

Bristol Select Board
Meeting Minutes
December 21, 2023

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

Absent: None

Others Present for Public Session: Ben LaRoche, Fire Chief; Cade Overton, Media Manager

Public Safety Building Site Visit: The Board visited the Public Safety Building construction site at 4:00pm to view internal and external work completed and the progress made.

Nonpublic Session Pursuant to NH RSA 91-A:3, II (a), (b), and (c) Mr. Lagueux made a motion to enter 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; Mr. Lagueux, yes. The motion passed 5-0-0. Nonpublic session entered at 5:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Sanschagrín, yes. The Board voted 5-0-0 in favor of the motion. The motion passed. Nonpublic session adjourned at 6:00pm.

Public Session: Mr. Lagueux opened the public meeting at 6:09pm by having Ms. Goodwin lead the Pledge of Allegiance.

Nonpublic and Public Meeting Minutes: Mr. Glassett made a motion to accept the non-public meeting minutes of December 7, 2023, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. The December 7, 2023, public meeting minutes will be prepared for the next meeting.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on December 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 or render a proposed action ineffective. The motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifest: Ms. Dion made a motion to approve the December 21, 2023, Consent Agenda, to include the items named therein, motion seconded by Mr. Glassett. Mr. Sanschagrín asked for clarification of the item on line 18. Ms. Goodwin reported that this was for the outfitting of the new cruiser previously approved. 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.

Potential Change Order Discussion: Ms. Goodwin explained how the security system that was included in the Public Safety Building project only covered the bare bones and how any upgrades to that system would need a change order. Chief LaRoche explained to the Board that the construction contract

provided a \$20,000.00 allowance for the security system. The building's electrical contractor is pulling all the wires and conduit for the system so that it is in place as the Public Safety Building Committee continues to look for funds for security upgrades. The current work totals \$21,600.00. The remaining balance of Phase One is \$57,247.20. This is proposed to come out of interest earned on the bond and would not need any additional taxation from the Town. The remaining balance of Phase One provides adequate functionality with door control and sufficient camera coverage that meets standard needs. Over time the Public Safety Building Committee can buy a couple of devices as a budget allows. Depending on the device, the cost is between \$300.00 and \$700.00 and would be wired and ready for installation. It is Chief LaRoche's belief that the Public Safety Building Committee may be able to find grant funds or donations for some of or all of these items, but with less than seven (7) months to go before the Police and Fire Departments occupy the building, it seems in the Town's best interest is to get approval and continue to work with alternative funding sources.

NRRA Hauling Contract: Ms. Goodwin presented the Board with the terms of the Northeast Resource Recovery Association (NRRA) Hauling Contract. This contract shall remain in effect for one (1) year commencing on January 1, 2024, and ending on December 31, 2024. This contract may be extended for a one (1) year term by mutual consent of the parties. There will be a \$170 an hour cost if vendor incurs a wait time of more than forty-five minutes while on site at the incinerator or at the Bristol Transfer Station due to container snow removal or MSW spillage cleanup. The wait time charge will be billed in increments of half hours. Town will not be responsible for any wait time incurred by change in vendor's schedule. The Town has been charged this fee five (5) times this year. Ms. Goodwin explained that she was advised by the Highway Department to continue this contract as they have run the numbers and it is still the cheapest option, even with the wait time fees.

Mr. Glassett made a motion to renew the NRRA Hauling Contract and to allow the Town Administrator to sign the renewal contract. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

2023 Budget Transfer: The Select Board previously approved the one-time fee of \$8,550.00 to CAI Technologies, for the completion of the mapping program platform update. The intent was to use funds from the Assessing Contract Services to cover this one-time fee. Mr. Glassett made a motion to approve the Budget Transfer of \$8,550.00 from account #01-4152-312 PROP Contract Service to account #01-4193-390 TAX MAP. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Warrant Article Preliminary Discussion- Draft 2: Ms. Goodwin explained that the following updates have been made; the Articles have been assigned numbers, and the Zoning amendments have been added.

Contingency Fund: Ms. Goodwin explained that in draft Warrant Article 11 the \$25,000.00 to be raised and appropriated for the Contingency Fund can be lowered to \$20,000.00 if the Board chooses. Mr. Lagueux asked how much of the Contingency Fund was used this year. Ms. Goodwin explained that approximately \$11,000.00 had been used. The Board chose to leave the Contingency Fund at \$25,000.00.

Fireworks-Discussion:

Ms. Goodwin explained that there is currently a \$25,000.00 place holder in the current Fireworks Draft Warrant Article. Mr. Glassett is currently gathering quotes and possible dates for the Fourth of July

display. The current quote is approximately \$12,500.00. However, Mr. Glassett feels this quote is very conservative and feels that The Board should leave the current place holder.

Parsonage Lot Draft Warrant Article:

Ms. Goodwin clarified that Draft Warrant Article 12, quoting the cost of the parking lot overlay of one and a half (1 ½) inches would add \$10,000.00 to the already estimated cost of \$87,528.00). The Board decided to hold off on the Parsonage overlay and instead add it to the improvement schedule under the Highway Department.

Capital Reserve Funds Draft Warrant Article:

Ms. Goodwin believes the Board could adjust the Assessment Reval number to \$35,000.00 from \$40,000.00. The Board agreed.

She explained that the Town Building Maintenance, was proposed by the Capital Improvement Plan (CIP) Committee to be \$10,000, but she had changed it previously to \$50,000. She felt that this could be adjusted down to \$40,000 but was concerned about reducing any lower with the move for the Police and Fire. Mr. Glassett was also concerned about employees having to conduct the move. The Board agreed to \$40,000.00.

Ms. Goodwin informed the Board that it is estimated that the Accrued Wages fund has approximately \$117,000.00 remaining, however, there are at least two (2) upcoming retirements which would use funds from this account. The Board agreed.

Ms. Goodwin informed the Board that the Police Vehicle Capital Reserve account is down to \$9,900.00 and the current CIP updated the number by (\$10,000). The Board agreed.

Ms. Goodwin also gave an update on the current Police vehicle that was ordered. The estimated cost for that vehicle was \$55,000.00. However, the upfit for the vehicle is going to cost more than originally expected so the current cost for the vehicle is \$67,000.00. This unexpected cost increase accounts for the decrease in funds for the current Police Vehicle Capital Reserve.

Draft Article 14 – Interest on Bond:

Ms. Goodwin informed the Board that Draft Warrant Article 14 is still in progress and that she is working to fine tune the wording and dollar amount needed.

Other Articles:

Ms. Goodwin reminded the Board that at the last Select Board meeting they decided to hold off on the Rubber Track Excavator until 2025 and the Police Grant was removed due to the inability to use a Warrant Article to offset the grant. The Police Grant was added back to the budget.

2023 Encumbrances: The Select Board reviewed the following proposed encumbrances:

General Fund Encumbrances

- Brian Fogg Contract for professional legal services
- Resilience Planning & Design for the cost to redo the Land Use Chapter of the Master Plan
- Newfound Impressions – for a portion of the cost of the Town Reports
- CAI Technologies for the cost of the Mapping Program updates
- CNP for the cost of Assessing training

- GMI Asphalt for the cost of the Kelley Park project
- KV Partners for the cost of the Parsonage project and Pemi-Path project

The Board discussed the possibility of encumbering paving for either the Parsonage project or the Town Office parking. After further discussion and review of quotes received, it was decided to add GMI Asphalt for the cost of the Town Office parking lot improvements.

Mr. Brown made a motion to approve the 2023 encumbrances in the total amount of \$75,889.75. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Water and Sewer Encumbrances:

Ms. Goodwin asked the Board to encumber the remaining cost of the SCADA system project.

Mr. Brown made a motion to approve the 2023 encumbrances from Water and Sewer for \$7,550.00.

The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Beach Ordinance Update: The Board was made aware of changes made to the Beach Ordinance including the correction of an incorrectly quoted statute in the smoking section, and the update to the smoking age, which is now twenty-one and over. Mr. Sanschagrín made a motion to approve the Beach Ordinance as amended. The motion was seconded by Mr. Lagueux. No further discussion. The Board voted 5-0-0 in favor of the motion. The motion passed.

