

**Minutes  
Bristol Select Board  
November 19, 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/85234510082>. Dial your location +1 646 558 8656 US (New York) Meeting ID: 852 3451 0082

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

**Absent:**

**Public Session:** Chair Anderson opened the public meeting at 6:30PM by leading the Pledge of Allegiance.

**Others Present:** Bill Dowey, Economic Development Committee Chair (remotely) ; Bill Cote, Capital Improvement Plan Committee Chair (remotely); Christina Goodwin, Land Use/Assessing Manager (remotely); Jeffrey Chartier, Water & Sewer Superintendent; Paul Bemis, Chair Energy Committee (remotely); Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; Newfound Volleyball Team and Coaches (remotely); Steve Moore, Community Member.

**Meeting Minutes:** Vice Chair Milbrand made a motion to accept the minutes of November 5, 2020, and November 12, 2020, as written, seconded by Mr. Morrison. 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, November 19, 2020 to include the items named therein with the removal of #6 the contract for George Sansoucy, motion seconded by Mr. Morrison. The Board voted 5-0-0 in favor of the motion to approve the consent agenda. Ms. Goodwin said she will work with Mr. Sansoucy's office on the contract and bring it back to the Select Board in the future.

**Congratulations to State Champion Newfound Girls Volleyball Team:** The Newfound Girls Volleyball Team won the Division III State Championship. The Board invited the Team to the meeting to be congratulated on its successful season and to present the Team with a Proclamation, that was read by Chair Anderson. Amy Fairbank, Newfound Volleyball Coach commended her team and thanked the Board for its recognition.

**Capital Improvement Plan Presentation:** Bill Cote started the committee's presentation by reminding the Board that the Capital Improvement Program Committee is a subcommittee of the Planning Board and advisory committee to the Select Board that develops a roadmap for capital spending to minimize the impact on taxes and ensure capital spending follows the Master Plan. Mr. Cote and Mr. Milbrand outlined where the committee landed this year by reviewing the Police, Public Works, Fire Department and Parks' fund balances, priorities, and funding source.

**TAN re: CARES Act Fiber Project and Operating Budget:** Mr. Coates informed the Board that Robert Blanchette, Finance Officer/Human Resources Director recommends the Board take out a TAN for two purposes. The total amount for the TAN would be \$1.9 million. Mr. Coates broke the TAN loan down into two pieces and explained to the Board that \$1.4 million would be to cover the cost to pay the contractor for the fiber grant program and \$500,000.00 would be for the operating budget. He proposed that the TAN be taken out for two months and let the Board know that the interest for the fiber project would be \$3,392.60. Mr. Coates let the Board know that the interest on the loan would be covered by the grant. He let the Board know that the Town would pay the fiber contractor in December and that the State would pay the Town back by January 31, 2021. Mr. Coates reminded the Board that the \$500,000.00 for the operating budget, would be to float the Town until tax bills come in. Mr. Morrison made a motion to approve the two TANs in the amount of \$1.4 million and \$500,000.00 totaling \$1.9 million to cover the fiber project and Operating Budget. Mr. Milbrand seconded the motion. The Board voted 5-0-0, the motion passed.

**Economic Development Committee Update:** The Chair of the Economic Development Committee, Bill Dowey, informed the Board as to what the committee has been working on. He discussed the robotics program at the High School, the combination of projects currently happening in Bristol that would promote a positive business climate to attract new businesses to Bristol and the need for the Master Plan to be rewritten. Mr. Dowey discussed the importance of the Master Plan being rewritten. He requested that an economic development chapter be written into the Master Plan. When asked by Chair Anderson what the committee's priorities for the coming year were, he stated the Master Plan chapter and Tax Revenues and Cost Projections.

**Energy Committee Solar Project Update:** Chair Paul Bemis presented to the Board that the Energy Committee, with a recommendation of a consultant hired, recommends moving forward with the solar field project at the Waste Water Treatment Facility. A warrant article is needed for the March Town Meeting and he will work with Mr. Coates to get this warrant article ready for the March Town Meeting. Steve Moore, community member requested to speak and was granted permission by Chair Anderson. Mr. Moore clarified that eighteen years is the crossover point to break even on the project, he stated that solar equipment lasts between twenty and twenty-five years and suggested the infrastructure be expandable.

**Encumbrance Request:** Mr. Coates presented the three requests to encumber funds to the Board: one for the Town Master Plan, another for a partial payment on the 2021 fireworks and the last one for the paving of Hall Road. Ms. Dion requested that a fourth item be added, \$6400.00 for Kelley Park. The Board agreed on all four 2020 encumbrances and signed the encumbrance form for the Finance Office.

**Vacuum Truck Purchase:** Mr. Coates requested authorization to purchase a vacuum truck from Donovan's. Highway Superintendent Mark Bucklin previously discussed the request with the Board. The purchase would also include a catch basin cleaner and parts for the new truck. Mr. Milbrand made a motion to approve the purchase order for the vacuum truck and extra parts totaling \$53,500.00 and

authorized Town Administrator to sign the purpose order. The motion was seconded by Ms. Dion. The Board voted 5-0-0 in favor of the motion. The motion passed.

**Church Parking Lot Discussion:** This topic was tabled for a future meeting and was not discussed.

**Town Administrator's Report:** none

**New Business Item:** Chair Anderson opened new business with the budget. Mr. Milbrand moved to recommend that the Select Board present the budget where it left off last week. He asked Mr. Coates for budget numbers and Mr. Coates stated the Select Board had not voted on anything, so there are no Select Board budget numbers. No Second to the motion. Ms. Dion asked that the Select Board discuss as it had proposed to do this work at 3pm today. Mr. Anderson said a final budget work session was scheduled, but he thought that since the Board was not in the same room, they should not do it. Ms. Dion said that she thought they would go through department requests. Mr. Morrison said, "We did that last week." Ms. Dion stated that the Board members didn't give recommendations at that time and she thought the Select Board agreed that they would be discussing them at this meeting. Mr. Morrison asked if the Select Board could meet prior to the Budget Committee meeting on Tuesday. Chair Anderson said that the Select Board should let the Budget Committee start their work; the Select Board has met a lot this month and it is time to take a break. Chair Anderson said that the Select Board can put it off until the first week of December and schedule an early meeting time. Chair Anderson suggested the Select Board would need about 90 minutes. It was agreed that the Select Board would meet at 3:30pm on December 3 to discuss the budget.

**Select Board Items:**

Ms. Dion wanted to acknowledge Barbara Greenwood. Ms. Dion has received many compliments about Halloween in Bristol, and how the event went.

Ms. Avery is sad to be meeting remotely.

Ms. Morrison wanted to bring attention to the Blakeley-Mills Newfound Regional Scholarship Foundation Team and the two generous donations that will match all donations up to \$10,000.00 for this year. He encouraged those that could to please donation and referred to the address in the "Newfound Landing". Blakeley-Mills Newfound Regional Scholarship Foundation, Inc., P.O. Box 691, Bristol, NH or by going to the Web site: [www.newfoundalumni.com](http://www.newfoundalumni.com)

Mr. Milbrand requested that on the next Select Board meeting agenda that the Board examine the generous donation request by Michael Thomas to donate to the Town a wood carving.

Motion made by Ms. Dion to adjourn public meeting at 8:02 PM, seconded by Mr. Milbrand. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey