

**Minutes  
Bristol Select Board  
August 3, 2020**

**Meeting Logistics and Instructions:** The Bristol Select Board met at the Bristol Town Office and allowed the public to listen and participate in this meeting in person. The meeting room was set up in accordance with CDC and DHHS guidelines. Those attending in person, were kindly asked to consider wearing a face mask and practice good hygiene. Masks and hand sanitizer were available.

The public was also able to watch the meeting livestreamed on Channel 24 and the public had access to contemporaneously listen and participate in this meeting through the town's conference call line. The public was able to join the conference call by using a telephone, calling 603-744-3354, and entering extension 190 after the message about COVID-19, and entering the password 1111#.

**Present:** Select Board members: Chair Wayne Anderson, Vice Chair Don Milbrand, Anita Avery, JP Morrison, Les Dion, and Town Administrator, Nik Coates.

**Absent:**

**Public Session:** Chair Anderson opened the public meeting at 5:30 PM by having Ms. Dion lead the Pledge of Allegiance.

**Others Present:** Ben LaRoche, Fire Chief/Emergency Management Director; Mark Bucklin, Highway Superintendent; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; Brian Howe, Doug Williams; and members of the community.

**Meeting Minutes:** Mr. Morrison made a motion to accept the minutes of July 20, 2020 as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

**Consent Agenda and Manifests:** Mr. Milbrand made a motion to approve the consent agenda dated, August 3, 2020 to include the items named therein, motion seconded by Ms. Dion. No discussion. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

**Highway Department Staffing Request:** Mr. Bucklin, Highway Superintendent updated the Board on the 8-10 miles of roads added by the Board in the last year with the rest of Hemlock Brook Road being added once a lawsuit is settled. Both Sunset Heights and Hemlock Brook Road will be difficult to maintain because of the related steep grade. Mr. Bucklin recommended nine Class V "driveways" be dropped: Remick Road, Locke Road, Schaefer Road, Benz Road, Towne Road, Gray Street, Carr Terrace, Jeffers Road and Barron Road. Mr. Bucklin would like to hire, at a minimum, another part time staff member for 20-25 hours per week. Ben LaRoche, Fire Chief/Emergency Management gave scenarios for operational impacts if these roads became private unmaintained roads. The Town will work on understanding the process for dropping these roads and recognizes this will take some time which will not help the Highway Department for the 2020-2021 winter. The Highway Department will start looking for a part time employee.

**Police Cruiser Purchase Request:** Mr. Coates presented state bids from Plymouth Ford, Grappone Auto and Irwin Motors for a new cruiser for the police department. After review of all bids, Ms. Dion made a motion to purchase the Irwin Motors police cruiser and have Plymouth Ford Body Shop complete the paint job totaling \$30,148.60 to be taken from the Capital Reserve Fund utilizing Purchase Order

004618. Mr. Milbrand seconded the motion. No further discussion took place. The Board voted 5-0-0 in favor of the motion; motion passed.

**Vote to Accept Unanticipated Revenues: Emergency Broadband Funds:** Mr. Coates reported to the Board that the Town received official word that they were granted \$1,592,000.00 as part of the CARES Act Funds from the State under the Emergency Broadband Fund Program. The project must be complete and operational, and paperwork closed out by December 15, 2020. No Town funds will be part of this project. Mr. Coates explained that the idea is to go out to RFP for this project jointly with the other fiber optic project and to hire one contractor to do both projects. The goal of the combined projects is to build a backbone network which will connect all of the Town buildings and schools; build a connection to Plymouth State University for research and workforce training; to go out to the nearest poles of many businesses and the nearest poles of residences in the Hall Road neighborhood who currently have limited options. The RFP will ask for a company to design and build the system, work with businesses and residents to get connections into their buildings and homes, manage the network and to maintain it. This project will not provide free internet to homes and businesses, but it is hoped that it will provide a more attractive cost and service to customers.

Ms. Avery made a motion to accept \$1,592,000.00 in unanticipated revenues from the Emergency Broadband Program to design and build a fiber optic network, and to authorize the Town Administrator to sign all program documentation including a performance bond. Motion seconded by Mr. Milbrand. No additional discussion. The Board voted 4-1-0 in favor of the motion; motion passed.