Personnel Policy Update/Discussion: Ms. Goodwin reported that there would be a few new definitions added to the Personnel Policy, as well as a few spelling errors that would need to be corrected. The Board discussed the phrasing of the Planned and Unplanned Overtime section and the terms of compensation for Essential Personnel working when Town buildings are closed. Ms. Goodwin explained that in the Employee Expenses section of the Personnel Policy, which calculates mileage, will also have an Administrative Policy. Once the Policy, which is now updated to a Manual, is corrected, then the Board will be asked to sign the updated version.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Fire Department: The Public Safety Building plumbing has begun, roofing has been completed, and dry wall and painting will begin shortly. Everything is currently on schedule. There is conversation about adding a conduit for electric vehicles should the need arise in the future so that the parking lot won't have to be excavated. The Board also discussed the Open House Ceremony – the Board would like to look at later in August, if possible.

Minot-Sleeper Library: The mold issue at the Minot-Sleeper Library was remediated on 12/19/23. The Library has received several applications for their 25-hour position and should have a new candidate hired soon. Mr. Lagueux inquired about volunteering.

Police Department: Nothing new to report on open position or study. The damaged cruiser has been repaired.

Water/Sewer Department: Nothing new to report on the Batten Road issue. Mr. Brown inquired, and Ms. Goodwin reported that Jeff ordered parts, but she would check with him on an updated status.

Town Clerk/Tax Collector: Voting will take place at the Historic Town Hall on January 23, 2023. The Board is looking into an option for a shuttle bus to provide transportation to the voters to the voting site.

Executive Department: No updated information on the Eversource Make Ready billing.

The Pemigewasset River Local Advisory Committee (PRLAC) is looking to fill two (2) open seats. There are no specific requirements so if someone is interested, please apply to the Town Administrator's Office.

The Reaching Rural Grant application has been submitted, a decision will be made at the end of January 2024.

The fiber equipment relocation did not go as planned and is not finished. It will be rescheduled for some time in January.

Communications: The Town received a letter regarding the existing fire station.

The Newfound School District dates and deadlines will be posted on the Town Website. There are multiple open positions in towns, but no open positions for Bristol representatives. There is an open position for the Moderator. These will be updated on the Town website for anybody interested in running for these positions.

Included in the packets is a NH Department of Energy newsletter.

The Media Manager's contract expires at the end of the year. The Executive Office and the current Media Manager would like to renew this contract. Mr. Lagueux made the motion to renew the Media Manager Contract for 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.

Ms. Goodwin showed the Board the corrections to the Water/Sewer budget. The changes do not cause any increase to the budget, just to show what numbers were approved for 2023 and what the new numbers will be in 2024.

Ms. Goodwin let the Board know that the Town is hosting coffee and snacks for a holiday break. All the Town Departments have been invited and will be held at the Town Offices.

Ms. Goodwin reminded the Board that the Holiday luncheon is January 26.

Highway Department: The water pump on the grader broke. This should not be an issue for this winter, but it will need to be resolved in the spring.

There was ditch damage from the storm on Upper Birch Road, Hemlock Brook Road, Peaked Hill Road, and Hall Road. The Town did receive a complaint on Peaked Hill Road and the Highway Department will be checking this location in the next week.

Other: The lease for the Historical Society is up at the end of the year. This is a 5-year lease for use of the second floor of the Historical Fire Station building. Mr. Glassett made a motion to renew the lease of the Old Fire Station with the Bristol Historical Society for a 5-year contract and to authorize the Chair to sign. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin thanked the Fire Department for conducting the inspection of the Historical Fire Station building. During the inspection, the second-floor smoke detector was removed and exit lighting was out. Matt O'Neill and Fire Department members took care of both items and Ms. Goodwin wanted the staff to know it was appreciated.

Ms. Goodwin asked the Board to conduct an actual vote on the transfer of control and management of the Mooney Clark Landing to the Fish and Game Department. Although the Board's intent was to proceed there wasn't an official vote. The Fish and Game also wanted to make sure that the Board understood that the Landing will no longer be able to be used for public swimming. Ms. Dion made a motion to affirm the letter of January 7, 2022, for the intent to support the transfer of the property, Mooney Clark Landing to the Fish and Game Department. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin informed the Board that Rick Alpers will come to the January 4, 2024, Select Board meeting. He has agreed to facilitate the All-Committee meeting and will be looking for direction from the Board.

Ms. Goodwin informed the Board that the following contracts will be expiring, and she will be working to get them updated - Upper Valley Humane Society, Plodzik and Sanderson, P.A. and Municipal Resource Incorporated (MRI).

Ms. Goodwin informed the Board that the Town received a Memorandum of Understanding (MOU) from the U.S Army Corps of Engineer. It will be a two (2) year agreement. This contract will more than likely be signed in January as a few more changes need to be made.

Select Board Items: Mr. Sanschagrín reported on the Planning Board meeting he attended where Ms. Kelly from Resilience Planning and Design will be working on the Land Use Chapter. Work sessions will also be planned throughout the year to work on split zoning.

Mr. Sanschagrín led a discussion with the Board regarding the Town doing more to promote small businesses in Town. He provided the business owner Ms. Goodwin's name and Cade Overton's email at bristolmedia@bristolnh.gov. This business owner was also interested in participating in Town Committees. Ms. Goodwin added that Cade has developed a work plan for this and will also be working on the Business Development site as the current one is not very user friendly. The Board would also like to look at the Economic Development Committee for this project.

Mr. Glassett inquired about a Food Truck Festival. He was told by Ms. Dion that the events held by the Town do not have enough volume to warrant food trucks coming, but the event Ms. Dion recommends considering a Food Truck Festival was the New Hampshire Marathon.

Mr. Brown inquired about increasing the Veteran's Tax Credit from \$500.00 to \$750.00. Ms. Goodwin explained the two (2) types of Veteran Tax Credits, Standard and All Veterans and she will look into

information for the next meeting to determine if the Board would like to add this to the Warrant Articles.

Ms. Goodwin, Mr. Brown, and Ms. Dion wanted to make it clear that if someone has an issue or complaint about something in the Town, they should reach out to the Highway Department, Land Use Department, or the Department of Environmental Services or to the Town in general. It is often that the public reaches out to individual Select Board Members or posts complaints on social media, but never notifies the Town Departments.

Ms. Dion gave a report on a recent Budget Committee meeting she had attended. She reported that the Budget Committee is working diligently to find areas where they can make cuts to the budget.

Ms. Goodwin and Ms. Dion reported that the Tappley-Thompson Community Center's (TTCC) Santa's Village had a great turn out for the event. The event had over 1,075 visitors in attendance over the three-day event.

Mr. Lagueux thanked the Fire, Police, and Highway Departments for their efforts during and after the storm.

Mr. Lagueux gave a shout out to Odysea for their amazing coffee and excellent service.

Public Comments: None

Nonpublic Session Pursuant to NH RSA 91-A:3, II (a), (b), and (c) Mr. Glassett made a motion to enter nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Mr. Brown, yes; Mr. Lagueux, yes. The motion passed 5-0-0. Nonpublic session entered at 9:09 pm.

Mr. Brown made a motion to return to public session at 9:20pm. Mr. Sanschagrín seconded the motion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The motion carried 5-0-0.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on December 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 or render a proposed action ineffective. The motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Glassett, 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 9:26pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Makayla Coffin

Appendix

Consent Agenda 12-21-23

1. Accounts Payable Payment Manifest dated 12/14/23
2. Accounts Payable Payment Manifest dated 12/21/23
3. Payroll Payment Manifest dated 12/21/23
4. Administrative Abatement for Map/Lot #220-015-139 in the amount of \$120.24
5. Administrative Abatement for Map/Lot #220-015-098 in the amount of \$55.13
6. Administrative Abatement for Map/Lot #220-015-099 in the amount of \$95.55
7. Administrative Abatement for Map/Lot #113-048 in the amount of \$1,195.45
8. Administrative Abatement for Map/Lot #103-051 in the amount of \$1,200.08
9. Approval of All Veterans Credit for 2024 for Map/Lot #203-029 in the amount of \$500.00
10. Approval of Veterans Credit for 2024 for Map/Lot #109-031 in the amount of \$500
11. Approval of Service Connected Total Disability for 2024 for Map/Lot #109-031 in the amount of \$1,700
12. Distribution of Funds from the Building Maintenance Fund in the amount of \$3,752.49
13. Distribution of Funds from the Recreation-Patriotic Fund (Fireworks) in the amount of \$1,500.00
14. Distribution of Funds from the Recreation-Patriotic Fund (Event Donations) in the amount of \$208.00
15. Distribution of Funds from the Building Maintenance Fund in the amount of \$1,380.00
16. Distribution of Funds from the Fire Department Equipment Capital Reserve Fund in the amount of \$11,500
17. Distribution of Funds from the Accrued Wages in the amount of \$4,521.29
18. Distribution of Funds from the Police Vehicle Capital Reserve Fund in the amount of \$12,999.14