

Bristol Select Board  
Meeting Minutes  
February 1, 2024

**Approved:** Approved minutes, February 15, 2024

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

**Absent:** None

**Others Present:** Paul Regan, Budget Committee Chair; Robert Fellows, Community Member; Cade Overton, Media Manager

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

Mr. Sanschagrín motioned to return to the public session at 6:09pm. Mr. Glassett seconded. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Mrs. Dion, yes; Mr. Sanschagrín, yes. The motion carried 5-0-0.

**Public Session:** Mr. Lagueux opened the public meeting at 6:11pm by having Ms. Goodwin 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 January 18, 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 February 1, 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 Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda:** Mrs. Dion made a motion to approve the February 1, 2024, Consent Agenda to include the items named therein, motion seconded by Mr. Glassett. 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.

**2024 Warrant Articles – Finalize and Approve:** Ms. Goodwin noted that the Board has two copies of the Warrant Articles, 6A, including Article 12 as combined purchase and demolition of the "parsonage and parking lot", and 6B, including the purchase in Warrant Article 12 and the demolition in Warrant Article 13. The Board agreed unanimously to review a copy of the Warrant Articles that includes purchase and demolition combined.

. Glassett made a motion to recommend and move Article 10, to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Twenty Thousand Dollars (\$25,000.00) to put in the fund. This sum to come from the Unassigned Fund Balance. Any appropriation left in the fund at the end of the year will lapse to the general fund. Majority vote required. The motion seconded by Mrs. Dion. Ms. Goodwin is researching if the trust fund that is labeled 'contingency' is required. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. 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 recommend and move Article 11, to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the Patriotic, Recreation and Special Events Trust Fund. The motion seconded by Mr. Sanschagrín. Mr. Glassett asked for an update on the quote. Ms. Goodwin received a quote today and \$18,000 includes the boat, barge, permitting responsibilities, and fireworks display. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mrs. Dion made a motion to recommend and move Article 12, to see if the Town will vote to raise and appropriate the sum of Eighty-Seven Thousand Five Hundred Twenty-Eight Dollars (\$87,528) for the purpose of purchasing the "parsonage and parking lot" which constitutes approximately. 0.37 acres of land and buildings located at 20 Summer Street, Bristol, NH and further identified by the Town's Tax Map 114, Lot 091. Said amount includes purchase, demolition, limited landscaping, and parking lot repairs. Property may be used for future expansion of downtown parking. Majority vote required. The motion seconded by Mr. Sanschagrín. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mrs. Dion made a motion to recommend and move Article 13, to see if the Town will vote to raise and appropriate the sum of Four Hundred Five Thousand Dollars (\$405,000) to be added to the Capital Reserve Funds previously established. Majority vote required. The motion seconded by Mr. Brown. Mr. Lagueux noted these numbers are presented by the Capital Improvements Program (CIP) Committee and have been adjusted significantly down from the original numbers. Ms. Goodwin said Fire, Highway, and Police Capital Reserves were increased by \$26,000 to reflect increased costs of vehicle purchases. With no further discussion, roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Sanschagrín made a motion to recommend and move Article 14, Veteran's Tax Credit in accordance with RSA 72:28, II from its current tax credit of \$500 per year to \$750. Majority vote required. The motion seconded by Mr. Lagueux. Ms. Goodwin relayed questions posed by the Budget Committee regarding the Warrant Article and noted that though the total amount of credits varies from year to year, the estimated increase is \$37,000. The credit adjustment has not been changed in several years. This applies to both the Veteran's and All Veterans. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mrs. Dion made a motion to recommend and move Article 15, to see if the Town will vote to adopt the Bristol Community Power plan, to authorize the Bristol Select Board to implement the plan, and to take all action in furtherance thereof, pursuant to RSA 53-E. The plan will initially provide lower electricity rates for residents, or it will not launch. Initial participation in the plan can be declined, after which enrollment becomes voluntary. Tax Impact: None. The motion seconded by Mr. Glassett. The next Energy Power Plan informational session will be held at Minot Sleeper Library on February 20, 2024. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin noted the Board will need to vote on the Budget and sign off on the Warrant Articles after the Budget Committee meets to vote on their recommendations during the Public Hearing on February 6, 2024, at 6:00pm at the Town Office.

**2024 Revenues – Finalize and Approve:** Ms. Goodwin stated the Board has two (2) formats of the Revenues in their folders, one without grant estimates included and a hand-typed one with the grant included for the vote. The final grant line number will be completed on Friday, February 2, 2024. A discussion ensued adding the Select Board and Budget Committee percentage increases and consensus by the Board was to continue with percentage reflections on the Revenues for both.

Mr. Lagueux asked why line #3187-100 Excavation Tax has generated no revenue and inquired on line #3190 Penalties and Interest. Ms. Goodwin stated that excavations are exempt up to 1000 cubic yards and anything over this has rarely occurred. Ms. Goodwin also stated that tax lien payments and penalties revenue were confirmed by Ms. Simpson.

Ms. Goodwin discussed line #3210-160 Cable Franchise Fees, noting that payments received in 2023 were booked back to 2022 and that there may not be a payment booked for 2023.

Ms. Goodwin discussed line #3220 Motor Vehicle Registration Revenues which have increased as more people move to Bristol and are registering their vehicles. The actual revenues for 2022 are \$791,432.00 and 2023 are \$822,873.00. Mr. Sanschagrín asked if boat registration was included. Ms. Goodwin stated boat registrations are included in another line.

Discussion by the Board regarding lines #3290-400 Income from Metals and #3290-425 Income from Aluminum. When the lines were corrected, Ms. Goodwin reviewed the line with Mr. Bucklin and it was agreed that we could add funds back to this line, but Ms. Goodwin did not get this done before the meeting. Motion to amend line #3290-425 Income from Aluminum from \$0 to an amount of \$1,000 by Mr. Glassett. Second by Mr. Sanschagrín. It was noted that VFW in Bristol was disbanded in November 2023, and they used to collect the aluminum as a fundraiser. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed, 5-0-0.

Discussion by the Board ensued regarding: #3357 Flood Control Reimbursements. Number is set by the NH Department of Revenue Administration (DRA), #3359-211 Grant- Fire Hazard Mitigation Plan has not been approved yet by the Federal Emergency Management Agency (FEMA), line #3401-Ambulance

Patient Receipts, and #3401-255 Ambulance Member Fees. Ms. Goodwin noted that \$60,000 from Ambulance revenues has not been transferred yet to the Ambulance Revolving Fund.

Motion to approve the bottom -line of 2024 Revenues in the amended amount of \$3,536,910.87 by Mr. Glassett. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Finance/Human Resources Officer Job Description:** Ms. Goodwin asked the Board to review and approve the job description for the Finance/Human Resources Officer position. Ms. Goodwin noted two changes with the date and non-essential functions. Discussion ensued regarding qualifications for the position. No further discussion. Mr. Sanschagrín made a motion to approve the job description as proposed. The motion was seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. Ms. Goodwin will post the employment opportunity on Friday.

**2024 Town Meeting Discussion:** Ms. Goodwin asked the Board what materials the Board would prefer to have during the Town Meeting. Discussion ensued with the consensus of packets with key points and tax impact details to be included in the binders. Ms. Goodwin will communicate with the school to discuss a food fundraiser. Attendees of the Town Meeting should also include departments, the Town Attorney, and include a slideshow picture presentation of Departments including the Public Safety Building and its progress. A slideshow of the Warrant Articles will also be prepared.

**Town Administrator's Report:**

Ms. Goodwin reported on the following:

*Employee/Department Updates:*

*Assessing / Land Use Department:*

Ms. Goodwin stated that the Pemigewasset River Local Advisory Committee (PRLAC) still has open positions for anyone interested in the Rivers Management and Protection program to serve on the PRLAC. Bristol is allowed up to three (3) representatives and there is currently only one (1) representative. Interested candidates should reach out to the Town Administrator.

*Executive Department:*

Ms. Goodwin stated the Town Report submissions have been completed and are in the folders for the Board to review and discuss. The Executive Summary has not been edited by Mrs. Tivey yet, but the others have. The Board discussed and agreed with the In Memory Dedications but would like to see the photos reformatted for clarity. The Board approved the Special Thank You page with two "Thank you's" being added. The Board would like to review the Executive Summary before approving. The Board approved the dedication page.

Ms. Goodwin stated the Budget Committee Public Hearing is Tuesday, February 6, 2024, at 6:00pm with a snow date or second hearing date of February 7, 2024. Ms. Goodwin has added to the News Items on the website, the website calendar, the 2024 Election and Town Meeting page, posted at the Transfer Station, posted at the Minot-Sleeper Library, posted in both lobbies and on the outside board, added to

Facebook, and it will also be advertised in the Daily Sun on Friday. The Draft Budget document is posted on the website page and all materials will be posted, and copies will be made available to the public.

The deadline for Petitioned Warrant Articles is Tuesday, February 6, 2024. The Town's Attorney will be available to review, if any are received, before it goes to the Budget Committee Public Hearing. A clean version of the Petitioned Warrant Article Form has been added to the website and updated for future use.

*Fire Department:*

Chief LaRoche has just returned from a 2-week training session in Maryland at the National Fire Academy.

*Highway Department:*

Ms. Goodwin noted that the Designated Winter Parking signs have been installed in the lot in front of TD Bank, the lower lot at Minot-Sleeper Library, and the River Falls parking lot this week.

Ms. Goodwin discussed the removal of the sand barrel bracing and cover at Breck-Plankey Spring. Unfortunately, it was used as garbage, resulting in the Highway Department fixing the state of the barrel.

Ms. Goodwin informed the Board of an incident involving a Highway truck that slid on slippery roads and clipped a fence.

*Minot-Sleeper Library:*

No updates to report.

*Police Department:*

There are two (2) open positions in the Police Department. More information will be posted in the next week.

*Town Clerk / Tax Collector's Office:*

Ms. Goodwin discussed her concerns with the Board on the number of open Board and Committee Positions. This has been posted on the Website and social media. Any resident interested in filing for any of the open positions listed must sign up with the Town Clerk / Tax Collector's Office by February 2, 2024, at 5:00pm.

*Water / Sewer Department:*

No updates to report.

*Town Events:*

Ms. Goodwin discussed the Heart of Bristol, an event sponsored by the Community Events Committee for February. The rules state to follow their Facebook page and watch for posts with fun heart emojis taken at locations in Bristol. Be the first to correctly identify the location and win a prize.

The Library Trustees will be hosting a Meet the Candidates Event on March 2, 2024, at the Historic Town Hall.

The Spring Fling Dance will take place on March 23, 2024, from 7:00-10:00pm at the Historic Town Hall.

*Communications:* Newsletters from the Department of Energy are included in the Board packets.

**Select Board Items:**

Mrs. Dion informed the Board that the Budget Committee meetings have been very respectful regardless of difference in opinion or voting, noting that many disliked the budget increases, but some are for good causes. Mrs. Dion also stated that Barbara Greenwood's memorial was well attended and had a beautiful service.

Mr. Lagueux praised the Homestead Restaurant for hosting the Employee Holiday Luncheon. Mr. Lagueux heard positive feedback from employees and encourages the Boards to continue this practice.

Mr. Brown and Mr. Glassett thanked the Town Employees responsible for making the Elections run smoothly and for the shuttles running that made traffic flow smoother.

Mr. Sanschagrín said the Planning Board meeting was cancelled but praised the progress made at the All-Committees Meeting, noting that it brought all volunteers together.

Ms. Goodwin and the Board discussed details of the Public Safety Building. The construction is on track and another walk through will occur before the Town Meeting. A Public Safety Building Committee meeting will occur next week with more details. Ms. Goodwin reported that Cade Overton has been taking photos during multiple steps as the building construction progresses.

**Public Comments:**

Robert Fellows, Community Member, commented on the Historic Town Office ramp railings being broken. He noted that it was unsafe. It was reported that the ice and snow falling from the roof onto the ramp broke railings the morning of the elections. The building is shut down in February and will be evaluated for repairs before the next election.

Mr. Regan, Budget Committee Chair and Trustee of the Trust Fund, discussed the Trustees Annual Meeting, resulting in the reviewing of fund options. Currently, assets are held in an account with little interest, but the Trustees and Mr. Regan discussed researching and collecting the original trust documents, making the documents accessible going forward.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Brown made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c). The motion was seconded by Mrs. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Mrs. Dion, yes; Mr. Sanschagrín, 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 February 1, 2024, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board and render a proposed action ineffective. The motion was seconded by Mrs. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Adjournment:**

Mr. Glassett made a motion to adjourn at 8:01 pm. Mrs. Dion seconded the motion. The motion carried 5-0-0.

Respectfully submitted,  
Shannon Wharton

## Appendix

### Consent Agenda 2/1/24

1. Accounts Payable Payment Manifest dated 2/1/24
2. Payroll Payment Manifest dated 2/1/24
3. Appointment of Kris Durgin to the Energy Committee