

**Minutes
Bristol Select Board
September 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, entering extension 190, and entering the password 1111#.

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

Absent: Chair Wayne Anderson

Public Session: Vice Chair Milbrand opened the public meeting at 5:30pm by having Mr. Morrison lead the Pledge of Allegiance.

Others Present: Mark Bucklin, Highway Superintendent; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; and Brittany Overton, Library Director.

Meeting Minutes: Vice Chair Milbrand made a motion to accept the minutes of August 27, 2020 as written, seconded by Ms. Dion. No discussion. The Board voted 4-0-0, motion passed.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the consent agenda dated September 3, 2020 to include the items named therein, motion seconded by Ms. Dion. No discussion. The Board voted 4-0-0 in favor of the motion to approve the consent agenda.

Library Update: Ms. Overton updated the Board on how the Minot-Sleeper Library carried out remote services to the public from March-June. She talked about how the library staff offered both remote services and curbside service from June-August and she discussed how the library is currently open by appointment only, while continuing to offer remote and curbside services. Ms. Overton let the Board know about a \$10,000.00 grant the library received from NH Humanities, a Story Walk partnership and that the library hopes to offer home deliveries soon.

Acceptance of Roads in Sunset Heights Subdivision: Mr. Bucklin updated the Board on the paving work that had been completed by GMI in the Sunset Heights Subdivision. He let the Board know that a bill was sent out to the property owners. A motion was made by Ms. Dion to accept the roads in the Sunset Heights subdivisions as Class V Town Roads effective immediately now that all conditions in the Board's February 20, 2020 conditional acceptance vote have been met. Motion seconded by Ms. Avery. No further discussion. The Board voted 4-0-0 in favor of the motion. Motion passed.

Mr. Bucklin discussed with the Board the reconstruction and paving project on Hall Road. Mr. Bucklin felt the timeline to get this project completed was not responsible at this time. The Board and Mr. Bucklin didn't want to be disqualified from the Economic Development Administration grant money to complete this project. It was decided by all parties that the most of the paving funds from 2020 would be encumbered into next year to provide the match for the grant and to explore if some of the Town's paving funds could be used for a skim on Hall Road to help get through the next few years until a decision on the grant is made.

Acceptance of Unanticipated Revenues for Elections: A grant was written to help with the cost of upcoming elections and the Town received \$6,924.79. The grant was made available based on the number of people who voted in the last election. Mr. Gordon, Town Moderator and Ms. Simpson, Town Clerk/Tax Collector would like to purchase the following from this grant to help with elections: booths, masks and a tent for outdoor shelter. Ms. Dion made a motion to accept the \$6,924.79 in unanticipated revenues. The motion was seconded by Mr. Milbrand. No discussion. The Board voted 4-0-0 in favor of the motion. The motion passed.

Army Corps of Engineers MOU for Pemi Trail: Mr. Coates gave the Board a brief overview of the history of this project starting with the first letter written in 1987. For 30 plus years the Town has been trying to convince the Army Corps to allow the Town to extend the Pemi Trail onto the land the Army Corps of Engineers controls along the old railroad bed. He was happy to report that this was granted last month. Mr. Coates discussed the next step which would be to sign an MOU between the two parties. The MOU would establish the basic framework that the Town and Army Corps of Engineers would enter and would state that the two parties are going to work together toward having the trail on the Army Corps of Engineers controlled land.

Mr. Coates reported that after the MOU is signed, the next step would be for the Town to apply for Land & Water Conservation Fund (LWCF) grant funds (along with Town appropriation) to design and engineer the next section of the trail. LWCF will not allow the trail to be built unless the Town has a legal interest in the property, which in this case is something along the lines of a trail easement for 25 years. The trail easement would lay out who was responsible for what; construction, maintenance, liabilities, public safety/patrols, etc. The Army Corps document that lays all of that out is basically a real estate lease. Mr. Coates discussed what provisions the Land & Water Conservation Fund requires the lease to have because certain provisions are required by the National Park Service (NPS). Mr. Coates requested that the Board authorize him to sign the MOU with the Army Corps on behalf of the Town. The Board agreed.

CARES Act Fiber Construction Project Contract: Mr. Coates reminded the Board about the three bids discussed at the August 27, 2020 Select Board meeting to design and construct the CARES Act fiber optic cable internet project. He let Board members he is working with an entity to explore whether it would co-own the system with the Town. A benefit is the Town doesn't want to own or operate the system as the Town is not qualified to be a an electric or internet company. Mr. Coates discussed costs associated with the project.

Since the project is on a tight deadline, he asked the Board to authorize him to sign an agreement with eX2 for the design and construction of the project pending all legal and insurance requirements provided by the Town Attorney and Primex. The Board agreed.

Amy Jo Cottages: Mr. Coates let the Board know that a copy of the Agreement, discussed and approved at the August 27, 2020 Select Board meeting, was sent to the property owner of 24 Shore Drive. The property owner and her legal counsel have asked that changes be made such as a \$5,000.00 bond, a plan approved by NHDES and a 30-day timeline after an approved plan to complete the necessary work. Vice Chair Milbrand made a motion to accept the Agreement between The Town of Bristol and the property owner of 24 Shore Drive, with the changes 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. Ms. Dion seconded the motion. The Board voted 4-0-0 in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates discussed the September 2, 2020 public informational session on the Sewer Extension Project. He discussed the purpose and agenda for this meeting which was to update the public on the progress of the project, the proposed rates, and a question and answer session. The final informational session will be held on October 7, 2020 from 6:30-8pm at the Historic Town Hall.

Mr. Coates reminded the Board that the State Primary is September 8 at the Historic Town Hall, 45 Summer Street, and that the polls would be open from 8am-7pm. He asked Board members who didn't plan to be at the voting site to please work with Ms. Simpson to have a pro-tem sworn in for their replacement.

Select Board Items: Vice Chair Milbrand and Ms. Dion had no additional comments.

Mr. Morrison is pleased with the way things are going and is happy with life.

Ms. Avery is excited to help with the Sept. 8 election as a member of the Select Board. She hopes everyone will get out and vote.

Public Comments:

Non-Public Session: Nonpublic Session Per NH RSA 91-A, II (a): Ms. Dion made a motion to enter into non-public session under NH RSA 91-A, II (a), motion was seconded by Mr. Morrison. Roll call vote to enter nonpublic session: Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes. Motion passed 4-0-0. Entered nonpublic session at 6:40pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion, seconded by Vice Chair Milbrand. Roll call vote taken. 4-0-0 in favor, the motion passed. Public session reconvened at 7:02 pm.

Motion made by Ms. Dion to adjourn public meeting at 7:02 pm, seconded by Vice Chair Milbrand. The Board voted 4-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey