

Bristol Select Board
Meeting Minutes
January 18, 2024

Approved: February 1, 2024

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

Absent: None

Others Present: Matthew Greenwood, Michelle Schulte, Robert Schulte, Victor Greenwood, Michael Greenwood, Cheryl Greenwood, Colleen Belyea, Friends, and Family of Barbara Greenwood; Raymah Simpson, Town Clerk/Tax Collector; Paul Bemis, Energy Committee Chair; Joanne Bailey and 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. 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 Mr. Sanschagrín. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Lagueux, yes; Mr. Brown, yes. The motion passed 5-0-0. The nonpublic session was entered at 5:09pm.

Ms. Dion motioned to return to public session at 5:45pm. Mr. Glassett seconded. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Sanschagrín, yes. The motion carried 5-0-0.

The Select Board took a break between 5:45pm and 6:00pm.

Public Session: Mr. Lagueux opened the public meeting at 6:00pm by having Michelle Schulte lead the Pledge of Allegiance in honor of the passing of Barbara Greenwood. A moment of silence in honor of Ms. Greenwood followed with discussion of memories and her role and contributions to the town.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the public and non-public meeting minutes of January 4, 2024, 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.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on January 4, 2024, as it may adversely affect the reputation of any person other than a member of this Board or render a proposed action ineffective. The motion was seconded by Ms. Dion. 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 accept the public meeting minutes of December 21, 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.

Consent Agenda: Ms. Dion made a motion to approve the January 18, 2024, Consent Agenda, to include the items named therein, motion seconded by Mr. Brown. 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.

Election Prep for 1/23/24 Elections: Ms. Simpson tested the old voting count machine with sample ballots and will be testing the tabulator on Friday. Highway Department employees will be assisting with election set up at the Historic Town Hall on Friday. Ms. Simpson asked the Board members if they would be attending the election to ensure that three (3) Select Board members are present. She also noted there would be a State inspection occurring during the election. All Board members will be present, though some have meetings to attend but will ensure coverage is sufficient during the election, running from 8:00am to 7:00pm. Ballots clerks will have tally sheets for write ins and Supervisors of the Checklists will have access to town laptops. Ms. Goodwin noted two (2) laptops will be brought back to the Town Office for the Budget Meeting that night. Employees will be asked to park at the church across the street, leaving parking available for Town residents. Discussion continued regarding the option of transportation from parking lots to the Historic Town Hall. Mr. Glassett reviewed options for a rental, Ms. Goodwin volunteered to shuttle, as needed.

Sewer Waiver Request / Department of Environmental Service Requirements: Ms. Goodwin stated that Mr. Chartier was unable to attend the meeting, however, wanted to discuss the Revised Statutes Annotated (RSA) change for the Wastewater Facility and for approval to submit a waiver request to the Department of Environmental Services. The RSA regarding certification has been on the books for a number of years, however enforcement of the statute has changed. The change now considers employees under Grade 2 no longer to be certified to conduct wastewater testing. Ms. Goodwin noted that if the Department of Environmental Services denies the request, the Department budget is going to be affected, as additional certifications will be required, and on-call shifts require additional personnel currently.

First Review – Bristol Community Power Electric Aggregation Plan: Mr. Bemis, Energy Committee Chair, shared a presentation with the Board for the first review of the draft of the Bristol Community Power Electric Aggregation Plan. The two goals of this plan are to save energy and costs, which are guaranteed to be lower than Eversource's default rates, while encouraging and promoting renewable power generation. Mr. Bemis met with the community previously to present the Community Power option for the voters to consider at the Town Meeting. Customers could opt in or out and switch between the organization and Eversource with no permanent commitment. This plan would need to be voted on as a Warrant Article in March and if voted in, the Select Board would have authorization and jurisdiction over the program and would need to give the Town Administrator authorization to work with the organization on behalf of the Board. Meetings are mandatory for membership purposes and Mr. Bemis volunteered to attend meetings if the Select Board approves. Mr. Glassett asked if the rates would ever be higher than Eversource, and how the program was able to keep rates so low. Mr. Bemis stated that more members are opting into the program, decreasing Eversource's aggregate load so an increase in rate would be unlikely, though purchase times may lapse for lower rates due to supply and demand. The organization is a non-profit with four (4) employees, building up reserves to continue low rates no matter the situation. Eversource would still be responsible for distribution poles and wires, but the billing statements would reflect whichever program the person is buying into. Notification would go out

within 30 days of the Town Meeting vote to offer options. According to Eversource data, Bristol uses 35,000 mega hours of usage. Mr. Bemis noted that the solar array at the Wastewater Treatment Facility is ahead of forecasted savings, showing positive results of solar energy and cost-efficient savings. Mr. Bemis discussed other options for solar energy, including a location on Hall Road that would be a perfect location to install another solar array, giving the town the opportunity to be self-sufficient.

