

Bristol Select Board Work Session  
Meeting Minutes  
November 30, 2023

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

**Absent:** none

**Others Present for Public Session:** John Miller, Planning Board Chair; Ingrid Heidenreich, Personnel Policy Committee Member

**Public Session:** Mr. Lagueux opened the public meeting at 5:08pm.

**All-Committees Discussion:** Mr. Miller addressed the Board with his thoughts on the steps and process for conducting the All-Committee's Meeting. He stressed the importance of the question, "Who is going to do what?", the function and importance of the Master Plan driving all decisions, and the role of the Planning Board moving forward. He and the Board discussed the value of giving volunteers a voice and an opportunity to use their talents and passions, and the balance of getting committee volunteers to work together towards a common goal outlined in the Master Plan.

**Personnel Policy Presentation:** Ms. Heidenreich and Ms. Goodwin reviewed changes and discussed rationales for changes in the Personnel Policy. They let the Board know of the input they received from employees and Department Heads' concerns as the Committee worked through the review of the Personnel Policy. Some discussions revolved around updated from a Policy to a Manual with Administrative Policies throughout that could be adjusted as needed, Personal and Vacation Time being called "Earned Time", addition of Bereavement Leave, Essential and Non-essential functions of employees for building closures, who was eligible for the Health Insurance Stipend, and the decision to restructure the second part of the Personnel Manual so it was clearer with content not necessarily being changed but arranged and redundant sections removed. The Board asked for the definition of "horseplay" to be added when the Definition Section of the Personnel Manual was being revamped. The Board agreed to an annual mandatory employee Harassment Training to enforce the importance of the Harassment Policy in the Personnel Manual. A discussion ensued regarding Pre Duty-Use of Alcohol and Drug Testing. The Board was informed that Administrative Policies, Definitions, and the Table of Content still needed to be updated. A clean version of the Personnel Manual will be presented to the Board at their December 7, 2023, regularly scheduled Select Board meeting, and become effective January 1, 2024.

Ms. Heidenreich asked the Board to consider the Town offering an optional 457 Plan to employees. This plan costs the Town no funds except the possible initial time of payroll while being set up. Ms. Goodwin will check how this affects workloads and the Board will revisit this request at their December 7, 2023, meeting.

**All-Committee Continued Discussion:** The Board and Ms. Goodwin discussed holding the All-Committee Meeting at the Town Office in Conference Room A, on Thursday, January 11, 2024, from 6:00pm to 8:00pm. The agenda will include setting up Ground Rules used at every meeting, a brief explanation of what each committee is working on and letting committees know that the Select Board will be working on, and two (2) sentences stating the expectations the Select Board has for that committee. Additional expectations and guidelines will be addressed with each committee after this initial meeting.

**Consent Agenda:** Mr. Glassett made a motion to approve the November 30, 2023, Consent Agenda, Payable Payment Manifests dated November 22, 2023, November 16, 2023, November 30, 2023, and Payroll Manifest dated November 22, 2023, to include the items named therein. The motion was seconded by Mr. Brown. 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.

**Proposed Zoning Amendments:** The Board and Ms. Goodwin had a discussion as to whether the Select Board should submit a Zoning Amendment, as requested by a member of the public. The Board discussed the rules and definitions around Village Residential Zoning, Split Zoning, the current 4.9 Article Recreational Vehicles and a proposed amendment to Article 4.9. The Board felt it was best for them not to get override the work that the Planning Board has been doing or get involved. Ms. Goodwin will contact the person requesting these changes to advise that they could submit a Petitioned Warrant Article to make the changes on the ballot. She will also advise that the Select Board Representative will bring this back to the attention of the Planning Board.

**Town Administrator's Report:** Ms. Goodwin informed the Board that a representative from Municipal Resources Inc (MRI) has been coming into the office to work on finances and will add another ½ day a week.

Ms. Goodwin let the Board know that she contacted the Auditing Company (Plodzik) to find out what the delay was in the Town receiving the audit they started in the Spring. The delay is due to a backlog of reports and a staffing issue and has nothing to do with the Town.

Ms. Goodwin alerted the Board that the Town might need to secure a Tax Anticipation Note (TAN). A one-million-dollar bill due to the county is due by December 15, 2023, and tax bills are being sent out now, so cash on hand may not cover the bill.

Ms. Goodwin advised the Board that the interest on the bond can be used but is required to be approved by Warrant Article. She will draft a Warrant Article for the Board to review.

Ms. Goodwin updated the Board on an employee matter.

**Select Board Items:** Mr. Lagueux reported that markers are still up and restricting plow drivers from plowing the entire road. He advised that Highway should not avoid the markers and should plow the road as normal. He reported on an incident that he and Mr. Sanschagrín had on a Saturday while visiting the Public Safety Building work site to view the siding. He inquired about training for the fraud incident reported at the November 16, 2023, Select Board meeting.

Ms. Dion gave a report on the recent Budget Committee meeting she attended. She was concerned with a member of the Budget Committee who appeared to have a personal issue with an employee presenting and thought the salary should be reduced. She let the Board know that the Budget Committee was looking at pulling items out of the budget and replacing these items with Warrant Articles. One item discussed was the radar equipment for the Police Department. Ms. Dion let the Board know that she recently attended a meeting at the high school where she was asked if the Town would support a two (2) year grant. In year one (1) of the grant, six (6) committee members would be sent to Washington, DC for training and to identify a project they would work on. In year two (2) of the grant, they would be awarded \$100,000.00 to complete that project. The Town would need to sign the grant and manage the grant funds. The Board felt that this was a good opportunity.

Mr. Sanschagrin informed the Board that he was approached by a resident inquiring about the process of requesting a streetlight. He was told that this individual should approach the abutters to see if they would support adding a streetlight and then submit a letter to the Board. He reported that Pizza Bene was closing, and the owner complained that it was difficult doing business in the Town of Bristol. Some of the business owner's complaints had to do with trees in front of the business making it difficult for people to see the business and the lack of parking spaces for patrons.

Mr. Glassett made a motion to adjourn the meeting at 9:25pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah Clarke-Tivey

## Appendix

### Consent Agenda for 11/30/23

1. Accounts Payable Payment Manifest dated 11/22/23.
2. Accounts Payable Payment Manifest dated 11/30/23.
3. Payroll Payment Manifest dated 11/22/23.
4. Tax Collector's Warrant for the Town of Bristol in the amount of  
\$6,779,878.60
5. Supplemental Tax Warrant for Newfound Meadows in the amount of  
\$15,404.50