**Minutes**

**Bristol Select Board**

**August 5, 2019**

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

**Absent:** Chair Les Dion

**Public Session:** The public meeting was opened at 6:00 PM with Mr. Alpers leading the Pledge of Allegiance.

**Others Present:** Christina Goodwin, Land Use Manager; Mark Bucklin, Highway Superintendent; Karen Lukeman and residents of Sunset Heights neighborhood; Joanne Levesque; Doug Williams; Brian Howe; and Attorney Jason Reimers.

**Minutes:** Mr. Alpers made a motion to approve the minutes of July 1, 2019 as written, seconded by Mr. Anderson. No discussion followed. The Board voted 4-0 in favor, motion carried.

**Consent Agenda:** Mr. Alpers made a motion to approve the consent agenda dated August 5, 2019, to include the items named therein, seconded by Mr. Anderson. Mr. Milbrand requested that the Select Board hold off on approving Planning Board and Zoning Board’s new members until the Board meets them as was the practice in the past. Christina Goodwin, Land Use Manager was consulted on the two new members and it was decided to go forward. In the future, the Board would like to meet new Committee members before they are asked to approve them. The Board voted 4-0 in favor of the motion to approve the consent agenda.

**Sunset Heights Roads Acceptance Request:** Mr. Coates informed the Board that resident Karen Lukeman met with him and Highway Superintendent Mark Bucklin regarding her request to have the Town consider accepting the private roads in Sunset Heights neighborhood as public. Mr. Coates said that the meeting brought up concern that accepting the roads may require additional Highway Department staff and that the roads may not be up to Town specifications. Typically, requests for acceptance of private roads by the Town are done by Town Meeting approval. Karen Lukeman, a resident of Sunset Heights neighborhood, said that the roads were originally built to specification and approved by the Town. She added that she has done research and can’t see any reason why the Town can’t accept the road. Mr. Bucklin said that the road pavement is in pretty bad shape and dips where the road crosses a ravine. Water pipes are under the road at that ravine as well. He feels further investigation is needed before the Town can consider approving the roads. It was decided that the roads will be walked, boundaries determined and further research on the adoption of private roads process be done. Mr. Anderson requested that Mr. Bucklin set up a date for a walk through.

**SAU-Town Plowing Update:** Mr. Coates spoke with School Superintendent Stacy Buckley regarding plowing Newfound Road. They agreed that the School District would take that over but will need help from the Highway Department knocking back snowbanks. The School District will continue to plow at the elementary school.

**Amy Jo Cottages Request:** Mr. Coates informed the Board that the Department of Environmental Services (DES) notified the Town regarding a concrete patio and retaining wall which was built on Town property without Town permission and without permitting from the DES. DES is requiring removal of the structures and the owner Joanne Levesque is trying to work with them to keep the structures in place. The Board was asked whether they support leaving the structures on Town property for public access or removing them. The structures are in violation of the Town zoning ordinance and the state RSA. Joanne Levesque said that she mistakenly thought she had a 75’ easement. Her attorney, Jason Reimers explained that there were existing stairs and a rough patio at the location and improving them increased safety and is an asset to the Town. Mr. Reimers stated that Ms. Levesque will maintain the structures and be responsible for any potential liability. Mr. Morrison asked Ms. Levesque why she wanted to keep the patio there. She replied that improved the previous conditions and would be safer for her guests. Mr. Anderson, though appreciative of Ms. Levesque attending the Board meeting, was concerned with setting a legal precedent. Mr. Coates added that the Town would have no legal argument if other abutters of Town property encroached onto Town land. Further discussion followed including boat access, the Mulhern property, and structure blocking public access from the public beach to the area in question. Land Use staff have issued a violation of zoning ordinance. The Board asked Mr. Reimers to request a month extension from DES in order for the Board to further look into this matter.

**Temporary Electric Service at Avery-Crouse:** Temporary electric service was set up at Avery-Crouse beach for the Fourth of July fireworks. Mr. Coates asked the Board if they want to keep it installed all year or reinstall each year. It is more economical to leave it installed as opposed to reinstalling it every year. Mr. Morrison asked Mr. Coates to find out the cost of shutting off the meter and turning it back on each year.

**Town Office Project Update:** A walk through of the new Town Office with the Select Board was scheduled for August 19, 2019 at 5:00. Mr. Coates went over the budget and expenditures of the project and informed the Board that the project is 90% complete structurally and is currently on budget. Grants were received for furniture and energy efficient lighting.

Mr. Coates went over the move plan with the Select Board. The move will take place in mid-October. The movers are scheduled for Saturday, October 19 and staff will move in the week of October 21st.

**Square Credit Card Pilot Project Fees:** ASquare account has been set up to accept credit card payments for Beach passes at the Town Beaches. This pilot program may be extended to the Transfer Station in the future. Mr. Coates asked if the Select Board approves of absorbing the 2.75% interest fee per Beach pass sold for the remainder of the summer. Applicable ordinances will need to be changed next year to reflect the cost of the accepting credit cards. The Board agreed to absorb the cost.

**Town Administrator’s Report:** None

**Select Board Items:** None

**Public Comments:** None

Motion made by Mr. Milbrand to enter nonpublic session per RSA 91-A, II (a) and (b) at 7:34 PM. Seconded by Mr. Morrison. Roll call vote taken. 4-0 in favor, motion carried. Motion made by Mr. Alpers to leave nonpublic session at 8:05 PM. Seconded by Mr. Anderson. Roll call vote taken. The Board voted 4-0 in favor, motion carried. Motion made by Mr. Alpers to adjourn public meeting at 8:06 PM, seconded by Mr. Anderson. 4-0 in favor, motion carried.

Respectfully submitted,

Wendy Smith