2023 Encumbrance – Request to withdraw: Ms. Goodwin asked the Board to put forward a motion to withdraw the request for encumbering funds from 2023 for the Water and Sewer Department. The bill was received and paid at the end of the year and the encumbrance is no longer needed.

Mr. Glassett made a motion to withdraw the request for encumbering funds from the 2023 Water and Sewer Department budget of \$7,550 for electrical installation, second by Mr. Brown. No further discussion. The Board voted 5-0-0, the motion passed.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Assessing / Land Use Department:

Pemi River Local Advisory Committee has two (2) out of three (3) positions open.

A seasonal camper's letter will be sent out to the current owners of Davidson's Campground.

A Frequently Asked Questions (FAQ) index on the town website is available for questions regarding tax information.

The Equalization Ratio for 2023 is 54.2%, meaning the town is under assessed. This does not affect taxes for 2024 and properties will be reevaluated in 2025. As the Veteran exemptions are being proposed to be adjusted this year, the Assessing Department will conduct research on whether to adjust other exemptions for 2026.

Executive Department:

Ms. Goodwin stated that Elections and Town Meeting information along with dates and times have been listed on the Town's website. The deadline to submit Warrant Article Petitions is February 6th, 2024, by 5:00pm. The Zoning amendment deadline has passed. Elections will be held on March 12th, 2024, for officers and Zoning amendments on the ballot, tentatively scheduled for the Historic Town Hall. Town Meeting will be held on Saturday, March 16th, 2024, at 9:00am in the Newfound Regional High School auditorium. Absentee Voter/Voter Registration information will be posted soon on the website and any questions can be directed to the Town Clerk's Office.

Ms. Goodwin reviewed and noted changes on the Warrant Articles:

Article 10- Contingency had no changes made to the Article.

Article 11 - Patriotic Recreation is budgeted for \$25,000; Currently \$16,000 for the fireworks company to host our show along with covering the permitting, barge, and boat. The Board reviewed the

costs of 2023 entertainment, food, and other incidentals. The display is scheduled for Saturday, July 6, 2024, with a rain date of Sunday, July 7, 2024. Ms. Goodwin is waiting to receive the contract with the final cost for the event. The Select Board supports the current amount budgeted for the event. The Board agreed to reduce this Article to \$20,000 with \$18,000 to be applied to the display.

Article 12- Parsonage Parking Lot was reworded to correct the intent of the article. .

Article 13 - Capital Reserve Funds have been adjusted. Accrued Wages, Assessment Capital Reserves, and Town Building reserves have been decreased by \$10,000.00 each. Ms. Goodwin noted that the Fire Department figures were set by the Capital Improvements Committee, and she did not adjust. The Highway Reserve also did not change. Mr. Glassett noted that the replacement of the ambulance and needed equipment would be estimated at \$350,000.00, and Engine 2 will need to be replaced within 5 years and the Police Department Reserve has been depleted due to an increase in vehicle costs. Ms. Goodwin asked if the adjustments were supported by the Board and the Select Board agreed. Article 14 - There is only one article in the warrant to adjust the credit amount, as the All Veterans are per state regulations to match whatever the Town sets for the Standard Veterans.

Article 15- Community Power information was presented earlier by Mr. Bemis, Chair of the Energy Committee. This article came from the drafts provided by Community Power.

Article 16- Any Other Business

Warrant Articles will be voted on by the Select Board at the February 1, 2024, meeting.

Ms. Goodwin noted that the audit was completed late, resulting in 2022's year not being fully closed. The New Hampshire Department of Environmental Services (DES) investigated the lake levels due to concerns from surrounding towns, concluding that levels are sufficient and no change in practices are required.

The employee Holiday Lunch is Friday, January 26, 2024, starting at 11:30am.

Ms. Goodwin also discussed Department Head training, taking place up to three times a year with seminars on employee issues, team building skills, and other training available.

Fire Department: No update

Highway Department:

Mr. Bucklin will have a survey conducted of Second Street in the spring.

