

Bristol Select Board  
Meeting Minutes  
September 21, 2023

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

**Absent:** none

**Others Present for Public Session:** Mark Bucklin, Highway Superintendent; JoAnne Bailey, Land Use/Assessing Manager; Steven Nilhas, Newfound School District Interim Superintendent; Richard Dauber, Community Member; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

**Work Session:** Mr. Bucklin and the Board discussed Schaeffer Road, Jeffers Road and Remick Road and the option of making these roads private roads and not Town roads. The Board came to consensus that it would be wrong to take a service away from someone who has had the service and that they did not wish to open this topic up again. They also agreed that all encroachment issues should be addressed, the rope blocking the end of Jeffers Road should be removed, and there should be nothing deterring the use of the road at the end of Benz Road.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Glassett made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Ms. Dion. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 5:06pm.

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 5:48pm.

**Public Session:** Mr. Lagueux opened the public meeting at 6:08pm by having Mr. Bucklin lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Glassett made a motion to accept the public and non-public meeting minutes of September 7, 2023, as written. The motion was seconded by Mr. Brown. No discussion. 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 September 21, 2023, Consent Agenda, and Manifests dated September 14, 2023, and September 21, 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.

**House Bill 349:** Superintendent Nilhas met with the Board to touch base on the recent meeting that took place at Newfound Regional High School the evening of September 18, 2023, and to discuss House Bill 349. House Bill 349 pertains to three (3) towns – Bridgewater, Hebron, and Groton – voting to remove themselves from the Newfound Area School District. The Board discussed with Mr. Nilhas the implications of the communities of Bridgewater, Hebron, and Groton withdrawing from the Newfound School District. The Board inquired as to when the district would have MS25 completed for the Town so the tax rate could be set.

**Rent Road:** Mr. Dauber asked the Board to consider taking over Rent Road as a Town Road. Ms. Goodwin shared the map of the road and location, which is off West Shore Road. The Board discussed with Mr. Dauber subdivision regulation 5.10 Road Design and Construction. The Board inquired if the other property owners were willing to give up ownership of their land to the Town and the process that needed to be followed for the Town to take over a road. Mr. Dauber would need to review the standards for roads and lots and discuss with the other owners of the road.

**Cartographic Mapping Update Discussion:** Ms. Baily explained that the mapping platform has been updated with Cartographic to GIS, but the Town has not updated the platform used. Ms. Bailey reviewed the cost; to update the platform is a one-time cost, if done now, that saves the Town about \$1000.00 overall, but would be an \$8550.00 one-time charge. If the updating is done next year, the budget would increase for a one-time charge of \$9,000.00. Ms. Bailey let the Board know if the Town chooses not to update the platform, there will be no changes to the current mapping, however the costs will continue to increase to host in the existing platform. There will also be additional savings to the budget once the upgrade is done.

**Commerford Nieder Perkins Contract Renewal:** Ms. Bailey discussed with the Board the general assessing contract, which includes construction changes, planning changes, and general assessing items throughout the year. The contract expires at the end of 2023. She went on to explain that Commerford Nieder Perkins holds a revaluation contract which ends in 2025. It was her recommendation that the Board consider a 2-year renewal contract to match up both the revaluation and the general assessing with the Town going out to RFP for all services in 2025. Ms. Dion made a motion to give the Town Administrator the authority to extend the Commerford Nieder Perkins Contract for two years. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Signage Update Review:** Ms. Goodwin reminded the Board that the Town has encumbered funds from 2022 to work on the Town signage. She reviewed the quotes and the suggested signage changes to get the two remaining signs on South Main Street and Pleasant Street updated. The Board came to a consensus that they preferred the sign with the decorative rounded top and that they would like to see a bear on the top of one sign and a loon on top of the other sign. The Board requested that if the backs of the signs were visible to the public that the sign would read, "Thank you for visiting Bristol." The Board would like to know if the Highway Department could take care of the demo and removal of the existing signs.

**Town Administrator's Report:**

Ms. Goodwin reported on the following:

Employee/Department Updates:

*Highway Department:*

The Town has a resolution for the phone systems. Ms. Goodwin met with the Town's phone system provider, and some changes will be made to keep the Highway and Transfer Station lines separate. This will take a little bit of time to accomplish, but should be resolved before the end of the year.

The Highway Department removed the swim lines at Avery Crouse Beach and Cummings Beach.

*Police Department:*

Primex has notified the Town that they will pay \$2,000.00 per incident for Arro's teeth. It is anticipated that the money from Primex will be coming to the Town next week. Arro had his second vet appointment on September 19, 2023, and his new tooth was put in.

A meeting took place with the Town's phone provider that updated information on the installation of the Outside Call Box. Officer Carter will continue working on the installation with the company.

*Water/Sewer Department:*

Mr. Chartier has ordered parts to be able to conduct a field test on flow comparison between 1" and 2" piping on Batten Road. He is also working with the asset management grant received to focus on this area and flows.

Environmental Protection Agency (EPA) funding has been confirmed to cover construction on the Central Street Pump Station and Forced Main costs only.

Mr. Chartier has ordered parts and is working with the New Hampshire Department of Transportation (NHDOT) and the bridge crew to confirm any requirements they may have on the bridge crossing repair project on South Main Street. The bridge crossing piping insulation and brackets need to be replaced. The project is proposed for fall and will close the sidewalk as a boom will hang over the bridge to access the piping. The repair will include the metal insulation shield, brackets and rod supports. Once the date is scheduled the Board will be updated.

*Assessing/Land Use Department:*

Nothing new to report on South Main Street property.

*Executive Department:*

The End of Summer BBQ/training is set for September 28, 2023, from 11:00am to 4:00pm at the Historic Town Hall.

The person who hit the Downtown tree was contacted to let them know that the Town was doing an assessment on the tree to determine if it would live from the incident and the Town would be back in touch, if there was any requirement for insurance to be involved.

Nothing new to report on the status of the Eversource Make Ready billing.

*Library:*

The Library Trustees have extended a conditional offer to hire a Library Director and once the Town knows more the new Librarian will be invited to meet the Board.

*Continued Open Positions:*

Cemetery Trustees – the Select Board is accepting applications for any interested candidates for one (1) open Trustee position.

Transfer Station Attendant – Part-Time

Police Officer – Full-Time

*Communications:*

The Town received an abutters notification for 140 North Main Street, which abuts a Town parcel. This property has submitted a request to allow a short-term rental Airbnb before the Zoning Board.

*Other:*

The surveys are created for the All-Committees Meeting. The invitations are almost done. The survey account required renewal which caused a delay. Once the renewal is set, the surveys will be out.

**Select Board Items:**

Ms. Dion reported that over 600 participants have registered for the New Hampshire Marathon.

Mr. Brown let the Board know that a family member of his reported a speeding issue on Lake Side Road. He received interest in the sale of the Fire Department building from an interested party. Mr. Sanschagrín reiterated that he would like to see a survey asking the public their thoughts on the building before the Board decides what to do with the Fire Department. Mr. Brown received an email from Executive Councilor, Joe Kenney regarding the ten (10) Year Plan. Mr. Brown felt that if the State was going to extend the sidewalk/bike path to Rite Aid and Wells Field and homes were going to be purchased from homeowners for this project these homeowners should be notified sooner than later.

Mr. Sanschagrín reported on his recent attendance of the Planning Board. He discussed a subdivision on Peaked Hill, a Conditional Use Permit for a new menu board at Dunkin Donuts, and a Public Hearing scheduled in November on changes to the Steep Slopes Ordinance.

Mr. Glassett reported on a recent meeting he attended regarding the Public Safety Building. He reported the project continues to move forward and is on track, interior posts will be installed soon. He will attend another meeting on the project next Thursday.

**Public Comments:** none

Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 7:51pm.

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; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:59pm.

The Board announced the hiring of Ernest Sullivan as a Call Firefighter.

The Board announced the resignation of the Finance Officer, Robert Blanchette, effective September 15, 2023.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on September 21, 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. Glassett. Roll call vote taken: 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.

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

Respectfully submitted,  
Deborah A. Clarke-Tivey

## Appendix

### **Consent Agenda for 9/21/23**

1. Accounts Payable Payment Manifest dated 9/14/23
2. Accounts Payable Payment Manifest dated 9/21/23
3. Payroll Payment Manifest dated 9/14/23
4. Transfer of Funds from the Town's General Fund to the Water Department's Operating Fund in the amount of \$4,558.50
5. Transfer of Funds from the Water Department's Operating fund to the Town's General Fund in the amount of \$84,177.71
6. Transfer from the Town's General Fund to the Sewer Department's Operating Fund in the amount of \$32,328.28
7. Transfer from the Sewer Department's Operating Fund to the Town's General Fund in the amount of \$136,577.16
8. Distribution of Funds from Accrued Wages in the amount of \$2,888.73
9. Distribution of Funds from the Reassessment Capital Reserve Fund in the amount of \$10,481.00
10. Appointment of Stephen Carten as an Alternate to the Zoning Board for a 1-year term
11. Administrative Abatement for Map/Lot #116-018 in the amount of \$3,500.00
12. Approval of Veteran's Credit for 2024 for Map/Lot #107-039 in the amount of \$500
13. Tax Deferral Lien Release for Map/Lot #112-101 for 1993 in the amount of \$901.49
14. Tax Deferral Lien Release for Map/Lot #112-101 for 1994 in the amount of \$954.23
15. Tax Deferral Lien Release for Map/Lot #112-101 for 1995 in the amount of \$993.12