

Bristol Select Board
Meeting Minutes
March 21, 2024

Approved: Approved Minutes, April 11, 2024

Present: Select Board members: Don Milbrand, Les Dion, Scott Sanschagrin, Carroll Brown, Jr. (tardy), and Rob Glassett; Town Administrator: Christina Goodwin

Others Present: Cade Overton, Media Manager, Jeff Chartier, Water/Sewer Superintendent, Bill Dowey, Pemi-Path Sub-Committee Chair, Buz Kenney, Pemi-Path Sub-Committee Member, and Paul Regan, Budget Committee Chair.

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. Milbrand. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Milbrand, yes; Mr. Glassett, yes. The motion passed 3-0-0. The nonpublic session was entered at 5:10pm.

Mr. Glassett made a motion to return to the public session at 5:59pm. Mr. Sanschagrin seconded the motion. Roll call vote taken: Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrin, yes; Ms. Dion, yes. The motion carried 4-0-0.

Public Session: Mrs. Dion opened the public meeting at 6:00pm by having Mr. Milbrand 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 March 7, 2024, as written. The motion was seconded by Mr. Sanschagrin. No discussion. Roll call vote taken: Mrs. Dion, yes; Mr. Glassett, yes; Mr. Sanschagrin, yes; Mr. Milbrand, abstained. The Board voted 3-0-1. The motion passed.

Consent Agenda: Mr. Glassett made a motion to approve the March 21, 2024, Consent Agenda, to include the items named therein, motion seconded by Mr. Milbrand. No further discussion. Roll call vote taken: Mr. Sanschagrin, yes; Mrs. Dion, yes; Mr. Glassett, yes; Mr. Milbrand, yes. 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.

Ms. Goodwin noted two more checks needed to be cut, so there was a second manifest created for the Board to approve.

Ms. Goodwin noted that she did not schedule interviews with the proposed appointments and the Board agreed.

Election and Town Meeting Close-Out:

Ms. Goodwin addressed the Board looking for feedback about how the Election and Town Meeting went and what, if anything, could be done to improve the Election process or Town Meeting for next year. Ms. Goodwin stated a review of the Elections and Town Meeting should take place each year.

The Board and Ms. Goodwin discussed the following on Elections:

- Detours were helpful, but some people had driven around the detours.

- Shuttle services were not utilized enough. A hotline for shuttle services could be offered if the venue for Elections does not change
- There was enough parking for the Elections
- Police coverage to direct traffic was not needed, however, it was preferred that Police scheduled to support elections be available for outside support as well

Ms. Goodwin stated the heat was left on for two days after the Election and noted that a checklist for after events or elections would be helpful. Mr. Sanschagrín stated the water heater may not be working and recommended that we look into an option for either replacing it or repairing. Ms. Goodwin discussed food options such as potluck dinners or other food venue options. The Board noted Mrs. Greenwood's presence was missed and was not the same during the Elections.

The Board discussed the Town Meeting next. Ms. Goodwin stated there were technical difficulties prior and during the Town Meeting at Newfound Regional High School (NRHS) auditorium with recording equipment, television projections, outlets within the auditorium, and the set up was not completed. Ms. Goodwin was told a work order through the school would be the most effective way to set up, which was not communicated to Ms. Goodwin before the Town Meeting. The Freshman Class held a fundraiser selling concession food and raising up to \$150. They felt that the amount of work for the amount of fundraising was not beneficial and will most likely not participate next year. The consensus was the concession stand was not visible to the public and will encourage the next high school class to sell food in the lobby where there is more traffic coming in. The Board discussed donating to the Freshman Class. The NRHS Honor Society offered babysitting services for attendees though the services were not utilized, and they have advised that they will not offer this service next year. The Board and Ms. Goodwin agreed to send thank you cards to the Freshman Class, and the Honor Society for their services. Most Department Heads were there, with Mrs. Herbert, Deputy Town Clerk/Tax Collector, filling in for Ms. Simpson, who was on vacation, and Tim Woodward filling in for Chief Bean. The Board thought the slideshow presentation during the meeting was great and should put together another slideshow for next year's Town Meeting. Ms. Goodwin stated 550 copies of the 2023 Town Report were ordered, noting multiple errors in the 2023 Town Report that were not caught until the reports were printed and the fragile binding. Ms. Goodwin noted steps will be taken to identify errors and make corrections, if necessary, going forward before the ordering of the Town Reports and they will not order as many.

Sewer Projects – Financing Update: Mr. Chartier and Ms. Goodwin have been working on updating the Sewer Project Financials, looking to the Board for approval to move forward on choosing a bank proposal for the Central Street Project. Eight Thousand Dollars (\$8,000) has been spent on repairs while waiting for the project to begin and there is a concern that more money will need to be spent before the project moves forward. Ms. Goodwin noted that the Lake Street Extension Project required an amended agreement, combining both projects, for the Economic Development Agency to approve an amended scope from the original Sewer to the Lake approval and the Town is waiting for a response to the project funding. The Board was given a copy of the Franklin Savings Bank proposal for up to two (2) million dollars at a fixed rate for two (2) years with an origination fee of \$500. Ms. Goodwin also noted interest will be charged based on the actual amount used. The Board asked if this was the only bank proposal requested. Ms. Goodwin stated she received a voicemail from T.D. Bank and will review the message and proposal once received. Adding that Northway Bank does not offer loans to towns. Mr. Glassett recommended that they reach out to Meredith Village Savings Bank. Ms. Goodwin reported that bond counsel is also required. The Board discussed and agreed to hold a Work Session on March 28, 2024, at 6:30 p.m. with Ms. Goodwin and Jeff Chartier to review and approve a loan proposal for the Sewer Projects.

Mr. Chartier reported that the Department of Environmental Services (NHDES) inspected the treatment facility, and the report is good. NHDES is impressed with the Town's hiring of certified operators for the Water and Sewer Departments per their amended requirements for the facilities. Ms. Goodwin will email the Board a copy of the inspection report.

Pemi-Path Sub-Committee: Mr. Dowey and Mr. Kenney discussed with the Board the partnership vs lease concept with the Army Corp for the Pemi-Path project. The Board was given materials and copies of email communications by the Army Corp when they were first talking about the issue and sample drafts of a partnership agreement. Mr. Dowey said a grant funding submission must be submitted on March 22, 2024, with a signed Memorandum of Understanding (MOU) and the updated and signed MOU is good for either the partnership or the lease with the Army Corp. He reports that federal funding is not allowed under the terms of the draft partnership with the Army Corp, and he is concerned with the Town partnership restricting this as well. Tia from the Army Corp met with Ms. Goodwin and the Pemi-Path Sub-Committee on March 20, 2024, to discuss their concerns over the partnership's terms and language and limitations and Tia will be reviewing the questions.

Election of Officers: Mrs. Dion made a motion to elect Mr. Glassett as Select Board Chair. The motion was seconded by Mr. Milbrand. No discussion. The Board voted 4-0-1. The motion passed.

Mr. Glassett made a motion to elect Mr. Milbrand as the Select Board Vice Chair. The motion was seconded by Mr. Sanschagrín. The Board voted 4-0-1. The motion passed.

Select Board Assignments/Scheduling/Materials:

At this time, the Board will continue to keep the current Select Board meeting schedule of meetings on the first and third Thursday of every month and will review if needed in the months of July and August.

The Board appointed the following Board members to serve on Committees:

- Budget Committee – Main Representative Mrs. Dion / Alternate Mr. Glassett
- Economic Development Committee - Main Representative Mr. Brown / Alternate Mrs. Dion
- Historic District Commission - Main Representative Mr. Milbrand / Alternate Mr. Glassett
- Planning Board - Main Representative Mr. Sanschagrín / Alternate Mr. Milbrand
- Public Safety Building Committee - Main Representative Mr. Glassett / Alternate Mr. Brown
- Fireworks Committee – Main Representative Mr. Glassett / No Alternate needed

2024 Proposed Wage Scale:

Ms. Goodwin stated the 2024 Proposed Wage Scale was amended to reflect 22 Grades and 12 Steps. The changes from the original scale included: Removal of the lowest three grades and addition of upper grades and moving job titles/positions into corrected grades. Mr. Milbrand made a motion to approve the 2024 Proposed Wage Scale as amended and presented. The motion was seconded by Mr. Sanschagrín. No further discussion. The Board voted 4-0-1. The motion passed.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Assessing / Land Use Department:

Ms. Goodwin stated there is a proposal for a solar array that will consist of fifteen (15) acres on a lot on Summer Street. If the proposal were to be approved, this would be the company's first commercial installation in New Hampshire.

Executive:

Ms. Goodwin stated the 2022 Audit has been finalized. An error was caught in the process, and with enough documentation, the Auditors corrected it for their records. Ms. Goodwin discussed an upcoming meeting with the contracted finance group to discuss the financing of Capital Projects.

Highway Department:

GMI had given the Town a proposal on the Town Office parking lot project in December 2023. The parking lot entrance will be adjusted, the paving and curbing grinded and then repaved. Mr. Glassett stated he has been asked by members of the public if the Town goes out for additional proposals for due diligence, and if the Town had entertained other proposals for the project. Ms. Goodwin stated the Town has a contract with GMI in the past, but this was approved by the Board in December 2023 and is proposed to use encumbered funds along with paving funds to complete.

Minot-Sleeper Library:

Ms. Goodwin stated the Minot-Sleeper Library will be hosting a New Hampshire Humanities Lecture with Damian Costello on maple sugar on Wednesday, March 27, 2024, at 6:30 p.m.

Police Department:

Ms. Goodwin presented the Board with a Purchase Order for the new Police cruiser in the amount of \$44,065.35. The vehicle is a 2023 Ford Interceptor. Ms. Goodwin noted the price is at the lowest and will replace the oldest vehicle, which is planned for use as the Town vehicle. The vehicle is in stock, and price guaranteed for three (3) weeks as the company is being sold. Motion to approve Purchase Order #004220 in the amount of \$44,065.35 by Mr. Sanschagrin. The motion was seconded by Mr. Milbrand. No further discussion. Motion passed, 5-0-0.

Water/Sewer Department:

Ms. Goodwin stated the Proposed Water and Sewer Rates have increased and are proposed to go into effective on April 1, 2024. Water rates have increased by 12% and Sewer rates have increased by 14.5%. The increases will be seen in billing until the July billing cycle and Mr. Chartier will speak about the increases at the Board's April 4, 2024, meeting for a final vote by the Board.

Events:

Mrs. Dion stated the Community Events Committee is hosting a Spring Fling Dance on Saturday, March 23, 2024, from 7:00- 10:00 pm at the Historic Town Hall with Club Soda Band playing. Mrs. Dion noted that the Committee will decide by 12:00 p.m. on Friday, March 22, 2024, to reschedule the Spring Fling due to the incoming storm.

Communications:

Newsletters:

The New Hampshire Department of Energy's Newsletters are in the Board packets.

Other:

Ms. Goodwin stated the results of the 85 Lake Street Survey conducted at Town Meeting have been tabulated as follows:

- Fifty-Five (55) Town Residents voted to sell the building.
- Thirty (30) Town Residents voted to keep the building for various reasons
- And one (1) Town Resident was undecided as they did not have enough information to vote

Ms. Goodwin will share the full report on the survey with the Board.

Ms. Goodwin stated the Conservation Commission and the Planning Board fully support the Parsonage and Parking Lot purchase and project. Ms. Goodwin stated three (3) Public Hearings must be held and verified availability of the Board to hold and attend the public hearings on the dates of April 4, April 18, and May 2, 2024. The Board agreed to approve moving forward with the Public Hearings for the Parsonage and Parking Lot.

Select Board Items:

Mr. Sanschagrín stated the Planning Board's meeting last week went fine. There is one (1) Member and one (1) Alternate Member position open on the Planning Board. Ms. Goodwin noted the Planning Board allows up to five (5) Alternate Members.

Mr. Milbrand stated he was happy to be back as a Selectman. Mr. Milbrand discussed a goal of his as a Select Board member will be to research the benefits of changing the Town's budget to follow a fiscal year schedule instead of a calendar year. If the Town were to adopt the fiscal year schedule, the budget would reflect 18 months for the first year.

Mrs. Dion welcomed Mr. Milbrand back to the Select Board.

Mr. Brown stated the Newfound Lakes Region Association (NLRA) is organizing a meeting on Thursday, May 2, 2024, at 1:00pm with the NH Department of Transportation (DOT), the Church Diocese, and with one member of the Select Board to discuss moving forward with fixing the drainage at the foot of the lake. Mr. Brown will attend the meeting as the Select Board Representative with Mr. Glassett and Mr. Milbrand as Alternate Representatives, if needed.

Ms. Goodwin discussed with the Board the issue regarding the Town credit card. Ms. Goodwin has a Town credit card attached to her name and social security number through Northway Bank and the second card is attached to Mr. Lagueux's name and social security number. She is looking into options for replacing the cards, but needs to make sure, in the interim, that the Town continues to have a card in place.

Ms. Goodwin asked the Board for approval to move forward on the interview process for the Human Resources/Finance Assistant and Finance Officer positions. The Board approved moving forward with interviews and will determine who is available to sit on the hiring panel once dates for the interviews are scheduled. Mr. Regan offered to be on the hiring panel as a member of the public if they did not have someone selected. The Board agreed to have Mr. Regan as a member of the public during the interviews.

Public Comments:

Mr. Regan stated he hopes more people will get involved in their community and join town committees. Mr. Regan also stated that Mr. Caristi, former Budget Committee member and Chair, was written in on Election Day and has agreed to join the Budget Committee again. The Budget Committee will have a work session in April to discuss who will be Chair and Vice Chair and will discuss following the same schedule from 2023 and looking to the Board for feedback on the budget schedule for 2024-2025 budget meetings. The Board was supportive of the Budget Committee following the same schedule as adhered to from the 2023-2024 Budget season. Mr. Regan asked the Board if the CIP report could be available sooner than it

has been in the past. The Board agreed that the CIP report should be available earlier but did not believe that the Department Heads could be available sooner than the original deadlines.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on March 21, 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 Mrs. Dion. Roll call vote taken: Mr. Milbrand, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The Board voted 4-0-1, in favor of the motion. The motion passed.

Motion to adjourn the meeting at 8:43pm by Mrs. Dion. The motion was seconded by Mr. Milbrand. Motion passed 5-0-0.

Respectfully submitted
Shannon Wharton

Appendix

Consent Agenda 3/21/24

1. Accounts Payable Payment Manifest dated 3/7/24
2. Accounts Payable Payment Manifest dated 3/14/24
3. Accounts Payable Payment Manifest dated 3/21/24
4. Accounts Payable Payment Manifest dated 3/21/24 #2
5. Payroll Payment Manifest dated 3/14/24
6. Appointment of Steve Favorite to the Historic District Commission for a 3-year term
7. Appointment of Stephen Carten to the Planning Board for a 3-year term
8. 2023 Annual Facility Report for Active Solid Waste Facilities
9. Approval of Veterans Credit for Map/Lot #114-052 in the amount of \$750