

Bristol Select Board
Meeting Minutes
December 7, 2023

Present: Board members: Scott Sanschagrín, Les Dion, Rob Glassett, Carroll Brown, Jr., Shaun Lagueux (arrived 7:01); Town Administrator Christina Goodwin

Absent: None

Others Present for Public Session: Deborah Clarke-Tivey, Beach Supervisor; Kristopher Bean, Police Chief; Benjamin LaRoche, Fire Chief; Mark Bucklin, Highway Superintendent; Robert Fellows, Community member

Ms. Dion called the meeting to order at 5:00pm.

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) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes. The motion passed 4-0-0. Nonpublic session entered at 5:00pm.

Mr. Brown motioned to return to public session at 5:30pm. Mr. Glassett seconded. Roll call vote taken: Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Sanschagrín, yes. No further discussion. The Board voted 4-0-0 in favor of the motion. The motion passed.

Work Session: Ms. Goodwin started the Work Session by stating that the Board will be reviewing the proposed Warrant Articles. Article 1 is election of officers. Article 2 through 8 are Zoning Amendments.

The first Article is the budget which hasn't been finalized. The next Article is the Contingency Fund. The next Article is for the Patriotic, Recreation, and Special Events Expendable Trust Fund for the purpose of fireworks. \$25,000 was added as a placeholder as Mr. Glassett is working on getting a quote. The next Article is for the purchase and project on the parsonage and parking lot off Summer Street. The Board discussed options for the project and the estimated costs. Ms. Goodwin will confirm the costs for paving, but the Board would like to keep the project costs to a minimum. The next Article is for Capital Reserves. The amounts listed are from the Capital Improvements Plan and Ms. Goodwin will look into options for Accrued Wages and/or Assessment Revaluation. The Board discussed the Police, Fire and Highway reserve amounts with Mr. Bucklin, Chief LaRoche and Chief Bean. No Changes were made during this work session. The next Article reviewed is for the proposal of purchasing a rubber track excavator. Mr. Bucklin discussed the quote received. After further discussion, the Board recommends putting this Warrant Article off until 2025 and adding a trailer for moving the equipment to work sites to the article. The next Article is for the grant to purchase radar equipment. Chief Bean has found out that the grant cannot be done by Warrant Article and must be done through the budget. He will bring back to the Budget Committee as they recommended moving to Warrant Articles. The final Article is for the use of bond interest for the Public Safety Building project. Chief LaRoche is concerned with the wording. Ms. Goodwin explained that the wording came from the Department of Revenue and that although, they had been advised that the interest was the Town's to spend, the DRA has advised that it can only be spent by Warrant Article. Chief LaRoche

and Ms. Goodwin are working on a final number for the Board to consider, as there have been Change Orders approved, that are intended to be paid from interest funds.

Public Session: Ms. Dion opened the public meeting at 6:57pm by having Mr. Glassett lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minute: Ms. Dion made a motion to accept the public and non-public meeting minutes of November 16, 2023, and November 30, 2023, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Glassett made a motion to indefinitely seal the non-public meeting minutes from the Board's nonpublic session of December 7, 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. No further 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 December 7, 2023, Consent Agenda; to include the items named therein, motion seconded by Mr. Sanschagrín. Ms. Goodwin explained the unanticipated funds on the Consent Agenda. 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.

Beach Ordinance: Ms. Tivey announced that all edits that the Board asked to be made were done. There are four (4) different permits that the Town Clerk/ Tax Collector's Office will start selling on January 1, 2024. The first is the Standard Parking Permit, which provides a resident/property owner two (2) standard parking permits per household. The standard fee is \$10.00 each. The second permit is the Standard Parking Permit Combo, which requires the purchase of one (1) standard parking permit at \$10.00 and then allows for a Transferable Permit at \$25.00. That Transferable Permit lists all the vehicles that are covered by that parking permit. However, only one vehicle at a time will be allowed to use the permit beach. The third permit is the Trust Transferable Parking Permits for all Trustees of a property. These permits may only be issued by the Town Clerk/ Tax Collector's Office with valid trust paperwork, the trustees names, licenses, and plate of all the trustees provided at the time of the purchase. The parking permits are limited to two (2) per Trust and have a fee of \$100.00. This would allow two (2) Trustee vehicles with parking permits to be at the beach at the same time. The final permit is the Guest Parking Permit. These must be issued by the Town Clerk/Tax Collector's Office. These permits are \$50.00 per week.

Ms. Tivey explained that all rules remained untouched except for the rule regarding the use of motorized boats, etc. in the swim lines and about pets. The swim line rule now reads "all types of motorized, self-propelled, or inflatable boats, paddle boards, and kayaks are restricted from the swim line area, including the beach and shorefront, but are allowed to use the designated non-motorized access lanes ONLY. (This does not restrict soft, inflatable toys.)" The pets rule has been changed to read "No pets of any kind on the beach property. Service dogs must be leashed and controlled."

Mr. Lagueux made a motion to approve the amendments to the Beach Ordinance as presented. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Beach Job Descriptions: All changes that the Board requested to the job descriptions were completed.

Mr. Brown made a motion to approve the Updated Job Description for Beach Attendant for 2023. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Mr. Brown made a motion to approve the Updated Job Description for Beach Supervisor for 2023. The motion was seconded by Ms. Dion. No further discussion. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Personnel Manual: The entire manual will be retyped due to formatting issues. With approval from the Board definitions are going to be added for SDS, a PDF form, essential and non-essential functions as well as any other definitions that may be questioned during presentations. There is also an addition to the probationary year section that made it so that if an employee leaves before the end of their first year they will not be paid for their time. Ms. Goodwin brought up to the Board that the Personnel Sub-Committee has proposed increasing the maximum number of Earned Time Days that are allowed to be rolled over at the end of the year to 35 days from 30. The Board agreed. Ms. Goodwin asked how the Board wanted to handle the elimination of Compensatory (Comp) Time and they agreed that Comp should have to be used first and used by the end of 2024.

Mr. Brown made a motion to pass the Updated Personnel Manual that will be effective January 1, 2024. 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 Administrator's Report:

Ms. Goodwin reported on the following:

Fire Department: The meeting minutes from the Public Safety Building Committee meetings are up on the website as well as some updated photographs of the project. The framers are done, and the structural engineer should be signing off next week. Other than a few places outside, all of the exterior lights are in, and a section of the exterior concrete pad will be done in the spring. The drainage systems are complete and signed off on as well. There are a few things that need to be addressed regarding the retaining wall, but it should be done in a week or two. The siding will be started in January. It was noted that although there have been 15 days of weather delays the estimated finish date is June 14, 2024. There is also a new project manager.

The Public Safety Building Committee will be having a meeting December 21, 2023, at the work site at 9:30am. The Board agreed to hold a site visit on the same day at 4:00pm.

The Public Safety Building Committee is also looking at July 10, 2024, as a tentative date for the opening ceremony. This would be from 11:00am to 1:00pm and would include a luncheon and speeches and then lead into an Open House.

Highway Department: A new letter is being sent to Jeffers Road and the Highway Department has been advised not to avoid the whippets.

Minot Sleeper Library:

The mold remediation is beginning on December 19, 2023.

The Library received a grant that they hope will cover the costs of the hot spots and should alleviate some of the budget concerns related to these items.

Congratulations to Patty Hayward, the new Librarian, on finishing graduate school at the end of November.

There will be a 25-hour a week position open at the Library. More information will be available by the end of the week on the Town website.

Police department: This is a reminder that there is a winter parking ban in place from November 15, 2023, through April 15, 2024. The following designated parking locations may be utilized during winter events, defined as snow sleet or ice:

- The lower parking lot of the Minot-Sleeper Library
- The municipal parking lot in front of TD Bank
- On central street near the Hydro property – the River falls parking only.

All vehicles must be removed by 8:00am the following morning and violators will be ticketed, and/or towed at the owner's expense.

The damaged cruiser is set to be repaired by the end of the year. If not the money from the Police budget will be encumbered to cover it.

Assessing/Land Use Department:

- Odysea, which is located across from the Public Safety Building. They are now open.
- Phu-Jee has taken over the former Very Excellent property. They are a restaurant from Meredith and the opening date is unknown at this time.

Town Clerk / Tax Collector's Office:

Primary elections will be held January 23, 2024, at the Historic Town Hall.

Executive Office:

Thank you to the Highway Department for fixing the Town Office garbage storage area.

Public Comments: Mr. Fellows asked if a compaction test had been done at the Public Safety Building. At the moment the building area has been tested but the Board is unsure about the parking lot area. The Board will inquire about that information. There was also concern as to what the adjusted paving date will be as they missed their first done by date. Mr. Fellows wanted to clarify that a formal vote has not happened regarding the existing Fire Station.

Mr. Glassett also brought up concern with missing the paving date as it can cause issues with the snow removal process of that area.

Select Board Items:

The deadline for petition Zoning Amendments is December 13, 2023.

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) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The motion passed 5-0-0. Nonpublic session entered at 8:08pm.

Mr. Brown motioned to return to public session at 8:40pm. Mr. Glassett seconded. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Sanschagrín, yes. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Mr. Brown motioned to seal the non-public minutes of the second session of December 7, 2023 indefinitely, 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 take: Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes; Mr. Lagueux, yes. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

The Board announced the hiring of Ethan Davio as the Assistant Water Distribution / Treatment and Sewage Collection Operator and welcomed him to the team.

The Board announced the successful completion of probation for Firefighter Alec Thomson and congratulated him.

Mr. Sanschagrín motioned to adjourn the meeting at 8:42pm, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Makayla Coffin

Appendix

Consent Agenda 12/7/23

1. Accounts Payable Payment Manifest dated 12/7/23
2. Payroll Payment Manifest dated 12/7/23
3. Resignation of Richard LaFlamme from Zoning Board of Adjustment effective 11/27/23
4. Transfer of Funds from the Town's General Fund to the Water Department's Operating Fund in the amount of \$20,968.82

5. Transfer of Funds from the Water Department's Operating Fund to the Town's General Fund in the amount of \$94,961.63
6. Transfer of Funds from the Town's General Fund to the Sewer Department's Operating Fund in the amount of \$45,360.47
7. Transfer of Funds from the Sewer Department's Operating Fund to the Town's General Fund in the amount of \$89,672.95
8. Removal of Veterans Credit for 2024 for Map/Lot #107-016 in the amount of \$500
9. 2023 Municipal Assessment Data Certificate
10. Removal of Veterans Credit for 2024 for Map/Lot #222-023 in the amount of \$500
11. Agreement for payment in Lieu of Taxes for SNHS Bristol Elderly Housing (Riverview Village) in the amount of \$19,214.70
12. Appointment of Stephen Carten to the Zoning Board for a 3-year term
13. Acceptance of Unanticipated Funds in the amount of \$29,305.54 for the Maintenance, Construction and Reconstruction of Municipally Owned Bridges
14. Acceptance of Unanticipated Funds in the amount of \$26,766.06 for the Maintenance, Construction and Reconstruction of Class IV and V Highways
15. Acceptance of Unanticipated Funds in the amount of \$16,935.01 for FEMA reimbursement of the December 2022 storm damage work