

**Minutes  
Bristol Select Board  
October 1, 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, then entering the password 1111#. Zoom information was posted for the meeting: <https://us02web.zoom.us/j/84349679190>. Dial your location +1 646 558 8656 US (New York) Meeting ID: 843 4967 9193

**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 5:35PM by having Ms. Avery lead the Pledge of Allegiance.

**Others Present:** James McIntire, Police Chief; Mark Bucklin, Highway Superintendent; Jeffrey Chartier, Water & Sewer Superintendent; Janet Cavanagh, Highway Department Administrative Assistant; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; Cade Overton, Assistant Media Manager; Raymah Simpson, Town Clerk/Tax Collector; Herb Darcy, Jan Metcalf, Richard Metcalf Sustainability Committee Members; Steve Moore, Jack and Linda Sugden, Community members

**Meeting Minutes:** Vice Chair Milbrand made a motion to accept the minutes of September 17, 2020 as written, seconded by Ms. Avery. No discussion. The Board voted 4-0-0, motion passed. (Mr. Morrison was tardy and didn't vote on the motion)

**Consent Agenda and Manifests:** Vice Chair Milbrand made a motion to approve the consent agenda dated, October 1, 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.

**Sustainability Committee Update-Recycling Plan:** Herb Darcy and Jan Metcalf went over handouts the Sustainability Committee prepared from their research for recycling cardboard. Items discussed were the need for cardboard storage so that the market could be watched to receive the best rate when sold, the benefits of a vertical bailer over a horizon bailer and talks happening with the town of Alexandria for a community recycling center. Ms. Metcalf also presented a flier to the Board on composting.

**Highway Department Updates:** Mr. Bucklin presented to the Board for consideration the winter plowing proposal received from Hall's to do the plowing of Sunset Heights. He reminded the Board that Hall's is currently the contractor doing the work on the road in that area. He discussed the work that would be

completed along with plowing for the \$18,000.00 contract price. Vice Chair Milbrand made a motion to accept the one-year plowing contract from Hall's, Ms. Avery seconded the motion, no discussion. The Board voted 5-0-0, motion passed.

Mr. Bucklin and Mr. Coates updated the Board on the meeting they had with the new Superintendent of Schools and Facilities Manager to discuss the SAU's interest in the Town plowing and sanding the Elementary School parking lot and Newfound Road. Mr. Bucklin stated that the Highway Department would help the school department out after all other Town winter work had been completed but the Highway Department could not commit to having the elementary school cleaned, sanded and pushed back for school to be in session.

Mr. Bucklin gave his thoughts on how extending the public portion of Robieson Drive an additional 300 feet or more would work. He let the Board know that the property owner will pick up all costs except any cost associated if the Town involved legal counsel. After a brief discussion the Board told Mr. Bucklin to proceed with the property owner.

**Water/Sewer Department Policy-Police Details for Construction/Repair Work:** Jointly, Chief McIntire and Jeff Chartier reported on the longstanding tradition that the Police Department doesn't charge other Town departments when they need traffic control. Similarly, the Water/Sewer Department does not charge the Town for its water and sewer use. It's always been an approach where "one hand washes the other." However, Chief McIntire wants to change the practice so that the Police Department gets paid for any details that it provides for construction and repair work. The Police Department recently provided a bill to the Water/Sewer Department for the sewer main work that the Police Department covered with officers on overtime. The Chief's position is that the cost shouldn't come out his budget and that if the detail rate isn't offered, he wouldn't be able to get police officers to take the shifts. Mr. Chartier's position is that the practice of charging other Town departments for details has never been done before, and the Water and Sewer Department doesn't charge the Police Department or any other department for water and sewer use. This is coming before the Board because the Board also serves as the Water & Sewer Commission and changing the way things are done would require a policy change of the Water/Sewer Department. Ms. Dion made a motion to waive the Police Department's detail bill to the Water and Sewer Department, the motion was seconded by Vice Chair Milbrand. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Police Department Update:** Chief McIntire reported to the Board that due to some ongoing traffic and safety concerns, he met with some residents on Hall Road and Danforth Brook Road to discuss a traffic pattern change. The Chief requested that the Board consider making the roads one way in and one way out in order to alleviate the speeding and conflicts. His initial conversations with residents on the roads about the proposed idea were positive. However, the Board would need to take a vote in order to make these changes. The Board would like a letter to be sent to all residents in the area to make sure residents agree with the proposed pattern change. Mr. Coates will draft up a letter.

**Beach Wrap-Up and 2021 Planning:** Deb Tivey, Beach Supervisor presented to the Board several ideas of how operations at the beach could be improved next year; increase of attendants in July to work on Thursdays, Fridays, Saturdays and Sundays, traffic flow into both Cummings and Avery Beach to ensure all vehicles have permits and or day passes to park and a non-motorized drop off/pick up space painted on the pavement. A brief discussion and review with the Board as to whether the Town would keep limiting the attendance at the beaches to just taxpayers and residents for the 2021 summer or if the

Town would go back to opening the beaches back up for day passes for non-taxpayers took place. More discussion on day passes will take place in the future before a decision is made. The Board did agree that permits for residences and taxpayers would go up from \$5.00 to \$10.00 for the 2021 summer so the Town Clerk/Tax Collector can start issuing these permits at this rate January 1, 2021.

**Town Administrator's Report:**

**Select Board Items:** Ms. Avery is looking forward to working on the budget and acknowledges that she is learning and has more learning to do during this process.

Vice Chair Milbrand is looking at possible warrant articles to close capital reserve funds that will clean remaining funds up from committees like the Bicentennial Committee, no longer needed.

Ms. Dion reported that Plymouth will not hold Trick or Treating and wanted the Board to know that Bristol might see a possible overflow of Trick or Treaters. She also inquired about closing North Main Street for Trick or Treating in Bristol.

**Public Comments:** Jack Sugden informed the Board of concerns he and residents of Wulamat Road and Arrowhead Point had with the Water and Sewer Project. He let the Board know that he was bringing a group of residence and taxpayers, along with an attorney to the next public hearing meeting scheduled for this project.

**Non-Public Session: Nonpublic Session Per NH RSA 91-A, II (a) (e), (I):** Ms. Dion made a motion to enter into non-public session under NH RSA 91-A, II (a),(e), (I), motion was seconded by Vice Chair Milbrand. 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 7:33PM.

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 8:27 PM.

Ms. Dion made a motion to seal non-public minutes, seconded by Vice Chair Milbrand. Roll call vote taken. The Board voted 5-0-0, the motion passed. Public session reconvened at 8:27 PM.

Motion made by Ms. Dion to adjourn public meeting at 8:37 PM, seconded by Vice Chair Milbrand. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey