

Bristol Select Board
Meeting Minutes
March 7, 2024

Approved: Approved Minutes, March 21, 2024

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

Others Present: Cade Overton, Media Manager, Raymah Simpson, Town Clerk/Town Tax Collector, Paul Bemis, Energy Committee Chair, and Ben LaRoche, Fire Chief.

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mrs. Dion 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. Sanschagrín, yes; Ms. Dion, yes; Mr. Lagueux, yes. The motion passed 3-0-0. The nonpublic session was entered at 5:00pm.

Mr. Sanschagrín made a motion to return to the public session at 6:05pm. Mrs. Dion seconded the motion. Roll call vote taken: Mr. Lagueux, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes. The motion carried 4-0-0.

Public Session: Mr. Lagueux opened the public meeting at 6:07pm by having Ms. Simpson 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 February 15, 2024, as written. The motion was seconded by Mrs. Dion. No discussion. Roll call vote taken: Mr. Lagueux, yes; Mrs. Dion, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The Board voted 4-0-0. The motion passed.

Mr. Sanschagrín made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on March 7, 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 Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda: Ms. Dion made a motion to approve the March 7, 2024, Consent Agenda, to include the items named therein, motion seconded by Mr. Glassett. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mrs. Dion, yes; Mr. Glassett, 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.

Dedication Ceremony: Mr. Lagueux announced the dedication of the 2023 Annual Report to Ron Preble. He read the dedication in honor of Mr. Preble, lifelong member of Bristol and his dedicated service to the Town.

Special Recognition: Ms. Goodwin presented a PowerPoint presentation in honor of Mr. Lagueux in recognition of his service to the Town. The Board and Ms. Goodwin presented Mr. Lagueux with a plaque including his stamp as a token of appreciation for his service as a Select Board Member. Mr. Lagueux stated he was honored to work on three (3) different Boards over the past three (3) years.

Election Preparation: Ms. Simpson asked the Board members if they would be attending the election to ensure that three (3) Select Board members were present. All Board members will be present, though some have meetings to attend during the day, but they will ensure coverage is sufficient during the election, running from 8:00am to 7:00pm.

Ms. Goodwin and the Board discussed and agreed to add detours from School, Spring, and Spruce Streets for traffic control. Ms. Goodwin will reach out to Mr. Bucklin to install detour signs. Discussion and agreement by the Board on Police presence around the Old Town Hall during Election and school hours to assist with traffic flow to detours. Ms. Goodwin stated shuttle service and detour information will be posted to the Town's website and Facebook Page. Ms. Goodwin also noted the Old Town Hall ramp railing is fixed and the oil levels will be checked before the Town Meeting.

Ms. Simpson stated Election workers would be supplying coffee and snacks, and asked if the Board would approve budgeting for dinner. The Board agreed to purchase six (6) large pizzas the night of the Elections.

Ms. Simpson tested the tabulator and noted it works fine. Ms. Simpson will be absent during the Town Meeting, but Mrs. Herbert, Deputy Town Clerk/Tax Collector, will read Ms. Simpson's speech during the Meeting to not recommend a Petition Warrant Article which proposes to eliminate the counting machine.

Ms. Simpson stated delinquent notices were mailed out on February 21, 2024. Notices on liens will be mailed at a later date. The deadline to pay delinquencies is April 3, 2024. Seventeen people who are in delinquent status, and if they do not pay by the April deadline, could be deeded. Ms. Simpson stated the deeding process will begin in May of 2024.

Adoption and Approval of Hazard Mitigation Plan Update 2024: Ms. Goodwin stated the Federal Emergency Management Agency (FEMA) Certification of Adoption and Resolution Plan is pending and requires the Board's approval. The Board reviewed the Certification of Adoption and Hazard Mitigation Plan documents. The motion was made by Mr. Glassett to approve the Certification of Adoption, seconded by Mr. Sanschagrin. The Board voted 4-0-0. The motion passed. Motion made by Mr. Glassett to approve the Hazard Mitigation Plan, seconded by Ms. Dion. The Board voted 4-0-0. The motion passed. The Board signed the documents in approval of the Hazard Mitigation Plan and Certification of Adoption.

Public Safety Building Updates:

Change Orders: Public Safety Building Lockers

The Public Safety Building Committee is requesting that the Board approve PO#004742 for the addition of Lockers in the amount of \$16,789.25 for 48 Lockers, associated equipment, and shipping for the Public

Safety Building. Chief LaRoche discussed concerns over the school sized lockers previously approved by the Public Safety Building Committee that would not meet the needs of the departments. Chief LaRoche stated the specific lockers were recommended by the Concord Fire Department. Mr. Sanschagrín made a motion to approve Purchase Order #004742 Lockers in the amount of \$16,789.25 and authorize the Town Administrator to sign all documents. The motion was seconded by Mrs. Dion. The Board voted 4-0-0. The motion passed.

Ms. Goodwin and Chief LaRoche discussed the Charles Mason Trust after the Police Department discovered and held onto the plaque that had been installed at the Old Town Offices. Mr. Mason had donated money in the early 1900s to benefit the Old Town Offices at 230 Lake Street and for the creation of an opera house. The Town solicited the use of the money through the court system to use the money for building the Town Office building formerly located at 230 Lake Street as long as a room be kept available for use of musical entertainment, etc when not needed by the Town. The Town communicated with the Town's Attorney, who advised that the Town should continue to maintain a room. The Board tabled this discussion until later in the meeting.

Energy Committee: Mr. Bemis, Energy Committee Chair, discussed the goals of the Bristol Energy Policy which are to provide energy and improved costs for Bristol Residents, encourage and promote renewable power generation, improve electrical power resilience, expand choices for renewable energy, and regional collaboration. Discussion followed regarding the Community Power Electric Aggregation Plan and policy. Discussion also centered around the importance of customers understanding the opt out and switch between the organization and Eversource with no permanent commitment. This plan would need to be voted on as a Warrant Article in March and if voted in, the Select Board would have authorization and jurisdiction over the program and would need to give the Town Administrator authorization to work with the organization on behalf of the Board.

Warrant Article and Town Meeting Final Preparation:

The following warrant articles were assigned to Board members to speak to, move, and second at Town Meeting:

Article 11	Mrs. Dion will speak to and move article	Mr. Brown will 2nd
Article 12	Mr. Glassett will speak to and move article	Mr. Sanschagrín will 2nd
Article 13	Mr. Lagueux will speak to and move article	Mr. Brown will 2nd
Article 14	Mr. Sanschagrín will speak to and move article	Mrs. Dion will 2nd
Article 15	Mr. Brown will speak to and move article	Mr. Glassett will 2nd
Article 16	Mr. Lagueux will speak to and move article	Mr. Glassett will 2nd

Final Approval - Executive Office Job Descriptions: Ms. Goodwin asked the Board to approve the Executive Office job descriptions: Town Administrator, Executive Assistant, Human Resource Officer/Finance Assistant, Finance Officer, and Minute Taker. The Board was given copies of the job descriptions to review. No further discussion. Mr. Glassett made a motion to approve the job descriptions of the Executive Office as presented. The motion was seconded by Mr. Sanschagrín. The Board voted 5-0-0. The motion passed.

Barbara Greenwood Dedication Discussion: Ms. Goodwin received communication from Mrs. Greenwood's family regarding a dedication to Barbara Greenwood and that the Old Town Hall would not be recommended, but they felt the new Town Office building or the main Meeting Room would be a good consideration. After further discussion from the Board. Mr. Lagueux made a motion to dedicate the Town Office Building in memory of Barbara Greenwood. The motion was seconded by Mrs. Dion. The Board voted 5-0-0. The motion passed.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Assessing / Land Use Department:

Ms. Goodwin informed the Board that Bill Haskell of the Conservation Commission resigned from his position effective February 16, 2024, and the resignation was received after the Consent Agenda was set for tonight's meeting. Mr. Lagueux made a motion to accept Mr. Haskell's resignation from his position on the Conservation Commission. The motion was seconded by Mr. Glassett. The Board voted 5-0-0. The motion passed. Mr. Brown publicly thanked Mr. Haskell for his service and noted that it would be a loss for the Town.

Ms. Goodwin stated that twenty (20) Land Use Enforcement letters were issued for those not in compliance with Land Use regulations.

Executive Department:

February Employee Appreciation/Recognitions:

Gordon Ellinwood, Fire Department, 7 years of service

Steve Henry, Police Department, 4 years of service

Dylan Keeler, Fire Department, 2 years of service

Stephen Kulacz, Fire Department, 2 years of service

Seth Learned, Police Department, 1 year of service

Michael Nordberg, Police Department, 2 years of service

March Employee Appreciation/Recognitions:

Christopher Dolloff, Fire Department, 26 years of service

Olivia Franklin, Fire Department, 1 year of service

Mark Bucklin, Highway/Transfer Station, 31 years of service

Cheryl Herbert, Town Clerk/Tax Collector's Office, 2 years of service

Ms. Goodwin stated after a conference call with the IT company, the Town website was fixed. A switch in the background was the cause of glitching and has been resolved.

Ms. Goodwin noted additional changes were made to the previous approvals on Section 15 Open Enrollment in the Personnel Manual and asked the Board to approve the updated changes made. No further discussion. Mr. Sanschagrin made a motion to approve Section 15 regarding Open Enrollment

and Paycheck Prorate in the Personnel Manual as amended. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0. The motion passed.

Ms. Goodwin informed the Board that four (4) vendor checks had errors and the vendors have been updated, corrects made and checks reissued.

Ms. Goodwin discussed with the Board if they would prefer a Sub-Committee to be formed to participate in candidate interviews for the two open Executive Office positions. After further discussion, the sub-committee will be composed of one (1) or two (2) Select Board Members, one (1) Department Head, the Town Administrator, and one (1) outside member of the public. Mr. Brown and Mr. Glassett volunteered as the Board Members for the Sub-Committee depending on scheduling. Ms. Goodwin recommended Chief LaRoche for the Department Head representative. The Board and Ms. Goodwin will discuss who the outside members of the public will be.

Town Beaches:

Ms. Goodwin informed the Board that the New Hampshire Department of Environmental Services (NHDES) has not provided documentation on an appeal for the Lake Levels consideration, but Ms. Goodwin has seen an article indicated that the recent decision has been appealed.

Welfare:

Ms. Goodwin stated the Welfare Office is seeing an increase in applications, noting the uncertainty of how the increase will affect the budget or resources.

Fire Department:

Ms. Goodwin discussed the new PulsePoint AED app which builds, manages, and mobilizes an emergency AED registry. Registered AEDs and locations are accessible to 911 call takers and disclosed to those nearby during cardiac arrests. Ms. Goodwin said an AED was added to the Transfer Station and on the second floor of the Town Office. There are other AED's in Town buildings.

Highway Department:

Ms. Goodwin stated the State of NH had declared and posted weight limit restrictions of the following roads: North Shore Road, Cardigan Mountain Road, and part of River Road. Mr. Bucklin declared and posted all Town roads as well. In addition, he has posted "Local Traffic Only" signs on Hemp Hill Road and Hemlock Brook Road with intent to limit road damage with inconsistent weather conditions.

Ms. Goodwin reported that Hemlock Brook Road was washed out again and Mr. Bucklin is working to repair the road and will proceed with a second culvert in the spring.

The NRRA reports dated at the end of January are available for the Board to review.

Minot-Sleeper Library:

Ms. Goodwin noted the Minot-Sleeper Library is going through staffing changes.

Police Department:

Ms. Goodwin stated a conditional offer was issued and accepted by Michael Grier, filling one of the positions within the Police Department. Mr. Grier will be starting on April 1, 2024.

Events:

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. Ages 21 and over only. The Club Soda Band will be playing, and a cash bar provided by the Homestead Restaurant will be available.

Bristol Community Events Committee are looking for submissions of events by or benefiting non-profit organizations for the 2024 Spring/Summer Brochure. The deadline for submissions is April 12, 2024. For-Profit business may be considered if space allows. For more information, please visit the Committee's page on the Town website or on their Facebook page.

Gunstock is offering free skiing and riding to Veterans on March 18, 2024. The deadline to RSVP is March 13, 2024.

Ms. Goodwin noted Sunday, March 10, 2024, is Daylight Savings Day, springing forward an hour ahead on the clocks.

Communications:

Newsletters:

The New Hampshire Department of Energy's Newsletters are included for the Board to review.

Other:

Ms. Goodwin said a submission was in progress for Congresswoman Annie Kuster's Office for the 2025 Community Projects, including the Pemi Path. The Town had applied for the same program last year with a different Congressperson. Ms. Goodwin received communication from the Army Corp with an offer to enter a partnership with no MOU, instead of leasing the land, which would alleviate some requirements placed on the Town. Sample ideas for how a partnership might work were provided by the Army Corp. One sample has the Town responsible for : trail design, updated map, operations, maintenance plan, purchase and installation of culverts, bridges, walkways, and ledge pack trail materials. The Army Corp is offering to cover \$25,000 for the USACE Environmental Assessment taken at the three-month period and \$4,000 for preparation and review of the draft documents. Ms. Goodwin stated under the partnership, the Phase 2 assessment would no longer be a requirement. Ms. Goodwin noted that if the lease continues, USACE will not complete the assessment on the Town's behalf and all costs, some of which are unknown, would be the Town's responsibility. Ms. Goodwin also reported that twenty-five (25) businesses from Bristol to Bridgewater have been interviewed and have confirmed that the Path would benefit their business.

Ms. Goodwin will be presenting the Parsonage Property Purchase to the Planning Board next week. In compliance with any property purchase by the Town, the purchase needs to be presented to the Conservation Commission and Planning Board to get recommendations. The Town then must hold three (3) public hearings regarding the purchase.

Ms. Goodwin received communication from the Garrett Graakamp that the Governor of NH and Executive Counsel has appointed Ned Gordon, Ms. Goodwin, and a member of the public as meeting members and must hold three (3) public hearings on the transfer of the Mooney Clark Landing to New Hampshire Fish and Game. The deed of ownership has already been transferred over.

Ms. Goodwin informed the Board that budget documents and the MS737 in the 2023 Town Report have the incorrect titles labeled on the documents but the information in the documents is correct. Ms. Goodwin stated that date will be removed from all future pages.

Ms. Goodwin reported on a comment from the Candidates Forum regarding insurance and stated that insurance costs did not go out to RFP this year and with the lack of staff, no alternative solutions have been found. Ms. Goodwin noted when the new Finance/Human Resources employee has been hired, they will be tasked with accessing insurance costs.

Select Board Items:

Mr. Sanschagrin stated the Planning Board met on Wednesday to discuss zoning in the Lake District. Buildings are conforming to the height restrictions but arguing points on the timing of the height restrictions. Ms. Goodwin noted the misinterpretation of the wording. The Town received a case, that is now being withdrawn, regarding the misinterpretation of the restrictions. Ms. Goodwin is working with the Planning Board to determine if a correction to the wording is needed. Mr. Sanschagrin also noted the productive work session and presentation of the Land Use Chapter of the Master Plan by Resilience Planning, indicating 270 units are needed within the next 10 years but could be sooner.

Mr. Sanschagrin relayed to the Board a question posed by a local business owner that if the business owners pay a room and meals tax to the State, does the Town receive a portion of the taxes? Ms. Goodwin stated that it was not always the case but recently, yes. The Town does receive some money allocated back from taxes paid by the business owners. Ms. Goodwin noted that in 2023, the Town received \$306,713 in an ACH transfer and is reflected in the Revenues document, under State Shared Revenues Block Grant.

Mr. Lagueux discussed the Historic District Commission's concerns over the demolition of a historic building in the downtown area and building dwelling units and a whole park with trees and benches.

Mr. Lagueux met with an Alexandria Selectman to discuss possible collaborations with each town. Alexandria is looking for permission from the Town of Bristol to install warning signage on the Bristol side of Bristol Hill Road to caution drivers near two separate intersections. Mr. Lagueux will discuss with Mr. Bucklin for further guidance. Mr. Lagueux also noted Alexandria's interest in sharing more resources and collaborating more with the Town of Bristol. The Board agreed on the collaboration. Ms. Goodwin offered to invite them to a future Board Meeting.

Mr. Lagueux inquired on a boat located in the lower Transfer Station. Ms. Goodwin stated an email was sent to the boat owner previously, but there was some question about the boat remaining and if it is the

Town boat. In addition, the email requested a general clean up of the area as the area will be open to the public soon, though no response has been received.

Mr. Brown discussed concerns regarding the handicapped access to the beaches that were topics at the Candidates Forum. Mr. Brown urged the Board that the topic needs to be followed up with and addressed as soon as possible, even if a temporary solution has been created while a more permanent one is in the process. Discussion by the Board on solutions to make the beach more handicapped accessible, resulting in further discussion at a later meeting.

Mr. Glassett discussed another concern from the Candidates Forum regarding the Post Office parking lot. Ms. Goodwin stated the State owns the parking lot and the Town is responsible for plowing of the parking lot only.

Public Comments: A member of the public corresponded through email with concerns regarding Hemp Hill Road. Mr. Lagueux stated the road is a designated scenic road, which restricts what the Town can do without a public hearing, but it does not restrict general maintenance. The concern is that the work that has been completed over the past few years has encroached on the banks. Mr. Lagueux stated the banks were redone and now carrying more water and are back to where they should be. The member of the public also has concerns regarding the extra traffic and speeding the road has seen due to being used as a cut through to other roads that are labeled as "Local Traffic Only" due to mud season. The Board discussed the concerns of conservation easements and felt the resident needed to speak with the Conservation Commission due to the nature of their concerns.

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. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Lagueux, yes. The motion passed 5-0-0. The nonpublic session was entered at 9:43pm.

Mr. Sanschagrín made a motion to return to the public session at 10:45pm. Mr. Glassett seconded the motion. Roll call vote taken: Mr. Lagueux, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes. The motion carried 5-0-0.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's second nonpublic session on March 7, 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 Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

With no further discussion, Mr. Glassett motion to adjourn at 10:50pm. Mr. Brown seconded. The motion carried and the meeting adjourned.

Respectfully submitted,
Shannon Wharton

Appendix

Consent Agenda 3/7/24

1. Accounts Payable Payment Manifest dated 2/22/24
2. Accounts Payable Payment Manifest dated 2/29/24
3. Accounts Payable Payment Manifest dated 3/7/24
4. Payroll Payment Manifest dated 2/29/24
5. Distribution of Funds Request from Recreation/Patriotic S.E. for 2023 payment in the amount of \$2,400.00
6. Distribution of Funds Request from the Recreation/Patriotic S.E. for 2023 payment in the amount of \$388.12
7. Distribution of Funds from the Special Events CTF for 2023 payment in the amount of \$575.00
8. Distribution of Funds from the Special Events CTF for 2023 payment in the amount of \$150.00
9. Distribution of Funds from the Building Maintenance CRF for 2023 payment in the amount of \$175.00
10. Transfer of Funds from the Sewer Department's Operating Fund to the Town's General Fund in the amount of \$98,175.44
11. Transfer of Funds from the Water Department's Operating Fund to the Town's General Fund in the amount of \$80,864.41
12. Veteran's Credit Approval for Map/Lot #114-066 in the amount of \$500
13. Intent to Excavate for Map/Lot #225-005

14. Administrative Abatement for Map/Lot #220-015-126 in the amount of \$63.04
15. Administrative Abatement for Map/Lot #220-015-092 in the amount of \$217.152
16. Appointment to Office for Janet Cote as an Alternate on the Conservation Committee for a 3-year term.
17. Appointment to Office for Kyle Sandler as a Member on the Historic District Commission for a 3-year term.
18. Appointment to Office for Melody Mansur as a Member on the Zoning Board for a 3-year term.
19. Appointment to Office for Larry Denton as a Member on the Zoning Board for a 3-year term.
20. Appointment of Richard Batchelder as a Member on the Conservation Commission for a 3-year term.
21. Appointment of David Shirley as a Member on the Planning Board for a 3-year term.
22. Appointment of Shaun Lagueux as a Member on the Conservation Commission for a 3-year term.
23. Appointment of Carroll Brown Jr as a Member on the Conservation Commission for a 3-year term.