changes and if a Public Hearing needs to be set.

Public Comments: none

Mr. Glassett made a motion to adjourn the meeting at 7:32pm, seconded by Mr. Sanschagrín. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Appendix - Consent Agenda 8/3/23

1. Accounts Payable Payment Manifest dated 8/3/23
2. Payroll Payment Manifest dated 8/3/23
3. Distribution of Funds from the Special Events Donation Trust Fund in the amount of \$2,697.02
4. Distribution of Funds from the Building Maintenance Fund in the amount of \$1,105.00
5. Appointment of Andre Litz as an Alternate on the Zoning Board of Adjustment for a term of 3-years
6. Approval of Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is Situated for 2023
7. Approval to continue practice of not using the PA-28 Inventory of Taxable Property Form for 2024
8. Resignation of Alan DeStefano from the Zoning Board effective 8/1/23