**Remaining Use of CARES Act Funds:** Mr. Coates reported to the Board that the Town has approximately \$50,000.00 remaining in the grant that the State provided to the Town which needs to be spent by August 31, 2020. Mr. Coates and Mr. Blanchette, Finance Officer/Human Resources Director agree that \$5,000.00 should go towards the Tax Anticipation Note (TAN), \$2,500.00 to purchase electrostatic disinfecting guns and air exchange and UV disinfecting systems costing \$26,000.00. Tables and a wagon for voting to help with the elections at the Town Hall were purchased. The Board reviewed a spreadsheet provided by Mr. Coates to get a sense of whether any of the items on the spread sheet were ideas the Board thought should be perused. The Board gave approval for Mr. Coates to move forward with his spreadsheet recommendations.

**Update on the Beaches:** The Board was updated on the climate our Beach Attendants continue to be exposed to this summer while trying to enforce ordinances and parking on the Town's Beaches. Deborah Clarke-Tivey, Beach Supervisor, discussed some of the recent issues; swim line being damaged, overflow of parking on Route 3A/Lake Street increasing the number of beach goers on the beaches especially on the weekends, vandalism to a porta potty. Various public complaints and Police involvements that have been dealt with were also discussed. One Beach Attendant refused to come back to work after a shift, another attendant will be leaving to go back to college next week and the Beach Supervisor wanted the Board to know that the beaches will not be covered at all times until Labor Day because of a lack of employees willing or able to work until Labor Day. Mr. Milbrand, Mr. Anderson and Ms. Avery volunteered to help pick up trash on certain Saturdays. Signs will be posted on Route 3A stating that this is a "No Parking" zone.

**Town Administrator's Report:** Mr. Coates reported that the Town Office has been reopened to the public and staff will be conducting COVID self-monitoring. If a staff member gets ill, the Town Office will need to move quickly toward closing, if the Office is unable to provide services.

Mr. Coates let the Board know that he, Tim Puls of Underwood Engineering and Jeff Chartier, Water & Sewer Superintendent, would be holding three public information sessions on the Sewer Extension Project to update the public on the progress of the project and the proposed rates. The dates for these meetings will be August 5, September 2 and October 7, all at 6:30-8:00PM at the Historic Town Hall. Mr. Coates asked the Board if they could send a couple of Board members to each meeting.

**Select Board Items:** Mr. Morrison let the Board know that Bub Sheffield recently passed away peacefully. Mr. Morrison also questioned the removal of the steps at Amy Jos Cottages at the foot of Avery Beach area.

Ms. Avery thanked visitors who are doing “the right things” while visiting Bristol Town Beaches, Profile Fall and Sculptured Rocks.

Mr. Milbrand asked the Board to consider creating a policy stating that when the Town Administrator is on vacation or away, someone else in the office would be available to handle issues that might arise. He strongly believes that Mr. Coates should be able to take time off and not be disturbed. The Board supports that while away Mr. Coates should be allowed to rest and relax without work disruptions.

Ms. Dion and Chair Anderson had no additional comments.

**Public Comments:** Doug Williams of R.P. Williams Lumber inquired about the expired temporary easement that improves access to R.P. Williams Lumber yard on Summer Street. Mr. Coates ensured Mr. Williams that the Town would be working on a solution within the next two weeks.

Mr. Williams also expressed his concerns, as a taxpayer, regarding the removal of the platform and stairs at Amy Jo Cottages at the foot of Avery Beach. He feels the removal of the platform and stairs would cause road and erosion damage. Mr. Williams’s concern is that the Town will have to use taxpayer money to make repairs due to the removal of the platform and stairs and asked if there was another solution that could be considered. The Board will discuss this issue further in non-public session due to potential legal implications from previous lawsuits in the area.

**Non-Public Session: Nonpublic Session Per NH RSA 91-A, II (b), (c), (e), and (l):** Chair Anderson made a motion to enter into non-public session under NH RSA 91-A, II (b), (c), (e) and (l) motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Milbrand, yes; Chair Anderson, yes; Ms. Dion, yes; Mr. Morrison, yes. Motion passed 5-0-0. Entered nonpublic session at 6:47 PM.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand, seconded by Ms. Avery. Roll call vote taken. 5-0-0 in favor, the motion passed. Mr. Milbrand made a motion to seal non-public minutes, seconded by Ms. Dion. Roll call vote taken. The Board voted 5-0-0, the motion passed. Public session reconvened at 8:00 PM.

Motion made by Mr. Milbrand to adjourn public meeting at 8:00 PM, seconded by Ms. Dion. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey