

Bristol Select Board  
Minutes  
Thursday, April 15, 2021

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.

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

**Present:** Select Board members: Don Milbrand, JP Morrison, Les Dion, Anita Avery, Shaun Lagueux and Town Administrator-Nik Coates

**Absent:**

**Others Present:** Ray Courchaine, Media Manager; Jeff Chartier, Water and Sewer Superintendent; Mark Bucklin, Highway Superintendent; James McIntire, Police Chief; Remotely-Deborah Clarke-Tivey, Administrative Assistant; Bill Dowe and Paul Bemis, Economic Development Committee Members; Christina Goodwin, Land Use/Assessing Manager; Janet Metcalf, Sustainability Committee Member.

**Public Session:** Chair Milbrand opened the public meeting at 6:31pm by having Mr. Morrison lead the Pledge of Allegiance.

**Meeting Minutes:** Ms. Dion made a motion to accept the minutes of April 1, 2021 as amended by Mr. Morrison's request, seconded by Mr. Lagueux. Mr. Morrison wanted to clarify and to have the minutes reflect that he does support having Fireworks on the eve of July 4. The Board voted 5-0-0, motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the consent agenda dated April 15, 2021, to include the items named therein, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, motion passed.

**Highway/Transfer Station:** Superintendent Bucklin updated the Board on cost estimates he received for the purchase of a bailer to aid in the recycling of cardboard at the Transfer Station. He let the Board know that he had received three quotes for bailers and was recommending the Board go with Atlantic Recycling Equipment, LLC. The quote price was \$30,000.00 and included a six-month warranty. Ms. Dion made a motion to authorize the purchase of the bailer from Atlantic Recycling Equipment in the amount of \$30,000.00. Mr. Lagueux seconded the motion. No discussion. The Board voted 5-0-0, motion passed.

Superintendent Bucklin updated the Board on cost estimates he received for construction of the salt/sand shed for the Highway Department. He reviewed bids from Riess Construction in the amount of \$136,720.00 and from Rubb Building Systems in the amount of \$164,550.00 and the work that would be completed with each bid. Discussion between Superintendent Bucklin and Board took place answering questions and giving clarification to whether the shed would have end flaps and the type of foundation the shed would be on. Mr. Lagueux made a motion to approve the quote from Riess Construction in the amount of \$136,720.00 with any remaining funds to be used for foundational work. Ms. Dion seconded the motion. No discussion. The Board voted 5-0-0, in favor of the motion.

Superintendent Bucklin and Mr. Coates informed the Board that a site visit was made to the area of the proposed solar array and burn pile so those involved could see the site lay out. The Board reviewed the plan and looked at how one burn pile would stay in the same location and the other burn pile would move further into a corner. The Board discussed the placement of the arrays, tree cleaning vs stumping and the 250-foot buffer of the Shoreland Protection zone. The Board needs to have a final plan before they can approve moving forward.

Ms. Metcalf on behalf of the Sustainability Committee and the High School Honor Society discussed with the Board a Bristol Clean Up Day in honor of Earth Day. Primex was consulted about this project and it was determined that it was fine to hold the event. However, they did advise that if students from the High School participate, student's permission slips should go through the school, so the liability is held there. Students should also be assigned to low-risk locations like the beaches and town parks and not to roadways. Anyone choosing to participate in the project will not be told or assigned an area to clean. If participants choose their own site to clean, the Town will not have to have signed Volunteer Service Agreements and a background check will not have to happen.

Mr. Coates and Superintendent Bucklin wanted to bring the Town's Barter Exchange Policy to the Board's attention. This policy was put into place in 2014. Mr. Coates believed the intent of this policy was to ensure that there was a way to record the value of items that were bartered to ensure the Town was being treated fairly. Department Heads were consulted to see if they still barter and was this the most effective way to track any bartering. Discussion around using a Purchase Order was deemed not useful as there is not a dollar value for purchasing on the barter system and whereas purchase orders are intended for making purchases. At this time, the only department impacted is the Highway

Department. Mr. Coates looked for other municipalities for examples of similar policies, but none appear to exist.

**LaValley Lot Purchase and Easement Vote:** Ms. Goodwin, Land Use/Assessing Manager, reviewed the history and legal obligations on the easement process being the easement had expired. The Conservation Commission and Planning Board were consulted and expressed that there were no issues with the easement. Public hearings were held on March 18<sup>th</sup> and April 1<sup>st</sup>. Ms. Avery made a motion that the Select Board vote to make two (2) conveyances, pursuant to the authority and process described by RSA 41:14-a, both to Harold A. LaValley and Geraldine K. LaValley, as Trustees of the Colonial Plaza Realty Trust, the first being a parcel of real property located on Summer Street being approximately 3.6 acres on Tax Map 223-80, and the second being a perpetual easement to define a right of way over land owned by the Town on Tax Map 223, Lots 75 & 76 for the benefit of Tax Map 223, Lot 80; and further to authorize the Town Administrator to execute any documents necessary to carry out either of these conveyances. Mr. Lagueux seconded the motion. No Discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Pole Survey Contract:** Mr. Coates and Ms. Goodwin let the Board know that a benefit of the Fiber Optic Project was that eX2, the Town's contractor, collected pole ownership, location, and asset data for all the utility poles. This is beneficial because the Town never had this information before. They explained that this information is electronically in our GIS maps and photos are included of each pole. This information is important because the Town needs to know who owns the poles before it can start assessing them for taxes. Mr. Coates proposed that the Town finish a pole inventory of the rest of the Town, so there is a full data set. He told the Board that eX2 was going to be in Bristol this spring to complete the construction of the Fiber Project and could complete the rest of the pole data collection then at a reduced rate. They presented the following figures:

Expenses to date and for remainder of 2021 for assessing services: \$22,300.00  
Reval Capital Reserve account balance: \$47,587.79  
Contingency Fund balance: \$25,000.00  
Proposed pole survey scope work: \$28,094.00  
Total expenses expended and proposed (reval and pole survey): \$50,394.00  
Shortfall: \$2,806.27

Mr. Lagueux made a motion to move forward with the Pole Survey Project using \$20,000.00 from the Reval Capital Reserve Fund and \$8,094.00 from the assessing Contract Service operating budget line 01-4152-312. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**2021 Fireworks Planning:** Ms. Goodwin reviewed with the Board options and tasks they would need to consider as they moved forward with the planning of the Town's July 3, 2021, fireworks show. Most Board members felt that this year's Fireworks might include just the Fireworks show. However, the Board does have a work session date, soon, where this topic and the planning of the event will be discussed in length.

**Economic Development Committee:** The Board had the bylaws for the Economic Development Committee in their possession for review. Mr. Coates let the Board know that there is no record of the Select Board ever voting to accept the bylaws. The Board was informed by Mr. Coates that the appointments for this committee are incomplete. He asked the Board to come up with a plan on how to

fix the appointment issue and more importantly asked the Board to think about what their priorities for economic development are and how the committee fits into those priorities. He asked the Board to start with the priorities Melissa Levy identified based on her interview with the Economic Development Committee and Board and to have Ms. Levy facilitate a future workshop.

Mr. Dowey said he was glad that Ms. Dion is a member of the Economic Development Committee and feels she will relay messages back and forth between the Economic Development Committee and the Board. He looks forward to the combined work session, so all committees are working together and are aligned.

Mr. Dowey also reported that the committee received feedback from the TAP Grant they applied for on behalf of the Town. Bristol was in third place behind Laconia and Plymouth. The DOT will complete their evaluation and he is very hopeful that Bristol will be awarded the grant.

**Town Office Smoke Detectors and Wiring Purchase:** Mr. Coates reviewed quotes from Capitol Alarm Systems and Mango Security Systems. He let the Board know that the alarm panel needs to be upgraded to function with the LULA elevator and that the panel will need to be replaced sooner rather than later because it is no longer supported, and the parts are no longer made for it. Mr. Morrison made a motion to accept the Capitol Alarm Systems bid and to authorize \$4,800.00 to come out of the Building Maintenance Capital Reserve Fund. Mr. Lagueux seconded the motion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Wage Scale Adjustments-Beach Attendants:** Mr. Coates reminded the Board that the current wage scale classifies Beach Attendants as Grade 1 with wages ranging from \$8.92 to \$12.35 an hour. With these wages the Town is not able to attract staff to take on the position. He let the Board know that the Town hoped to hire Beach Attendants soon and asked them to consider regrading the Beach Attendant position from a Grade 1 to Grade 5. Discussion took place about the wages and grades. Ms. Dion made a motion to regrade the Beach Attendant positions from Grade 1 to Grade 4. Motion seconded by Chair Milbrand. The Board voted 4-0-1, in favor of the motion. The motion passed.

**Property Disposal Bids-Metal Bleachers:** Mr. Coates let the Board know that the Town received one bid for the metal bleachers in the amount of \$5.00. He let the Board know that they had the option of accepting the bid or disposing of the bleachers at Gilpatrick's Scrap Metal. Ms. Dion let the Board know that Mr. Hanser was going to repair the bleachers and donate them. Mr. Lagueux made a motion to accept the bid in the amount of \$5.00 for the metal bleachers. Mr. Morrison seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Town Administrator's Report:** none

**Select Board Items:** Mr. Lagueux informed the Board of several White Ash Trees in town that were dead, dying, in need of attention or needed to be taken down. One large tree is by the Solar Array project that needs to be cut down, so it does not fall. He recommends building a budget to deal with trees affected by Emerald Ash Borer along right of ways and by the Mill Stream.

**Public Comments:** none

**Other:** Chief McIntire updated the Board regarding activities involving the Police Department such as, the bids received for a cruiser from Plymouth Ford, Irwin Ford, and Grappone Automotive Group. He

discussed the police cruiser from Plymouth Ford in the amount of \$33,761.00 and the 8-year, 100,000-mile warranty that could be purchased for \$1600.00. He let the Board know that he would bring a purchase order to their next scheduled meeting for them to sign to purchase this cruiser. Chief McIntire discussed the benefits the Town and Police Department have received by joining the Prosecution Association and the loss of an officer to Nashua. The Chief offered an analysis of data of police calls and community involvements for the years 2019, 2020 and 2021-to date. He offered suggestions to help with the issue of dog waste at Avery-Crouse Beach discussed at the April 1, 2021 Select Board meeting.

Chair Milbrand made a motion to adjourn the meeting at 8:47pm, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion.

Respectfully submitted,

Deborah A. Clarke-Tivey