

**Minutes  
Bristol Select Board  
August 27, 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 and 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 leading the Pledge of Allegiance.

**Others Present:** Mark Bucklin, Highway Superintendent; James McIntire, Police Chief; Ned Gordon, Town Moderator; Raymah Simpson, Town Clerk/Tax Collector; Christina Goodwin, Land Use Manager/Health Officer (conference call ); Deb Tivey, Administrative Assistant/Beach Supervisor; Ray Courchaine, Media Manager; Senator Bob Giuda; Janet Metcalf, Sustainability Committee Member; and Bruce Beaurivage and Susan Duncan, community members.

**Meeting Minutes:** Mr. Morrison made a motion to accept the minutes of August 3, 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 27, 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.

**Update from Concord- Senator Bob Giuda:** Senator Giuda updated the Board on the data being used for a reduction in COVID protocols coming out in the next few weeks. He discussed finances and issues addressed in Concord, particularly issues related to the status of the Meals & Rooms Tax and other State revenue.

**Voting at the Middle School:** The Superintendent of Schools and Middle School Principal have agreed to let the Town use the Middle School for voting. Mr. Gordon reported that the Middle School gymnasium doors are not handicap accessible. Mr. Gordon felt the High School building would be better suited for the needs for voters and suggested that the Town ask the School District if it would offer that building for voting, in the future. The Old Town Hall will be used for voting on Sept. 8. Mr. Gordon didn't want to confuse voters with voting locations being changed this year so he would recommend staying with the Old Town Hall until 2021 voting. For Sept 8 and Nov. 3 voting, voters can park at the Town Office and

golf carts will be available to transport voters to the Old Town Hall. Ned Gordon will appoint a Deputy Moderator, but he will oversee the elections. Masks will be worn and will be required to vote at the polls.

**Amendment to Police Cruiser Purchase Request:** Chief McIntire reviewed the bids the Police Department received to purchase a new cruiser. The amounts given at the August 3, 2020 Select Board meeting were incorrect. The purchase price is lower if the Board decides to go with the bid the Chief is recommending. After review of the bids, Mr. Milbrand made a motion to approve PO #4618, with \$28,164.84 to be taken from the Police Vehicle Capital Reserve Fund and to authorize the Town Administrator to sign and submit necessary documents connected with this purchase. Ms. Avery seconded the motion. No further discussion took place. The Board voted 4-0-0 in favor of the motion; motion passed. Mr. Morrison was not present for the vote.

**Fiber Optic Construction Project Update:** Mr. Coates reminded the Board that the Town received word 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. Mr. Coates discussed the three bids the Town received. The Town is currently in negotiations with a company around completing the design and construction and with another company to own the system. Ryan Irving from FiberNext is the Town's consultant on this project and he will be visiting the next meeting to give an overview of what the projects are, where they will go, what the timeline is and presently where things stand. More information will be forthcoming.

**Cardboard Recycling:** Mr. Coates presented that the issue of cardboard recycling is a continuing conversation. Unfortunately, he didn't have much data to give. By the time the Town got up and running in sending cardboard to Ashland, it had to be shut down because of COVID concerns. The Town started separating cardboard in January and had to be shut down in mid-March. Bristol shipped three loads to Ashland weighing about a 1 ton a piece. The Sustainability Committee has also been pricing out costs for bailers and looking at locations to store the cardboard. Mrs. Metcalf visited the Ashland site and stated that the Sustainability Committee will continue visiting sites and putting together cost data. They know that cardboard recycling reduces solid waste weight. Mr. Coates discussed with the Board the work he has done with Alexandria and the possibility about a regional recycling center. The Board supports these conversations.

**Acceptance of Roads in Sunset Heights Subdivision:** Mr. Bucklin let the Board know that the paving work has been completed and GMI's bill was just sent out to the property owners. The original motion made was conditioned on the work being satisfactory and GMI receiving payment. Mr. Bucklin has inspected and determined that the work completed is satisfactory. Mr. Coates recommend the Board vote to accept the roads pending confirmation GMI has been paid. Mr. Milbrand asked that the Board put this on the agenda for the September 3, 2020 Board meeting.

**Amy Jo Cottages Stairs:** Mike Vignale, Principal Engineer/Owner KV Partners LLC, Don Milbrand, Christina Goodwin and Nik Coates met at the illegal construction performed on Town property Map 111/Lot 009 across from 24 Shore Drive last week to review the location for removal of the sidewalls and protection of the steps. The engineer believes the landing can be removed without damaging the stairs. If the stairs get removed, the Department of Environmental Services (DES), has stated that the stairs will lose their grandfathering. DES has also stated that if the stairs become damaged while the

landing is removed, the stairs can be repaired under the grandfathering. The Board reviewed the agreement drawn up by the Town's Attorney, which include but is not limited to: supplying a remediation plan of the work to be done to both the Town and DES; requiring the owner of Amy Jo Cottages to remove the landing without damaging the road or stairs; repairing any damage that may occur to the road and stairs; and returning the site to its natural state utilizing erosion control measures. The plan and signed agreement must be submitted within a weeks' time. Once the plan has been reviewed and approved, the owner will be given a deadline to accomplish all tasks in the agreement and the cost of the work is placed on the Amy Jo Cottages property owner. Mr. Milbrand made a motion to accept the Agreement between The Town of Bristol and the property owner of 24 Shore Drive, as written and presented and to allow the Town Administrator the authority to sign; and to require the property owner to submit the necessary documents associated with conformance of NHDES requirements by September 4, 2020. Mr. Morrison seconded the motion. The Board voted 5-0-0 in favor of the motion. The motion passed.

**Beach Update:** Deb Tivey, Beach Supervisor thanked Board members for coming to the beaches on weekends to help with the removal of trash. The Board and Highway Department were thanked for their support with the reinforcement of unattended furniture on Avery Beach. "No Parking Signs" have been put up on Lake Street opposite the Big Catch for a temporary no parking zone that the State has designated. The Board was informed that the beaches received some damage this week caused by the windy weather: the Cummings Beach sign and post were damaged and are currently with the Highway Department, two boat moorings at Avery Beach were blown in moving two boats onto the swim lines. The permanent railings at Cummings Beach that lead down to the water are currently being installed. There has been a visible reduction of visitors to the beaches.

**Town Administrator's Report:** Mr. Coates informed the Board that a Town resident planned on attending the August 27, 2020 Select Board meeting to speak during Public Comment regarding why the Town should consider his driveway a road and should be maintained by the Town. This individual plans on attending the September 3, 2020 Select Board meeting instead.

**Select Board Items:** Mr. Morrison thanked the residents of beautiful Bristol for allowing him to serve them for additional year.

Ms. Dion, as a member of the Events Committee, reminded the residents that the Concerts Series for this summer is winding down and the Beatles Tribute Band scheduled to play in Kelley Park for Saturday has been moved to Sunday at 6:00 PM, due to poor weather. She discussed the two Movie Nights held this summer and stated that Movie Nights are being looked at as events to continue in future summers. Ms. Dion reported on the construction of the facility being built at Kelley Park that will bring water, storage, food concessions and restrooms to the park. She reminded the Board that this project has funding through the Kelley Park Master Plan budget of the Town. Lastly, she wanted the Board to know that the Events Committee is looking ahead to Halloween and planning for a Haunted Walk.

Mr. Milbrand expressed an interest in the Masons helping the Events Committee with the Haunted Walk, especially if the Masons weren't able hold their Haunted House this year due to COVID.

Ms. Avery recognized the tough decision parents, students and teachers have had to make around sending their children back to school. She wishes all parties the best of luck.

Chair Anderson thanked the committees, Fire and Police Departments for supporting and making it possible for the Town of Bristol to hold concerts, the fireworks show and other events this summer.

**Public Comments:** Bruce Beaurivage spoke in favor of the removal of wall and patio at Tax Map 111 Lot 9. He showed pictures of what the property looked like before the wall, patio and stairs were added. Mr. Beaurivage spoke about how signs with abutters' names and phone numbers had to be removed and how the stairs have been unusable to the public now because of the signs and construction removal. He spoke about being a member of the Planning Board and the importance of rules being followed and enforced.

**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 7:01 PM.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand, seconded by Ms. Dion. 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 8:20 PM.

Motion made by Mr. Milbrand to adjourn public meeting at 8:20 PM, seconded by Ms. Dion. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey