

Bristol Select Board
Meeting Minutes
April 11, 2024

Approved: Draft Minutes

Present: Select Board members: Rob Glassett, Don Milbrand, Les Dion, Scott Sanschagrin, and Carroll Brown, Jr.; Town Administrator: Christina Goodwin

Others Present: Cade Overton, Media Manager; Jeff Chartier, Water/Sewer Superintendent

Nonpublic Session: Mr. Milbrand 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. Sanschagrin. Roll call vote to enter nonpublic session: Mrs. Dion, yes; Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrin, yes. The motion passed 4-0-0. The nonpublic session was entered at 5:00pm.

Mrs. Dion made a motion to return to the public session at 7:00pm. Mr. Milbrand seconded the motion. Roll call vote taken: Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrin, yes; Mr. Brown, yes; Mrs. Dion, yes. The motion carried 5-0-0.

Pledge of Allegiance: Mr. Glassett opened the public meeting at 7:00pm by having Mr. Sanschagrin lead the Pledge of Allegiance.

Nonpublic and Public Meeting Minutes: Mrs. Dion made a motion to approve the Nonpublic and Public Meeting Minutes of March 21, 2024, and March 28, 2024. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Consent Agenda: Mr. Milbrand made a motion to approve the April 11, 2024, Consent Agenda to include the items named therein, motion 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.

Public Hearing - Proposed 2024 Rate Increase for Water & Sewer Rates: Mr. Chartier discussed the Proposed 2024 Rate Increase for Water and Sewer Rates, with a 12% increase to Water rates and a 14% increase to the Sewer rates. Mr. Chartier noted that the rates are at a higher percentage but are lower than most in the State of New Hampshire. Ms. Goodwin informed the Board the proposed increase in rates were advertised on the Town website and on the Town's Facebook page, receiving both positive and negative feedback. Motion to approve the Proposed 2024 Rate Increases for Water and Sewer, effective April 1, 2024, by Mr. Milbrand. 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 increase in Water and Sewer rates will be reflected in the bills mailed out in July.

Mr. Chartier asked the Board to accept the changes made to the service line and unit fees for the meters. Motion to accept changes to the service lines and main tab fees as presented by Mr. Brown. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin informed the Board that additional loan rates and offers came in from multiple banks for the Sewer Projects. Franklin Savings Bank (FSB) offered a 5.2% rate, Meredith Village Savings Bank offered a 5.99% rate, and T.D. Bank offered a 5.8% rate, all on the request of a two (2) million-dollar loan with a two (2) year repayment plan. Ms. Goodwin advised the Board that we were moving forward with FSB, but asked the Board if they would prefer making a one-time payment at the end of the year instead of a monthly payment plan. The Board agreed a one-time payment in one large sum would be feasible.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Executive Department:

The Public Safety Building Committee met, and the building is still on schedule to be completed in eight (8) weeks, ending in mid-June. Final details such as duct work, painting, parking lot paving, and other projects are in process. Ms. Goodwin noted the Board will need to discuss and approve a change order for two doors at their next meeting and the "Save The Date " invitations will be sent out soon with the Grand Opening date of July 31, 2024.

A meeting will be held at the Marion Center on Thursday, May 2, 2024, at 1:00pm regarding the Shore Drive drainage concerns. Mr. Bucklin, Mr. Milbrand, Ms. Goodwin and Our Lady of Grace Catholic Church, NH Department of Transportation and NLRA members will be there to discuss the matter, in hopes to come up with a suitable resolution.

Ms. Goodwin informed the Board the Pemi-Path application for funding with Northern Borders was rejected, with the reason being that the application and back up documentation did not meet the significant benefits waiver. Other funding opportunities have not responded yet, including Senator Jeanne Shaheen's office. Ms. Goodwin stated the Pemi Path Sub-Committee met with the Army Corps of Engineers to discuss options of partnership compared to leasing the property. Ms. Goodwin recommended a Select Board Representative and herself should meet with the Army Corps of Engineers also to discuss the details surrounding the partnership in comparison to leasing. Mr. Brown noted the estimate of the project costs had changed as an error in the formula was found. This changed the project to \$1.7 million for the budget Ms. Goodwin stated the Pemi Path Sub-Committee will meet on Wednesday, April 17, 2024, at 5:30pm and invited the Board to the meeting for additional information and questions.

Ms. Goodwin stated a Town resident wanted to install a free library either along the bike path or near the Mill Stream park. She asked if the Board had any concerns about them doing so. The Board did not have any concerns but requested the coordination of the free library placements be discussed with Mr. Bucklin and recommended the Mill Stream Park and not the Path.

Ms. Goodwin informed the Board the stipend checks have been corrected and issued as paper checks for this quarter.

Ms. Goodwin informed the Board that the Investment Policy is supplied to the auditors each year and is supposed to be reviewed and approved on a annual basis. However, it has not been reviewed since 2022.

The auditors will be in next week. Ms. Goodwin stated she updated the year, but did not change any of the information within the policy and needed the Board to approve the Investment Policy as presented. Mr. Glassett asked if grammatical errors needed to be edited before voting on the update. Ms. Goodwin said the documents to create the Appendix did not convert correctly and she would rectify that issue later. Motion to approve the Investment Policy as presented with no changes by Mr. Milbrand. The motion was seconded by Ms. Dion. No further discussion. The Board voted in favor of the motion, 5-0-0. The motion passed. Ms. Goodwin informed Mr. Glassett he would need to complete a questionnaire for the auditors and submit the survey by Monday, April 15, 2024.

Ms. Goodwin stated the Planning Board and Conservation Commission shared feedback regarding the Parsonage and Parking Lot purchase. Before the transaction can be completed, the following public hearings will take place and notification to the public of the meetings:

- April 18, 2024, at 6:00pm is the first Public Hearing
- May 2, 2024, at 6:00pm is the second Public Hearing
- May 16, 2024, at 6:00pm for the transaction vote by the Board and does not require notification

While the public hearings are in process, there are a number of steps being worked on behind the scenes, including un-merger of the lots, a survey and Historic Review. All of the hearings and work listed above will need to be completed prior to the sale finalization. The Board agreed with the process and discussed an estimated deadline for the sale of the end of May.

Other:

Ms. Goodwin shared concerns from the Town's Attorney on what fiber completions have been documented by Hub66 during the process of transferring the licenses of fiber. The Attorney received an excel spreadsheet listing project completions, but the company does not have other supporting documents to compliment the spreadsheet and confirm completed. The Board agreed that this is sufficient.

Events:

Candy Bar Bingo will be at the Historic Town Hall on Saturday, April 13, 2024. Admission is three (3) full size candy bars per person. Doors will open at 4:00pm and Bingo will begin at 4:30pm. Light food and drinks will be available for purchase

Communications:

Ms. Goodwin stated Laconia's Department of Public Works sent the Town a thank you letter for the Town's participation in the funeral procession for Kenny Martel, a former Laconia Department of Public Works general mechanic for 47 years.

Ms. Goodwin stated the Town received thank you letters from residents and from staff, thanking the Highway, Fire, and Police Departments for their efforts during the storm to keep roads plowed and safe. Ms. Goodwin also publicly thanked Detective Sergeant Chris Carter for his help with the Town Office and Police Department, helping to restore internet and phones, while he assisted with emergency phone calls and other tasks. Ms. Goodwin stated the fiber for the loop to the Town Building had not been completed,

resulting in the backup systems failing during the storm and the Town Office had no phones or internet. Ms. Goodwin discussed the Town Office's need for extra backup systems and security, so it does not happen again.

Ms. Goodwin stated the seasonal laborer from last year would not be back in time to assist with cemetery clean ups with the Cemetery Trustees. The Board agreed that one day a month to mow cemeteries should suffice and realtors and volunteers will be approached to participate in a 'Give Back' day for community service and cemetery clean up.

Select Board Items:

Mr. Brown stated the future of the Old Fire Station should be a priority and the Board should discuss the next steps once the Fire Department is stationed in the Public Safety Building permanently. Discussion by the Board to hold a Public Hearing regarding the Old Fire Station.

Mr. Brown asked if the Town was holding a Memorial Day Service. Discussion continued by the Board with no further action. The Board will discuss Memorial Day Service recommendations at a later meeting.

Mr. Sanschagrin stated the Planning Board met Wednesday night and there were four cases and more cases are being anticipated. The Planning Board is still seeking applications for a member and an alternate member.

Mr. Milbrand stated the Historic District Commission met and will be sending out letters with information on the 79E Tax Program, which states that if a property owner completes 15% of improvements on their historic building that requires a significant amount of repairs, the reassessment will still occur, but the increase in valuation will be deferred for a set period of time.

Mr. Milbrand stated the Historic District Commission had discussed the recommendation of adding an information kiosk and public restroom downtown.

Mr. Glassett discussed with the Board replacing trees downtown with a permanent tree, such as a Christmas tree or other types of trees. Discussion continued by the Board about trees for the downtown area and will contact Mr. Lagueux and Mr. Bucklin for further recommendation.

Mrs. Dion stated the Kelley Park Committee agreed to move forward with adding a path from the tennis court to the playground area. Mrs. Dion stated there was no money budgeted for the project for 2024 but funds were encumbered from 2023 budget. Mrs. Dion also stated the Committee is looking to purchase a sandbox for the playground.

Mr. Sanschagrin stated that the old Family Dollar building has been sold to Black Cat Coffee who will be using the space as their K-Cup distribution center and the owners of Newfound Pet Store will be opening Newfound Sweets & Treats on Pleasant Street.

Mr. Glassett asked Ms. Goodwin if everything was still on track for the Fireworks for the Fourth of July. Ms. Goodwin stated the contract has been signed and a 50% deposit was paid per the contract but there

are no volunteers signed up to assist with the fireworks. Ms. Goodwin noted a "Volunteers Needed" advertisement for the event was posted on the Town's Facebook Page and the Town's Website.

The Board and Ms. Goodwin discussed finalizing the hiring of the Finance Officer position and interviews for the Human Resource/Finance Assistant position and more updates will follow.

Motion to enter nonpublic session by Mr. Milbrand. The motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mrs. Dion, yes. The motion carried 5-0-0. The nonpublic session was entered at 8:23pm.

Mrs. Dion made a motion to return to the public session at 8:52pm. The motion was seconded by Mr. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mrs. Dion, yes. The motion carried 5-0-0.

Mr. Brown made a motion to indefinitely seal the nonpublic work session meeting minutes from the Board's session on April 11, 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. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Mr. Brown, yes; Mrs. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Motion to adjourn the meeting at 8:53pm by Mrs. Dion. The motion was seconded by Mr. Milbrand. Motion passed 5-0-0.

Respectfully submitted
Shannon Wharton

Appendix

Consent Agenda for 4/11/24

1. Accounts Payable Payment Manifest dated 4/4/24
2. Accounts Payable Payment Manifest dated 4/11/24
3. Payroll Manifest dated 4/11/24
4. Appointment of Lucille Keegan to the Historic District Commission for a 3-year term
5. Administrative Abatement for Map/Lot #217-081 in the amount of \$320.77
6. Administrative Abatement for Map/Lot #'s 114-114, 114-119, and 114-120 in the amount of \$83.05
7. Approval of Intent to Cut for Map/Lot #24-059-01-T
8. Water and Sewer Liens for 2023 in the amount of \$6,383.85