

**Minutes**  
**Bristol Select Board**  
**May 16, 2019**

**Present:** Select Board members: Chair Les Dion, Vice Chair Don Milbrand, JP Morrison, Rick Alpers, Wayne Anderson, and Town Administrator Nik Coates.

**Absent:**

**Public Session:** The public meeting was opened at 6:18 PM with Rick Alpers leading the Pledge of Allegiance.

**Others Present:** Christina Goodwin, Assessing Manager; Mark Bucklin, Highway Superintendent; Janet Cote, Bicentennial Committee Chairperson; Doug and Claire Moorhead, Bicentennial Committee Members; Benjamin LaRoche, Fire Chief; Bob Rafferty; James McIntire, Police Chief; Pasquaney Garden Club members, Jane White and Shirley Yorks.

**Minutes:** Mr. Alpers made a motion to approve the minutes of May 2, 2019 as written, seconded by Mr. Milbrand. No discussion followed. The Board voted 5-0 in favor, motion carried.

**Consent Agenda:** Mr. Milbrand made a motion to approve the consent agenda dated May 16, 2019, to include the items named therein, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion to approve the consent agenda.

**Bicentennial Committee Update:** Janet Cote, Bicentennial Committee Chairperson, reported that the committee has finalized the Bicentennial events for this summer. She asked the Board for permission to use Kelley Park for a historical encampment the weekend of Old Home Day (August 24, 2019). Doug Moorhead explained that the Civil War re-enactment group would like to camp overnight at the park. This is a usual practice for them. They use period tents, etc. and are planning on having a campfire. Mr. Moorhead inquired about fire permits and other Town requirements. Christina Goodwin added that the fire pit would be at the north end of the park on the soccer field and that sod would be removed and replaced. Mark Bucklin, Highway Superintendent, gave his approval on this. Police Chief Jim McIntire has been made aware that this will be happening. Fire Chief Ben LaRoche confirmed that the re-enactment organization should get a fire permit and will need a letter from the Board giving them permission to do so. Ms. Goodwin will look into the cost of renting a portable bathroom trailer with running water for their use. Mr. Alpers stressed the importance of communicating with the middle school athletic director regarding the field's availability. Discussion ensued on how the committee is getting the word out on the events and they distributed the new brochure to the Board. Ms. Dion announced the Committee is in the process of securing Wellington Beach for an employee/community family barbeque on September 15, 2019. Ms. Goodwin added that business sponsors need to submit their sponsorships by May 17, 2019, in order to be included in the Bicentennial program book which is almost ready for publication.

Ms. Goodwin gave an update on the Fireworks Committee. Electrician Jeff Goodrum is volunteering his time and equipment to establish temporary electric service at Avery Crouse Beach. Entertainment and food vendors are being finalized. The fireworks company will be setting up the barges the Friday before

the fireworks which are being held on Saturday, July 7, 2019. The Committee has approved the purchase of four used barges from Hillside Condo Association.

**Request to Repair and Maintain Southern End of Old Stage Road:** The Board received a letter from Bob Rafferty seeking their permission for him to repair and maintain the southern end of Old Stage Road, a Class VI road. Mr. Rafferty was present at the meeting and said that during the spring the road gets washed out and becomes difficult to drive on. He would like to bring in crushed stone and ledge pack and level/grade the road. Mr. Coates said that Town Attorney Christine Fillmore responded that it would be fine as long as a written agreement is signed explaining what would be done and that Mr. Rafferty would be responsible for all expenses and the associated risk. Mr. Coates, Highway Superintendent Bucklin and Mr. Rafferty will visit the area together to document the existing condition. Mr. Coates will write up the agreement. The Board thanked Mr. Rafferty.

**Switching Transfer Station Hours:** A resident has suggesting changing the hours at the upper Transfer Station on Mondays and Wednesdays to open at 7:00 AM instead of 8:00 AM to better accommodate the public. This is planned on starting upon the opening of the new Transfer Station. Mr. Alpers suggested making a video on how to use the new station and putting it on the website. Mr. Morrison brought up that the traffic flow should be counter clockwise. Mr. Bucklin proposed opening the lower Transfer Station on Saturdays only. He also added that the boutique will be phased out. Mr. Anderson thought the items in the boutique should be given away free now.

Mr. Bucklin updated the Board on the status of the new Transfer Station. After the paving is done there, Central Street and Pemi Trail will be done. Chip sealing is scheduled for 6/14/19. Phase I of the Cummings Beach project is done and looks great. Mr. Morrison asked about the cleanup of the burnt house on Beach Street. Mr. Coates answered that the Health Office has given the owners a deadline to clean up the property and are currently working on it.

**Pasquaney Garden Club Project Request:** Pasquaney Garden Club President, Jane White went over the background on their idea to plant a Christmas tree in the square. The project would require fundraising as the cost would be several thousand dollars for a good-sized tree and an arborist to plant/maintain the tree for the first year. Ms. White and Garden Club member Shirley Yorks discussed the project further and the Board asked them for a cost estimate and more information on the type of tree best suited for this.

**Kelley Park Update/Charrette and Dugout Roofing:** Chair Dion said the Committee has decided not to go with metal shingles on the dugout due to the hazard of nails sticking through the roof. She added that the Charrette discussion will take place at the next Select Board meeting.

**Fire Department Update:** Chief LaRoche reported that the new Ambulance 2 is in service and is a great vehicle. The new stretcher has also been put in service and complies with new regulations. He added that the Fire Fighter position has been advertised and a number of applications have been received. Interviews will start next week and hopefully a new hire will be brought to the next Select Board meeting with a July 1<sup>st</sup> start date.

The Lakes Region Mutual Fire Aid Board of Directors have voted to upgrade the communication system which is used for fire and emergency dispatching needs. The upgrade of the simulcast system costs approximately \$850,000.00, therefore Capital Reserve contributions of member towns will be increased from \$1,442 to \$2,800 until the year 2022-2025 in which the increase will reduce to \$1,250. Mr.

Milbrand asked if the Town would need to purchase additional equipment for this project. Chief LaRoche informed him the Town would not. No further discussion took place.

**Marketing/Branding Contract:** Mr. Coates gave an update on the Marketing/Branding RFP. Twenty-three proposals were received, and the selection committee recommended hiring Stebbings Partners out of Attleboro, MA. The owner grew up in the area and is currently renovating a home here. They have done branding for many organizations including Camp Berea and The Boston Beer Company. The bid did come in \$8,500 over budget but the Committee felt strongly that the cost was very reasonable for the amount of work they were offering. Discussion ensued. Mr. Alpers suggested moving ahead and value engineer to reduce the budget gap. Mr. Alpers made a motion to approve the Stebbings Partners contract of \$23,500, Mr. Anderson seconded. Mr. Morrison said he did not agree with the contract being \$8,500 over budget. The Board voted 4-1 in favor, motion carried.

**Business Welcoming:** This will be discussed at the next Select Board meeting.

**Town Administrators Report:** Mr. Coates informed the Board that IT has been working on the implementation of credit cards for the Town Clerk/Tax Collector and Water & Sewer. The website is scheduled to go online in mid-June. The Mass Notification System will be launched in July/August.

The engineer is continuing work on the fiber project design. Mr. Anderson asked on an estimate as to when the design phase will be complete. Mr. Coates replied that the slowdown is working with the pole owners to get permission. He expects to get an update in the next week or two.

Work on the Pemi Trail is expected to be complete by the end of July.

A roof leak was identified at the Old Town Hall. It will be repaired, and the warranty checked.

**Select Board Items:** Mr. Milbrand was asked by the Conservation Commission to present the Select Board a correcting conveyance for 75 Old Stage Road. The Conservation Commission has no issue with the conveyance which adjusts property lines to accurately reflect the boundary line with the Conservation easement. Discussion followed. Mr. Milbrand made motion to approve the adjustment by signing the deed. Mr. Alpers seconded. The Board voted 4-0-1 in favor, motion carried.

Mr. Morrison asked Mr. Coates to verify with the Finance Director that we are receiving the offered discount from R.P. Williams. Mr. Coates will do that and let him know.

Mr. Anderson inquired on the status of the Select Board laptops. Mr. Coates replied that they are ready to go. Mr. Anderson also asked that the Economic Development Committee webpage on the new website be consistent with the rest of the website design.

Mr. Milbrand reminded the Select Board and the public that the Planning Board needs members. He reported that the Historic District Committee met recently and approved The #9 Barber Shop and Bene Pizza but did not approve the PSU Wayfinding Sign project. Mr. Coates explained the Wayfinding project specifics and further discussion followed. Mr. Anderson would like to go to the next HDC meeting to discuss this further. The Select Board asked Mr. Milbrand to request HDC to put a recommendation together on this and to get on the agenda of the next Select Board meeting. **Police Department:** Chief McIntire informed the Select Board that the new cruiser has come in and the equipment proposals to outfit the cruiser have also been received. Three bids were received, and Chief McIntire recommends

the Ossipee Mountain Electronics bid for \$17,000. K9 equipment was removed from the trade in vehicle and will be put into Car 7 which will be the K9 car for the life of that program. A new K9 cage, which can also be used for prisoner transport, was needed to complete this transfer. The cost is still \$4,000 under what was originally budgeted for outfitting the new cruiser. Discussion ensued. Mr. Anderson motioned to approve the change over of the K9 equipment from one vehicle to another for Purchase Order 4614, dated 5/16/2019. The Board voted 4-1 in favor, motion carried. Further discussion followed.

**Public Comments:** None

**Nonpublic Sessions:** Motion made by Mr. Alpers to enter nonpublic session per RSA 91-A, II (a), (b), (c) at 8:05 PM. Seconded by Mr. Anderson. Roll call vote taken. 5-0 in favor, motion carried. Motion made by Mr. Alpers to leave nonpublic session at 8:45 PM. Seconded by Mr. Milbrand. Roll call vote taken. The Board voted 5-0 in favor, motion carried. Motion made by Mr. Alpers to seal minutes, seconded by Mr. Milbrand. 5-0 in favor, motion carried. Motion made by Mr. Milbrand to adjourn public meeting at 8:47 PM, seconded by Mr. Alpers. 5-0 in favor, motion carried.

Respectfully submitted,

Wendy Smith