

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

Meeting Instructions: Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Select Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that the meeting is open to the public and can be accessed in the ways described below.

We are utilizing the Zoom platform for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through the following ways.

Join Zoom Meeting on a computer or laptop:

<https://us02web.zoom.us/j/81817665208>

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If there are problems with access, please call (603) 530 1765.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

All votes that are taken during this meeting shall be done by Roll Call vote.

At the end of the meeting, there may be a nonpublic session. The Chair will announce this, take Roll Call vote and will then ask that all members of the public adjourn from the meeting.

Present: Select Board members: Chair Wayne Anderson, Vice Chair Don Milbrand, JP Morrison, (Les Dion, Anita Avery and Town Administrator, Nik Coates, attended remotely)

Absent:

Others Present: Ray Courchaine, Media Manager; Christina Goodwin, Land Use/Assessing Manager; Deb Tivey, Administrative Assistant; Mark Bucklin, Highway Superintendent; Robert Blanchette, Finance Officer/Human Resources Director; Tyler Paine, Plodzik & Sanderson Accountants/Auditors; Jim

McIntire, Police Chief; Ben LaRoche, Fire Chief; Community Members: Alan Mann, Jason Briand, Scott Timmins, Ann Hyland, Betty Sellers, John Sellers, Chris Dolloff, Fred D'Amore, Rick Alpers, Gary Robinson

Public Session: Chair Anderson opened the public meeting at 5:33PM by leading the Pledge of Allegiance.

Meeting Minutes: Vice Chair Milbrand made a motion to accept the minutes of November 19, 2020, as written, seconded by Ms. Avery. No discussion. Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. Motion passed.

Consent Agenda and Manifests: Chair Anderson made a motion to approve the consent agenda dated, December 3, 2020 to include the items named therein, motion seconded by Mr. Milbrand. No discussion. Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. All in favor of the motion to approve the consent agenda. Motion passed.

2019 Annual Audit Presentation and Financial Policy Update: Mr. Paine presented the annual audit via Zoom. Mr. Paine highlighted the difference of full accrual schedule for governmental activities and detail of business type activities. He exhibited the police detail fund expenditures and the unassigned fund balance used to reduce the 2019 tax rate. Mr. Paine recommended that the following policies be created, revised or reaffirmed in the Town Policies Handbook: Create a Fixed Asset Policy, review and reaffirm the Ethics Policy and the Cash Receipt Policy, and revise the Fund Balance and Grant Donation Policies. Mr. Coates and Mr. Blanchette will work together on updating the recommended policies.

Updated Utilities Reval Contract: Per the Select Board's request in November, an alternative contract was sought from Skip Sansoucy for the utility revaluation work in 2021. The Board tabled this agenda item until their December 17, 2020 meeting.

Fire Engine 2 Repair Request: Chief LaRoche reported that the pump for Engine 2 needs a rebuild. The Chief presented two estimates for the rebuild and recommended that the Board authorize the rebuild be completed by WD Perkins. Chief LaRoche reported that he has savings in other lines in his budget that will help fund some of the rebuild. Mr. Milbrand made a motion to approve PO #4799 in the amount of \$11,862.00 for a pump rebuild of Engine 2. Motion was seconded by Ms. Avery. No discussion. Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. All in favor of the motion. The motion passed.

Public Hearing: Hall Road/Danforth Brook Road Traffic Pattern Change: Chair Anderson opened the public hearing on the proposed traffic pattern change to Hall Road and Danforth Brook Road at 5:52pm. Chief McIntire requested this change to the Board a few months ago. Chief McIntire requested switching the traffic pattern to a one-way road following a request from residents about the safety at the intersection of Hall Road and Danforth Brook Road. Property owners on the road were sent letters inviting them to attend this Select Board meeting to voice their thoughts about the proposed change.

Betty Sellers was not in agreement with the proposed traffic change. She stated that she has been a landowner for 34 years and never heard of any accidents on the road. She asked if visibility was an issue why wasn't the brush being cut back and why wasn't speed being monitored on the road? She would favor a yield sign but does not support changing the traffic flow to one way.

Chris Dolloff stated that he has traveled the road for years with no issues and as a member of the Fire Department/EMT didn't recall any accidents.

Anita Avery thought a much simpler solution than changing the traffic flow would be to place a yield sign and she questioned why a yield sign hadn't been placed in the area being discussed.

JP Morrison stated that at the time this traffic change was being proposed it didn't make sense to place a yield sign because of the danger involved with stopping while trying to go up the hill in snow or ice.

Mr. Milbrand suggested placing a stop sign at the intersection of Hall Road and Danforth Brook Road.

Jason Briand didn't feel a one-way road would help. He informed the Board that 18-wheeler trucks must travel on those roads to make deliveries to businesses in the area and changing the traffic flow would make that a difficult task.

John Sellers felt a yield sign was a good idea. He thought drivers needed to slow down and did recall a slight accident on the road. He also concurred that Danforth Brook Road has a blind spot.

Alan Mann felt changing the traffic pattern would cause a hardship for businesses to get deliveries in and out of the area. He suggested the best idea might be two stop signs at the intersection.

Rick Alpers, after hearing how others felt about the proposed traffic pattern change, stated he wanted all parties to be happy. He stated that he thought a yield sign was a good solution and concurred that the brush in the area does need to be maintained for visibility.

Gary Robinson pointed out that when a driver travels west to east on Danforth Brook Road there is a blind spot and that there is no problem in the minds of some until there is a problem. He felt a yield sign was a good place to start.

Mr. Bucklin will see if a yield sign needs to be ordered or if the Highway Department has one on hand.

The Select Board came to consensus that Mr. Coates would send a letter out to residents with the following changes that will be made by January 1, 2021; officer present in the area doing blue light education before changes go into effect, a prewarning to yield-signage or stripes on the road before the yield sign.

Chair Anderson closed the public hearing at 6:30pm.

Prestige Drive Request and Disposition Process of Other Roads: Mr. D'Amore requested that the Town take over approximately 250 feet of Prestige Drive with two houses on this section of road. He stated that the road is a gravel road and the residents are not asking for the road to be upgraded just plowed. Mr. Bucklin informed the Board that Greg Hall currently plows the 12-14 wide road about 250 feet long that splits. Mr. Bucklin also had concerns about the small turn around that is there now and how that would have to be brought up to specifications. Members of the Select Board agreed to meet Mr. D'Amore at 3:30pm on December 17 to look at the site. Mr. D'Amore will email Chair Anderson his contact information.

Town Administrator's Report: Mr. Coates reported to the Board that a public hearing might need to be scheduled before placing the Charter Commission proposal on the warrant. He let the Board know that at the December 17 Select Board meeting a public hearing for the land swap, lot line adjustment and proposed discontinuance of portion of the road in order to make the adjustment will need to take place.

Select Board Items: Ms. Avery wanted to thank the Board for being patient with her and helping her learn so much along the way as she went through her first budget season as a member of the Select Board.

Public Comments: Mr. Sellers pointed out to the members of the Select Board that the increase in Social Security doesn't correlate with the increase of tax bills sent out by the Town. He referred to his own tax bill that had an increase of \$700.00 and voiced his concern for those on fixed incomes having to do without heat, medication or food in order to pay their tax bills or even worst not being able to pay their tax bill at all. He also brought up to the Board the 1.2-million-dollar short fall the School District is dealing with due to an increase in retirement, insurance and teachers' contracts. He reported that the SAU he is proposing cuts in the middle school sports programs and cuts with air duct cleaning and ventilation systems, neither which are acceptable in his mind. Mr. Sellers also pointed out that the SAU might need to cut five or more teachers if sports and ventilation cleaning were placed back in the budget.

Nonpublic Session Per NH RSA 91-A, II (d): Mr. Milbrand made a motion to enter into non-public session under NH RSA 91-A, II (d), motion was seconded by Ms. Dion. 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 7:02PM.

Motion to leave nonpublic session and return to public session was made by Ms. Dion, seconded by Ms. Avery. Roll call vote taken. Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. All in favor, the motion passed. Public session reconvened at 7:19PM.

Motion made by Ms. Dion to adjourn public meeting at 7:33PM, seconded by Ms. Avery. Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. All in favor, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey