

Bristol Select Board-Budget Work Session  
Meeting Minutes  
October 19, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrín, Carroll Brown, Jr. (tardy arrived at 6:10pm), Les Dion, Rob Glassett, and Christina Goodwin, Town Administrator

**Absent:** none

**Others Present for Work Session:** Paul Regan, Budget Chair; Patty Hayward, Library Director; Karen Boyd, Nancy Spears, Kathleen Haskell, Anita Avery, Nancy Dowey, Lucille Keegan, Trustees of the Minot-Sleeper Library; Andrea Vient, Hub66 Chief Executive Officer.

**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: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes. The motion passed 3-0-0. Nonpublic session entered at 5:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Sanschagrín. Motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:31pm.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on October 19, 2023, because it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board. The motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Lagueux welcomed Patty Hayward, the new Minot-Sleeper Library Director at 5:33pm when the public work session convened.

**Library:** Ms. Haskell presented the library budget highlighting the approved 2023 increases by Library Trustees for part-time staff to bring them up to a more competitive rate, which considers that part-time staff receive no retirement or health insurance benefits. She also explained why a new line was added to the budget, 01-4550-192, for increases as proposed for wage scale adjustments for cost-of-living increase and merit pay. The number is part of the same proposals as the Town. Ms. Haskell explained the increase in maintenance/repairs due to a recent issue with the furnace and mold due to excessive rainfall. She let the Board know that the library has a new custodial service vendor and there was an increase in the custodial service line and cost of supplies.

**Executive:** Ms. Goodwin reviewed with the Board the reclassification of the Administrative Assistant to Executive Assistant and the reason for budgeting for two (2) Minute Takers. The Board will revisit the funds budgeted for the Moderator's position with the increase in elections. Ms. Goodwin presented decreases in the proposed Executive budget with Minute Takers, projects, meetings, membership, and training.

**Finance:** Ms. Goodwin stressed that it appeared that the Finance proposed budget 00had a substantial increase, but an employee was removed from the Executive Budget and the position was reclassified to Executive Assistant (HR/FA). She discussed the need to increase the Annual Audit amount with the possible need for single audits. She explained that a single audit can vary from \$3,000.00 to \$5,000.00 depending on the number of entities involved in the funding. Additional funds were added to hire a new Finance Officer.

**General Government:** Ms. Goodwin explained that without a Town car enforcement and training would continue to use mileage for reimbursement, therefore an increase was placed in this line. She explained the increase in the telephone and internet services, heating, and the increase in contracted rate for additional duties and tasks assigned to the Media Manager. Ms. Goodwin discussed the shift to telephone and internet and/or computer technology along with electricity being adjusted slightly, this was a decrease in the budget.

**Broadband Matching Grant Initiative (BMGI) Provider:** Ms. Andrea Vient stopped by the Board work session to discuss a grant opportunity to support unserved and underserved areas in Bristol. The grant had a deadline of October 20, 2023, for Hub66 to apply for funds. Ms. Vient explained that 91% or 2,513 address locations are served, 7.1 % or 196 address locations are underserved, 2% or 54 address locations are unserved with a total of 2,763 address locations. The cost for a project that meets requirements as prescribed by state and federal guidance was estimated to be about \$302,000.00 and the amount HUB66b applied for through BMGI was \$181,200.00. The Select Board agreed to approve HUB66 as the provider who would be technically, managerial, and financially capable of meeting the obligations of the Fund request. Mr. Lagueux made a motion to approve the Hub66 grant application and to authorize the Town Administrator to sign all necessary documents connected to the grant and application. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Insurance-Property/Liability:** The increase for Insurance Property Liability was presented as a slight increase to the proposed 2024 budget. The actual increase appears higher as there was a credit carried over from 2022 to 2023. The Insurance for the Historical Society was split with the Historical Society and for the Old Fire Station Building and adjusted slightly to accommodate the 2023 increase and any potential increase for 2024.

**Police Department:** Ms. Goodwin touched on the Public Safety grant for the Radar Signs and Trailer. The numbers previously presented to the Board have been corrected and updated.

**Highway Department:** Ms. Goodwin pointed out several areas in the Highway Department's budget that could be cut such as the resurfacing of roads, chip sealing, and the bucket truck which the Board discussed.

**Final Review and Determinations for Select Board budget submission to the Budget Committee:** The Board deliberated and adjusted the Department Head proposed 2024 Budget. During this review, the Board determined that their priorities included 1.) employee retention, 2.) attraction of new employees, 3.) succession planning, 4.) maintaining existing services, and 5.) update the current plan for road maintenance. The Board adjusted the Highway, Police, Fire, Assessing/Land Use, Town Clerk/Tax Collector, and Finance Departments to support a 10% wage increase across the scale, adjusting pay and in some cases relocating positions on the scale. The Board felt that the current plan for paving roads on an annual basis needs to be reviewed and updated, especially considering weather events that hamper and cause damage to Town roads.

Ms. Dion motioned to approve the 2024 budget submission to the Budget Committee for the General Fund in the amount of \$7,848,975.01 adding Water and Sewer Budgets in the amounts of \$659,647.94 and \$725,042.73 for a total budget of \$9,233,665.68 . Mr. Glassett seconded the motion and the motion carried 5-0-0.

With no other business to conduct. Mr. Glassett motioned to adjourn the meeting at 9:03pm. Mr. Sanschagrín seconded. The motion carried 5-0-0.

Respectfully submitted,  
Deborah Clarke-Tivey