Parking ordinances were enforced during the week, resulting in multiple vehicles being towed from municipal parking lots. A letter was sent out to property owners in October 2023, informing them of the Winter regulations and to inform their tenants. Tenants receive a first-time warning from the Police Department, but after that warning were towed, only after a storm, if not out of the designated parking lots by 8:00am. In review of procedure, it was realized that the signs for municipal parking lots such as Central Street, in front of TD Bank, and the lower Minot Sleeper Library were missing. Replacement signs will be purchased.

Minot-Sleeper Library:

Ms. Goodwin welcomed Fiona Barker to the library team. She was hired as the new Circulation and Catalog Assistant and has experience coming from an academic library.

Police Department: No update

Town Clerk / Tax Collector's Office:

Updates given by Ms. Simpson earlier in the meeting.

Water / Sewer Department:

Ms. Goodwin noted that Mr. Chartier will discuss the Sewer Waiver in depth at the February 1, 2024, Select Board Meeting.

Events:

Candy Bar Bingo will be held at the Tapply-Thompson Community Center on Saturday, January 20, 2024, from 2:30pm to 4:00pm. Admission to the event is three (3) full size candy bars.

Winter in the Woods will be held at Slim Baker Lodge on Sunday, January 21, 2024, from 2:00pm to 4:00pm. There will be a fire and smores at the event.

Communications:

Ms. Goodwin noted that copies of the New Hampshire Department of Energy newsletter and Executive Counselor Kenney's meeting letter were in the Board members' folders for review.

Mr. Bucklin provided another sand bucket at Breck-Plankey Spring.

Other: None

Select Board Items:

Mr. Glassett asked Ms. Goodwin if any Petition Warrant Articles had been received and when the deadline for Petition Warrant Articles was due. Ms. Goodwin stated the deadline was February 6th, and no Petition Warrant Articles had been received, though one potential article was discussed with a resident, who surveyed other town residents about eliminating Transfer Station Fees. Ms. Goodwin commented on the loss of revenue if that occurred.

Mr. Brown filled in as a representative on the Planning Board last month and relayed that the Planning Board will be conducting a walkthrough of specific properties which have been marked with a line drawn down the middle such as the Riverview Elderly Housing. Mr. Brown also filled in last night as a representative of the Economic Development Committee. The main topic was additional funding for the Pemi Path which also requires an additional Environmental Assessment to qualify. Mr. Brown gave the committee advice to create a business plan and break down the financial benefits.

Mr. Brown discussed concerns of the effects of the salt on the roads close to the lake. The Board discussed the current use of low salt. Mr. Brown will bring these concerns to the Conservation Commission for further review and feedback.

Public Comments: Ms. Goodwin addressed Mr. Caldwell's complaint of discrepancy with the Town's website. The town is working with the contracted IT company and the website company to fix part of the Town's website that is not accessible.

Mr. Fellows discussed concern over the flooding that backs up on Beech Street. With the constant mix of snow and rain, the flooding backs up into the parking lot and cannot drain properly. He is also concerned that if the excess water freezes over, oncoming vehicles who turn onto the road would slide, creating an accident. The Select Board will address this concern and will investigate the road conditions to determine if there is a potential clog or flaw in the draining system. Ms. Goodwin stated that work was done by a homeowner on that street per Town request and site visits took place multiple times prior to each step to ensure no setbacks or repercussions from work completed. Ms. Goodwin also noted that though the problem was fixed for the homeowner, it appears that it did create other problems and these issues will be addressed and brought to Mr. Bucklin's attention.

Ms. Dion made a motion to adjourn the meeting at 8:30pm, seconded by Mr. Glassett. The Board voted 5-0- 0, in favor of the motion. The motion passed unanimously.

Respectfully submitted,
Shannon Wharton

Appendix

1. Accounts Payable Payment Manifest dated 12/31/23
2. Accounts Payable Payment Manifest dated 1/4/24
3. Accounts Payable Payment Manifest dated 1/11/24 – 2023 billings
4. Accounts Payable Payment Manifest dated 1/11/24 – 2024 billings
5. Accounts Payable Payment Manifest dated 1/18/24 – 2023 billings
6. Accounts Payable Payment Manifest dated 1/18/24 – 2024 billings
7. Payroll Payment Manifest dated 1/18/24
8. Updated Current Use Application for Map/Lot #228-006, 228-007, 228-009 and 228-019
9. Updated Current Use Application for Map/Lot #220-015
10. Disabled Exemption for Map/Lot #219-013 in the amount of \$30,000
11. Land Use Change Tax for Map/Lot #220-008 in the amount of \$5,000