

**Minutes
Bristol Select Board
September 17, 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: 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 5:30PM by leading the Pledge of Allegiance.

Others Present: Christina Goodwin, Land Use/Assessing Manager- Fireworks Committee member; James McIntire, Police Chief; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; Steven Moore, Community member.

Meeting Minutes: Mr. Morrison made a motion to accept the minutes of September 3, 2020 as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

Consent Agenda and Manifests: Vice Chair Milbrand made a motion to approve the consent agenda dated, September 17, 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.

Fireworks Wrap-Up and 2021 Planning and Funding: Christina Goodwin gave the Board a report of the Fireworks event this year and the reason for entering a three-year contract at \$10,000.00 with the Hell's Gate Fireworks Display company. She let the Board know that the barges will not be able to be stored on the current property they are currently stored at. Discussion regarding the future funding of the July fireworks event took place. It was discussed depositing remaining funds from this year into the Expendable Trust Fund to fund the fireworks next year. Dates for the next three years firework shows to take place were discussed so these dates could be made clear in the three-year contract with Hell's Gate. The Board asked Ms. Goodwin to renegotiate the terms and conditions of a contract with Hell's Gate Fireworks. The Board looks forward to reviewing that contract at a future Board meeting.

Robieson Drive Roadway Addition: Ms. Goodwin asked the Board to consider accepting an additional 100-200 feet of roadway on Robieson Drive. Mark Bucklin, Highway Superintendent agrees with this section of road being added to the Town's care if the developer will pave the remaining road. He has

made a visit to the site. The Board came to the consensus to conceptually add to the Robieson Drive Plan so the Highway Department would have a turnaround in that area and if the abutting landowner had no issues in connection with this request.

Oil and Propane Bid: Mr. Coates let the Board know that the Town put out bids for oil and propane. The Town asked for pricing on one and two-year bids to see if a two-year contract would allow the Town to receive a better price on these products. Mr. Coates reported that companies do not provide pricing for two years on heating oil and that the Town only received one bid from Dead River, which is the Town's current provider. Ms. Dion made a motion to accept the bid from Dead River for the one-year price on propane and heating oil. The motion was seconded by Vice Chair Milbrand. The Board voted 5-0-0, motion passed.

Scheduling: Select Board 2021 Budget Meetings: Mr. Coates presented the Board with a draft schedule for the Select Board 2021 Budget process. The Board's first Budget meeting is scheduled for Tuesday, September 29 at 6:00 PM at the Town Office with the Budget Committee and Department Heads. The purpose of this meeting will be to discuss expectations and goals with the Budget Committee and Department Heads.

Hiring of Contractor for Assistant Media Manger: Mr. Coates recapped a previous Select Board conversation and the need to transition when the current Media Manager retires next year. He requested to bring Cade Overton in as a contractor for the remainder of the year at \$500.00 a pay period for the remaining seven pay periods of the current year. He stated that he planned on the same rate for January through September of 2021 and then at the full-time rate upon the current Media Manager's retirement. Mr. Coates and Mr. Overton have talked multiple times about the responsibilities, expectations and scope of work. Vice Chair Milbrand made a motion to bring Cade Overton on as Assistant Media Manager with the conditions outlined by the Town Administrator. Ms. Avery seconded the motion, no discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Authorization for Finance Director to Sign for Town Clerk Grant: Mr. Coates asked the Board to authorize Robert Blanchette, Finance Officer/Human Resource Director to sign all paperwork for the Town Clerk grant. The Town received \$6,924.79 from the grant to help with COVID related items needed for the upcoming elections. Vice Chair Milbrand made a motion to authorizing Robert Blanchette, Finance Officer/Human Resource Director to sign all paperwork for the Town Clerk grant. Motion seconded by Chair Anderson. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates updated the Board on the work currently being completed on CARES Act grant for the fiber optic internet project. He let the Board know that 100 Fiber Optic poles had been scanned during the contractor's field work this week and the contract has been signed. He reported that the project is up and moving along.

Select Board Items: Ms. Dion let the Board know that the Haunted Walk in Kelley Park is still being planned for Halloween. She let the Board know that the Events Committee hasn't heard from the Masons yet and asked the Board if Trick or Treat in Bristol should be plan as in years passed.

Vice Chair Milbrand said he would discuss the Haunted Walk with the Masons and felt that Trick or Treating should be allowed for any resident in Bristol who wished to leave their lights on and participate in welcoming Trick or Treaters.

Chair Anderson wanted the Board to know how much he enjoys working with members of the Select Board. He appreciates their unanimous decisions on what is best for the residents of Bristol in these unprecedented times.

Ms. Avery enjoyed working at her first election as a Select Board member. She thought the election process was well organized, that there was a good turnout of voters who participated in voting and thought everything ran smoothly.

Public Comments: Steve Moore wanted to know who the contractors of the Robieson Drive Plan were.

Mr. Moore also suggested that the fireworks barges be stored at either Avery Beach or West Shore Marine during the winter.

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, Chair Anderson; yes. Motion passed 5-0-0. Entered nonpublic session at 6:23 PM.

Motion to leave nonpublic session and return to public session was made by Ms. Dion, seconded by Vice Chair Milbrand. Roll call vote taken. 5-0-0 in favor, the motion passed. Public session reconvened at 6:30 PM.

Motion made by Ms. Dion to adjourn public meeting at 6:30 PM, seconded by Vice Chair Milbrand. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey