

Bristol Select Board  
Minutes  
June 3, 2021

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

**Absent:** Les Dion

**Others Present:** Ray Courchaine, Media Manager; Paul Bemis, Energy Committee and Community Power Committee; Jack Bingham, Barrington Power; Mark Bucklin, Highway Superintendent; Tim Puls, Underwood Engineers; Jeff Chartier, Water and Sewer Superintendent; Remotely-Steve Lieber, Andrew Tiebout, Cassidy Brennan, Affinity LED Lighting; Deborah Clarke-Tivey, Administrative Assistant.

**Public Session:** Chair Milbrand opened the public meeting at 6:17pm by having Ms. Avery lead the Pledge of Allegiance.

**Meeting Minutes:** Mr. Lagueux made a motion to accept the minutes of May 20, 2021, as written, seconded by Ms. Avery. Chair Milbrand stated that the Consent Agenda and Manifest dated May 20, 2021, were not read but rather posted for viewing. Therefore, he would request that the minutes state that the May 20, 2021, Consent Agenda and Manifest would be available at the Town Office for anyone interested in viewing them. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Avery made a motion to approve the Consent Agenda dated June 3, 2021, to include the items named therein, motion seconded by Mr. Lagueux. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Sewer Extension Update:** Mr. Puls and Mr. Chartier presented status updates on the Sewer Extension project. They discussed the route planning, cost impacts and options for August Neighborhood Meetings to update the public on the project and answer questions. Mr. Puls and Mr. Chartier believe that the Neighborhood Meetings should take place the second week in August, at a venue to be determined, with two meetings starting between 6:00-6:30pm and one meeting to be held in the afternoon. They felt it was important to hold these meetings in the same week, so everyone who attends gets the same information versus holding monthly meetings where different information is presented because different events have occurred. They referred to the information on the Town's website regarding the project. A fact sheet and information about an opt out option will be placed on the Town's website. The opt out option is based on State Statute.

**Sustainability Committee Update:** Mr. Bucklin reported to the Board that the project to cover the bailer and secure a place to house loose cardboard was going to cost more than the \$20,000.00 appropriated. He estimates the increase to be about \$5,000.00 more than what was planned. This is due to the increased cost of building materials. A discussion ensued regarding the container to hold cardboard, that the Board approved for purchase and whether this was still the avenue to go with considering the increased cost of the project. Mr. Bucklin let the Board know that Nick Burt could start on the building project immediately. Mr. Lagueux made a motion to rescind the purchase of the storage container to store cardboard and approve the quote from Nick Burt in the amount of \$25,000.00 to come out of the Transfer Station's Warrant funds for the building to cover the bailer and store cardboard. Motion

seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Bucklin presented a purchase order to the Board for their approval for chip sealing in the amount of \$50,000.00. Mr. Lagueux made a motion to approve PO #0003814 in the amount of \$50,000.00 to chip seal Hemp Hill Road and Schofield Road. Ms. Avery seconded the motion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Coates presented a bid from Jeremy Hiltz Excavating Inc. for the stabilization of the bank at Windy Ridge in the amount of \$64,294.00. Chair Milbrand made a motion to accept Jeremy Hiltz Excavating Inc. bid for the stabilization of the bank at Windy Ridge. The motion was seconded by Mr. Lagueux. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

**WWTF Solar Project-Site Plan Update and Purchase Power Agreement Review:** Mr. Bingham and Mr. Bemis presented the latest information on the solar array placement and the Purchase Power Agreement. They stated that the placement of the solar array panels would be placed as far away from the burn piles as possible. They discussed the Payment in Lieu of Taxes - PILOT. Mr. Coates explained that he had both Primex, and the Town's legal counsel review the Purchase Power Agreement and the Agreement was good to go, after consideration of comments made by legal. A discussion ensued about the option in the Agreement, in year six, to purchase the solar array project at fair market value.

Mr. Lagueux made a motion to approve the Power Purchase Agreement. Ms. Avery seconded the motion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Lagueux made a motion to approve the Lease Agreement between the Town of Bristol, NH and BP Bristol, LLC. Ms. Avery seconded the motion. No discussion. The Board voted 3-0-1, in favor of the motion. The motion passed.

**LED Lighting Project Presentation:** Mr. Lieber introduced Affinity LED Lighting to the Board. He discussed the goals and missions of his company: to support quality lighting, reduce energy costs while reducing a carbon footprint and no solid waste. Mr. Lieber discussed the fact that Affinity LED Lightening is a "turnkey" company that does all the work related to this project. He talked about the 222 lights that would be replaced, the rebate the Town would receive from Eversource if Affinity were hired to do this project. He discussed how that rebate could be applied to the first payment and three different options to pay for the project. All three-options show saving revenue to the Town. The Board requested the Mr. Lieber and his colleagues from Affinity LED Lighting return to a future Select Board meeting so the Board would have time to review the materials that will be provided to them in depth.

**COVID Policy Updates:** Mr. Coates reported that the statewide mask mandate and other precautions were being lifted. He thought it would be a good idea to bring the Town of Bristol's practices into line since the Town's policies were set to expire at the end of June. Mr. Coates presented an updated mask policy and additional thoughts on vaccinations put together by Chief LaRoche, Fire Chief. The mask policy presented was fully vaccinated individuals are no longer required to wear masks. Exceptions: when requested by a customer, when entering a business that still requires the wearing of masks, when required by a protocol or law, e.g., EMS incidents. Individuals who are not fully vaccinated are required to wear a mask indoors, or when 6 feet of distance cannot be maintained. Exceptions: Department policy that allows mask removal/for breaks, and when in an individual office space. Mr. Coates recommended that the Board not renew the Temporary Telecommuting Policy, so employees come to

work in person to serve the public. He stated that if there was a need to go back to Telecommuting in the future the Town could reinstitute the policy or look at putting a policy into the Personnel Policy when this policy is updated this summer. Mr. Lagueux made a motion to change the Mask Policy to the recommendations made by Chief LaRoche and the end the Town of Bristol's Telecommuting Policy, effective immediately. Motion seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Scheduling:** Mr. Coates reported that the Select Board traditionally moves its July and August meetings to Mondays so that concerts can be videotaped. However, with both Mr. Courchaine and Mr. Overton available to cover both events he asked if the Board would like to keep their meetings on Thursdays. He did remind the Board that the July 5, 2021, Select Board meeting should be moved since that is when the Fourth of July holiday is observed. Board consensus was the July 5, 2021, meeting would take place on July 1, 2021, followed by July 19, 2021, being the next Select Board meeting date.

Mr. Coates asked the Board their feelings on a Summer Town Meeting. The Board agreed that the purpose of a Summer Town Meeting was to update the public on projects. They felt that this objective would be met at the August Neighborhood Meetings on the Sewer Project and that there was no need for a Summer Town Meeting.

Mr. Coates reminded the Board that an updated work session schedule was sent out. He pointed out the added work session for the Minot-Sleeper Library. The Board requested that the Trustees of the Minot-Sleeper Library be invited to that work session.

**Select Board Items:** Mr. Morrison wanted the Board to know that the junk yard issue was not improving. The Board asked that they be updated on this property at a future Board meeting by Christina Goodwin, Land Use/Assessing Manager.

Mr. Morrison inquired about the date and time of the Fourth of July Parade. Mr. Coates listed off the following events on July 3 and 4th:

July 3- Boat Parade, 1:30pm

Fireworks, dusk

July 4- Firecracker 5K, 8:30am

July 4<sup>th</sup> Parade, 11:00am

**Public Comments:** none

**Nonpublic Session Per NH RSA 91-A:3, II (d)** Chair Milbrand made a motion to enter into non-public session under NH RSA 91-A, II (d), motion was seconded by Mr. Morrison. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Morrison, yes; Mr. Lagueux, yes; Chair Milbrand, yes. Motion passed 4-0-0. Entered nonpublic session at 8:25pm.

Motion to leave nonpublic session and return to public session was made by Mr. Morrison, seconded by Mr. Lagueux. Roll call vote taken. 4-0-0 in favor, the motion. Public session reconvened at 8:55pm.

Mr. Morrison made a motion to adjourn the meeting at 8:55pm, seconded by Mr. Lagueux. The Board voted 4-0-0, in favor of the motion.

Respectfully submitted,  
Deborah A. Clarke-Tivey