

BRISTOL SELECT BOARD  
Minutes  
April 29, 2021

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

**Absent:**

**Others Present:** Cade Overton, Media Assistant; Jeff Chartier, Water and Sewer Superintendent; Mark Bucklin, Highway Superintendent; Paul Bemis, Energy Committee and Community Power Committee Chair; Raymah Simpson, Town Clerk/Tax Collector; Kevin Glynn, eX2 Technology; Ted Vansant, Jack Bingham, Barrington Power; Remotely- Mike Vignale, Principal Engineer/Owner KV Partners; Deborah Clarke-Tivey, Administrative Assistant; Christina Goodwin, Land Use/Assessing Manager.

**Public Session:** Chair Milbrand opened the public meeting at 5:34pm by having Ms. Avery lead the Pledge of Allegiance.

**Meeting Minutes:** Mr. Lagueux made a motion to accept the minutes of April 15, 2021, as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the consent agenda dated April 29, 2021, to include the items named therein, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, motion passed.

**Police Cruiser Purchase:** Agenda item not addressed.

**Project Update and Design Review for Windridge Slide:** Mr. Vignale informed the Board that he has been working with a geotechnical engineer to develop a plan to stabilize the slide at the Windridge Condos neighborhood. He presented a preliminary design to the Board for their approval so he could put the project out to bid for construction. The Board felt that the plan seemed reasonable, and consensus was for Mr. Vignale to finish the design and place the project out to bid.

**Fiber Project Update and Phase 2 Funding Request:** Mr. Coates reminded the Board that the completion of Phase 1 of the fiber optic project is expected to be completed by the end of June. He discussed grant opportunities and partnerships to get coverage for the rest of Bristol. Mr. Glynn used maps and discussed with the Board future considerations to help them get a better picture of the fiber optic plan. Mr. Glynn outlined some of the other benefits of moving forward with the project as being dependable service, faster speeds, lower costs, and the potential of local jobs being created.

**Solid Waste Ordinance Update and Transfer Station Operations Check In:** Mr. Coates and Mr. Bucklin informed the Board that they had revisited the Solid Waste Ordinance. Based on how operations are currently working they presented changes to the Solid Waste Ordinance page-by-page. Mr. Bucklin presented thoughts on how to improve operations based on complaints from residents and businesses and the Board's priority of sticker checks. Mr. Lagueux made a motion to accept the changes to the Town of Bristol's Solid Waste Ordinance as presented. Ms. Avery seconded the motion. Discussion on the fee schedule and business permits of low volume and high volume and the cost of each permits

along with the amount of trash deposited of by each permit ensued. The Board voted 4-1-0, in favor of the motion. The motion passed.

Mr. Coates and Mr. Bucklin reviewed changes to the Solid Waste Fee Schedule page-by-page. Mr. Lagueux made a motion to accept the fee schedule as amended. Ms. Dion seconded the motion. The Board voted 5-0-0, the motion passed.

**Barter Exchange Policy Update:** Mr. Bucklin and Mr. Coates presented a page-by-page review of the Barter Exchange Policy and the proposed changes. They also requested that the Board allow a Swap Form that they felt would work better than the current Purchase Order process currently in place. Ms. Dion made a motion to accept the changes to the Barter Exchange Policy as presented and allowing the Swap Form in place of the Purchase Order. Mr. Lagueux seconded the motion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Solar Project Site Plan Update:** Mr. Vansant and Mr. Bingham from Barrington Power, the solar company, presented a conceptual site plan based on the feedback they received from the Board. Using maps, they 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 and representatives from the solar power company discussed the brush collection piles, placement of the arrays, tree cleaning vs stumping, and the alteration of the land. The Board looks forward to reviewing the site plan that Barrington Power develops.

**Water Storage Tank Concerns:** Mr. Chartier let the Board know that the property where the Town has its water tank has changed hands and the concerns he has regarding what the new owner is proposing to do. The new property owners wish to use the tank site access as their driveway to their land. Mr. Chartier's concerns are the road is very steep and the surface is crushed gravel. It currently has limited traffic during the year. The continued use of this road, as experienced in the past, loosens the gravel resulting in the road washing out. Mr. Chartier spoke about the security of the tank's site, normally the gate would be locked, and the new owners want the gate opened during their stay and to park their vehicles up near the tank. NHDES has concerns with vehicles parked near the tank without some type of barrier such as large boulders preferably over the installation of a fence, which would make maintenance of the tank difficult. The Board would like Mr. Chartier to work toward a maintenance agreement of the road with the new owners and to investigate the possibility of having the boulders in place before the area is used. There was also a recommendation to abandon the easement.

**TAN Request:** Mr. Coates asked the Board to consider the TAN request that Mr. Blanchette, Finance Officer/Human Resources Director put together. He reminded the Board that this is the time of year when cash flow is low, that this happens every year and the only way to rectify this would be for the Town to switch to a July fiscal year. If granted the TAN request will help bridge cash flow until tax bills are sent out. The TAN request presented was for \$1.5 million, with a 0.55 percent interest rate, due on or before July 15, 2021, with no fees. Mr. Lagueux made a motion to accept the TAN request as presented. The motion was seconded by Ms. Dion. The board voted 5-0-0, in favor of the motion. The motion passed.

**Insurance Policy and Practices for Bands:** Mr. Coates let the Board know that he was looking to them for direction on how to proceed with setting a policy and practice being put into place so that the Town is consistent with how they treat bands and all vendors of the Town. He hopes this will eliminate guessing and ensuring the Town stays out of legal trouble for being inconsistent. He let the Board know that the Town does not need to require insurance, but the liability is to the Town if they do not. In terms

of protection, Primex prefers the Town have general liability insurance from the band with the Town named as additionally insured and adding indemnification language in the contracts. Mr. Coates also discussed a Tenant Uses Liability Insurance Policy cost as an effective option for bands that do not carry insurance and want to be covered for a day. The Board recommends that if a band has insurance to provide it and if they do not have insurance that they sign an indemnification waiver. They asked if there was a 'Blanket Umbrella Policy' for the Town to cover all one-day events and if this were something that could be looked into.

**Town Administrator's Report:** Mr. Coates asked the Board if they had any comments or concerns with the Select Board schedule for the year or the 2022 Budget Schedule that he sent out. He asked for the Board to sign the Personnel Action Forms he passed out and discussed the beach attendants returning and being hired along with other Town positions being filled.

**Select Board Items:** Ms. Avery has noticed a big difference between this year and last year. She acknowledges that Select Board meetings are long but feels that things are moving along, and things are getting done.

Ms. Dion had exciting news to share. She let the Board know that letters were sent out to businesses asking for donations to finance the summer Movie Series and that one generous business owner Hector Hsu from Very Excellent Chinese Restaurant stepped up and financed the entire Movie Series. Since then, other donations from businesses have come in and those businesses are being asked if their donations can be used for the fireworks, concerts or if they would like their donations returned.

Mr. Morrison let the Board know that he was approached by an individual that wanted to know if they could place a sign/message board in Central Square. The Board asked Mr. Morrison to please have this person contact Christina Goodwin.

**Public Comments:** none

Mr. Lagueux made a motion to adjourn the meeting at 7:31pm, seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion.

Respectfully submitted,

Deborah A. Clarke-Tivey