

Bristol Select Board
Meeting Minutes
November 16, 2023

Present: Select Board members: Scott Sanschagrín, Les Dion, Rob Glassett, Carroll Brown, Jr.- remotely-tardy arrived at 6:56pm and Christina Goodwin, Town Administrator/Deputy Health Officer.

Absent: Shaun Lagueux

Others Present for Public Session: Bruce Dorner, All-Committees Moderator; Don Milbrand, Capital Improvement Committee Vice Chair; John Sellers, Robert Fellows, Community Members; Tom Caldwell, Laconia Daily Sun Journalist; Cade Overton, Media Manager

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Sanschagrín 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: Ms. Dion, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 4-0-0. Nonpublic session entered at 5:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Glassett. Motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:08pm.

Work Session- All-Committee Discussion: Mr. Dorner discussed with the Board his overview of the survey responses that went out to 83 committee members for input on goals and priorities for each Committee involved in the survey. Mr. Dorner cited several themes that he felt appeared in the results in no specific order of importance; guidance needed from the Select Board, need for more volunteers, volunteer training on role of entity, need for financial resources for projects and development, and to clearly establish what Bristol should strive for over a period of years. The Board agreed to add a work session to their November 30, 2023, special meeting agenda to discuss the survey and guidelines and compare to the goal session the Board held in May.

Public Session: Ms. Dion opened the public meeting at 6:49pm by having Mr. Milbrand lead the Pledge of Allegiance.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on November 16, 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. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 3-0-0, in favor of the motion. The motion passed.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the public and non-public meeting minutes of November 2, 2023, as written. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 3-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Mr. Glassett made a motion to approve the November 16, 2023, Consent Agenda, Payable Payment Manifests dated November 2, 2023, November 9, 2023, November 16, 2023,

and Payroll Manifest dated November 9, 2023, to include the items named therein. The motion was seconded by Mr. Sanschagrin. 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.

CIP Presentation-Plan and Narrative: Mr. Milbrand presented the Explanation of the Capital Improvement Plan Committee Proposal Decisions 2024 – 2034. He explained that all capital equipment purchases have been impacted by inflation at a higher rate than expected. The existing reserve funds have successfully allowed a delay in some purchases to help moderate the impact of these increased costs. However, the CIP Committee recommends that the contributions to these reserve funds be increased so that the town is not faced with a large shortfall when equipment wears out in the future. New to the CIP were the Police Radar Equipment and a four (4) year lease purchase of \$30,000.00 per year for the Highway Department for equipment.

Tax Rate Discussion: The Board reviewed and discussed documents that provided a breakdown of how adjusting the overlay and the amount of money from the Unassigned Fund Balance that can be applied to reduce the taxes to affect the tax rate. They reviewed how each option would reduce the Municipal portion of the tax rate. It was noted that the largest increase in the tax rate will fall under the State and School portion regardless of which option the Board chooses. After reviewing multiple options, the Board recommended going with a \$40,000.00 overlay and \$250,000.00 from the Unassigned Fund Balance to reduce the tax rate. Mr. Glassett made a motion to go with Option #6 which included a \$40,000.00 overlay and applying \$250,000.00 of the Unassigned Fund Balance which would leave the recommended five (5) percent in the Fund, which is the Department of Revenue (DRA) recommended amount. The overall rate of \$22.75, \$9.53 being the Town's portion. The motion was seconded by Mr. Sanschagrin. No further discussion. Roll call vote taken: Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. Ms. Goodwin advised the Board that the options will be submitted to the DRA and that sometimes, there are changes to the numbers from the DRA, but it would be minor. She also noted that the tax bills might not be due until January 2024.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Fire Department:

With the holidays, the Public Safety Building Committee is taking a reduced schedule. The next meeting is December 7, 2023. The Committee is working to set up another site visit for the Board and the Committee and there are some new items that need to be discussed regarding interest on the bond, and how the interest is used.

Highway Department:

The Speed Bumps at the High School have been removed.

The ash borer trees have been removed from Central Square as of November 15, 2023.

The Christmas tree has been picked up and is installed in Central Square.

The phone system, Green Street, and the Streetlighting are still being worked on.

Minot-Sleeper Library:

In August 2023, the Library repaired a leak caused by the AC condensate line. It appears that the leak was happening for about a month. When the new Librarian arrived, she noticed a mold issue, which had grown considerable to approximately 1 foot tall by 20 feet wide. Ms. Hayward has worked to get a remediation company into the building and has been advised by both companies that it is important to get the air ducts cleaned as the mold may have spread since it was not taken care of properly when it first started. The Library doesn't have enough funds to take care of the matter and has asked the Town for assistance. Mr. Brown inquired about the cost of the rugs and the sheetrock replacement. Pending this the Board would be comfortable using some funds from the Contingency Fund to assist.

Police Department:

Nothing new to report on the open Police Officer position.

The Speed Limit discussion has stalled, but it is still in progress. The sign discussion was brought to the Highway Department, and they are going to look at the wording and get something installed before the ground freezes regarding the road narrowing.

The Town has received Check #0200082711 in the amount of \$2,319.65 to repair the damaged cruiser. The insurance estimate was \$3,319.65. Any difference for the repair will be paid out of the Police Department's budget.

Water/Sewer Department:

Mr. Chartier has ordered a new part to test the pressure in the Batten Road area. Other than this, there is nothing new to report.

Mr. Chartier has received a lot of potential candidates for the open positions at the Water & Sewer Department and will begin interviewing in the next week.

Assessing/Land Use Department:

Nothing new to report with South Main Street property.

Veterans thank you cards were sent out thanking any Veteran in Town who receive a Veteran's exemption or credit for their service. The cards will be sent to any new approved applicants going forward.

Executive Department:

Nothing new to report on Eversource Make Ready Billing.

The Board reviewed two quotes/estimates for a proposed holiday luncheon pushed out to January 26, 2024, with a snow date of February 2, 2024. The Board wanted to support the Bristol establishment. Mr. Brown voiced his concern as to whether the Town should be spending the funds on an employee luncheon. The majority of the Board decided to move forward with the January Holiday Luncheon at the local business.

The Town received the Newfound Area School District Revised Payment Schedule for December through June. The current payment is \$554,496.00. The new payment will be \$516,051.00.

One of the Budget Committee members has indicated that there are items they are going to recommend in the budget to become Warrant Articles. They are supposed to prepare this information for their next

meeting at the end of the month. A discussion on Capital Reserve Funds and any other Warrant Articles is scheduled for December 7, 2023. Department Heads who have Warrant Articles will be invited.

Preliminary Warrant Articles are:

- Budget - TBD
- Contingency - \$25,000
- Fireworks – TBD
- Purchase Project – TBD

The CIP recommends the following for Warrant Articles:

- Accrued Wages
- Fire Equipment
- Highway Equipment
- Police Vehicle
- Town Building Maintenance

Questions:

- The six-wheeler is due to be replaced in 2024—would the Board prefer it to be done via the Capital Reserve Funds or a Warrant Article? The Board questioned whether there is a need for the vehicle in 2024 and this will be discussed at the December 7 meeting.
- Rubber track excavator –The CIP group has asked Mr. Bucklin to do this item as a Warrant Article and would the Board prefer 2024 or 2025? This will also be discussed at the December 7 meeting.

Other items:

Ms. Goodwin gave the Board a heads-up that the Town is being advised by the Department of Revenue that the interest from the Bond is the Town's to use, however, the funds need to be used with a Warrant Article.

Unanticipated Revenue:

The Town has received or will be receiving the following:

- FEMA reimbursement from December 2022 storm damage.
- Additional block grant payment that does not get treated the same as regular block grant payments.
- Additional bridge payment.

These will be prepared for an upcoming Board meeting.

Building Repair:

A pressure tank that went with the water heater needed attention in the Town Office. Bristol Plumbing and Heating has made the necessary repairs.

Community Power:

The Town is working on the joint power agreement. The signature page was the only document received. Ms. Goodwin reported she wasn't comfortable signing without confirming that the Joint Power Agreement previously received was what she was signing. The first Community Power Hearing will be hosted at the Minot-Sleeper Library. It is scheduled for Tuesday November 21, 2023, at 6:30pm. It has been posted on the Town's website. An article will be posted in the Buzz called the Transformation of Energy. Mr. Brown did not support posting the article, he felt the article was biased and opinionated. Ms.

Goodwin will retrack the article from going into the Buzz and will work with Mr. Bemis on making sure that any future articles are fact and unbiased going forward.

Other Open Positions:

Cemetery Trustees are looking for someone interested in serving in the open position with the Trustees. Although things will slow down for them over the winter, it is important to get someone to run for the position to help with the summer months.

Events:

Health Trust is holding their annual member meeting and Board of Directors Elections on December 7, 2023, at 3:00pm at the Grappone Conference Center in Concord.

Communications:

Newfound Area School District SB2 Meeting Dates and Deadlines will be on the Town Meeting page of the website and the following information will be added to it:

- Petition for Warrant Articles – January 9, 2024
- Budget Hearing – January 8, 2024
- Snow Date for Budget Hearing – January 10, 2024
- Filing for District positions – January 24, 2024, to February 2, 2024

- School Board Openings:
 - Danbury - 3-year term
 - Groton - 3-year term
 - Hebron – 3-year term
 - New Hampton – 2-year term
- Moderator - 1-year term

- First Deliverative Session – February 2, 2024, Snow Date – February 5, 2024

Ms. Goodwin announced the arrival of the new Transfer Station Lead Attendant, Chuck Cullen. He was scheduled to start employment on December 4, 2023, but will start on November 20, 2023, instead.

Ms. Goodwin reported the resignation of Shannon Bergeron, Land Use/Assessing/Highway Administrative Assistant position, effective December 1, 2023. The resignation was accepted by the Board and the part-time temp Admin Clerk trainee will be hired as the Regular Full Time Land Use/Assessing/Highway Administrative Assistant, effective December 4, 2023, to replace Ms. Bergeron.

Select Board Items:

Mr. Brown felt that a better system for using Zoom is needed. He asked that the Media Manager and Town Administrator investigate solutions.

Mr. Sanschagrin reported on a Central New Hampshire Chamber event he attended where a Plymouth Rotary member discussed how they use a collection bin for Styrofoam and how that is recycled. He asked

if the Bristol Rotary or Sustainability Committee should investigate this. Ms. Dion will ask rotary for more information.

Mr. Glassett informed the community that the Tree Lighting will take place in Central Square on November 24, 2023. Santa and Mrs. Claus will be coming in on the Fire Truck.

Ms. Dion highlighted the Festival of Trees taking place at the Historic Town Hall on November 24 and 25, 2023.

Public Comments:

Mr. Sellers presented a dilemma he has been dealing with for over a year. He would like to use a camper/RV he owns on his property as an Airbnb. He cited Article 2 of the State Constitution along with other sections of the Constitution he felt allowed him to use his land and RV and that were being violated by the Town and by the Town's zoning. He has concerns with his property being split-zoned as well. Mr. Sellers also presented to the Board a potential Warrant Article for their consideration to update Zoning on Recreational Vehicles.

Mr. Sellers also wanted the Board to be aware, as the District 18 Grafton County Representative of the amount of bills that they were dealing with in Concord (over 800 bills in the House, 300 bills in the Senate and 100 education bills).

Mr. Milbrand spoke about the split-zoning and the work he and Ms. Goodwin have done to try to change it, along with the limit of change that taxpayers will accept each year. He also stated that he agreed with the process and recommendation the Board made in establishing the tax rate. A discussion ensued, where Ms. Goodwin explained the split-zoning and requirements for the Land Use Staff to review and enforce.

Mr. Fellows voiced his concern again about upcoming winter season and the ice issue on the Beech Street sidewalk. Mr. Fellows stated that nothing had been done to rectify the issue and that the sidewalk would not be able to be used in the winter. Ms. Goodwin pointed out that Mr. Bucklin has added money into the 2024 Budget for drainage on Beech Street to rectify ice and will be paying attention to the issue this winter.

Mr. Caldwell spoke in support of having Zoning more consistent and logical. He referred to the homeless having access to housing and did it matter if that housing was attached to a dwelling or not if it is on the same property. He also stated that he thought if an RV was going to be used as a residence it should be taxed as a residence.

Mr. Glassett made a motion to adjourn the meeting at 8:32pm, seconded by Mr. Sanschagrin. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah Clarke-Tivey

Appendix

Consent Agenda for 11/16/23

1. Accounts Payable Payment Manifest dated 11/2/23
2. Accounts Payable Payment Manifest dated 11/9/23
3. Accounts Payable Payment Manifest dated 11/16/23
4. Payroll Payment Manifest dated 11/9/23
5. Approval of Notice, Agreement and Release of Municipal Liability and Responsibility for installation of secondary access off Coach Road for the property located at 712 Hemlock Brook Road