

Bristol Select Board
Minutes
October 14, 2021

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

Absent: Les Dion

Others Present: Robert Blanchette, Finance Officer/Human Resource Officer; Jeff Chartier, Water/Sewer Superintendent; Ben LaRoche, Fire Chief; Steve Moore, Community Member; Tyler Paine, CPA Manager Plodzik & Sanderson; Deborah Clarke-Tivey, Administrative Assistant

Cyber Security Select Board and Staff Training: Cory Casey from Primex, Risk Management Services met, remotely, with Select Board members and staff to define cybersecurity, discuss threats, how to identify suspicious emails, and how to make an organization a more difficult target for attackers.

Work Session:

Auditor Presentation to Staff and Select Board: Mr. Paine presented to the Board areas that the Town has been penalized over the past ten years for a miscellaneous project and water/sewer project. Mr. Paine led a discussion on how to resolve this issue. Mr. Paine went through the annual financial report for the fiscal year that ended December 31, 2020.

2022 Budget: At the October 7, 2021, Select Board meeting Mr. Coates entertained questions and comments from the Board that the Board wanted clarification on regarding 2022 Budget requests from Department Heads. The Board reviewed and discussed the information that Department Heads gave to the Board's questions and comments. The Board reviewed and discussed all other Departments' budgets. Mr. Coates will send the Board an updated spreadsheet of the 2022 Budget so the Board can finalize the Budget at the October 21, 2021, Select Board meeting.

Public Session: Chair Milbrand opened the public meeting at 4:30pm.

Water and Sewer Hookup Fee Review: Mr. Chartier recommended to increase the Water Department's hookup fees to account for an increased cost for materials. Mr. Chartier reviewed the proposed changes to the water department's fees with the Board. Mr. Lagueux made a motion to update the 2021 Water Department Fees revised effective October 14, 2021, as presented. Ms. Avery seconded the motion. No discussion. The Board voted 3-0-0, in favor of the motion. The motion passed.

Public and Nonpublic Meeting Minutes: Mr. Lagueux made a motion to accept the minutes of October 7, 2021, public and nonpublic meeting minutes, as written, seconded by Ms. Avery. No discussion. The Board voted 2-0-1, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the consent agenda dated, October 14, 2021, to include the items named therein, motion seconded by Mr. Lagueux. The Board voted 3-0-0, in favor of the motion. The motion passed.

Emergency Repair to Water Street/Pemi Trail Bridge: Mr. Coates reported to the Board that a sizeable chunk of concrete and rock peeled off the Water Street Bridge. He and Mr. Bucklin believe that if the

bridge is not repaired before winter, it could cause serious structural problems to the bridge in the spring. Mr. Coates recommended to the Board that an emergency repair to build back up and stabilize the wall be made. He presented a proposal from Hiltz Excavating, Inc. in the amount of \$13,271.00. Mr. Lagueux made a motion to accept Hiltz Excavating, Inc. proposal in the amount of \$13,271.00 to come out of the contingency fund for the emergency repairs for the Water Street Bridge. Motion seconded by Ms. Avery. No discussion. The Board voted 3-0-0, in favor of the motion. The motion passed.

Hall Road Sign Request: The Board reviewed the minutes of the December 3, 2020, Select Board meeting where the Board agreed to have the Highway Department maintain vegetation for visibility, the Police Department would be present in the area doing blue light education before changes went into effect, and a prewarning to a yield sign be placed on Hall Road. Mr. Coates reported to the Board that Mr. Bucklin did not feel a yield sign would be effective. Mr. Lagueux made a motion to direct the Highway Department to maintain the vegetation and to add a "caution dangerous intersection" sign rather than the agreed upon yield sign at the December 3, 2020, Select Board minutes. Motion was seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

EMS Contracts: Chief LaRoche presented the annual review of the 2022 Emergency Medical Service Agreements for the Towns of Alexandria, Danbury, and Hill. He outlined the responsibilities that each Town has, the responsibilities of the Town of Bristol, terms of the agreement, the explanation of subsidy formulas, and the emergency ambulance response guide in each agreement. Mr. Lagueux made a motion to approve the 2022 Emergency Medical Service Agreements with the towns of Alexandria, Danbury, and Hill as presented. Mr. Morrison seconded the motion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Fire Department Employee Request: Chief LaRoche asked the Board to consider hiring a new full time Fire Department employee to start November 1, 2021. He discussed the rationale and history as to why this new position was needed. He discussed the 2022-2023 budget implications in the area for health insurance, retirement contributions, and payroll. The Board discussed the possibility that adding this new position could eliminate stress when covering shifts at the Fire Department without a significant change to the bottom line of the Fire Department's budget for the 2022 year. The Board felt that this position is not really adding a new staff member rather it is changing a Kelly Day part time employee to a full-time employee. Chief LaRoche will submit an updated budget to the Board with the new full time position beginning November 1, 2021. Mr. Lagueux made a motion to recommend changing Firefighter/Paramedic Ellinwood's classification with the Fire Department from Day Firefighter/Paramedic (shift). This change in position will come with a reduction in hourly rate, in line with the wage scale, with a new hourly rate of \$20.18. Change to take effect on November 1, 2021. Motion seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion to recommend changing Paramedic O'Neill's Classification with the Fire Department from part time/on-call to full time. This change to be contingent upon the conditions of the conditional offer signed October 13, 2021. This change to be effect on November 1, 2021, with an hourly rate changed to \$22.82. Motion seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates reported that he just received the Meals and Rooms Tax amount the Town would receive. This revenue is up \$80,000.00.

Select Board Items: Mr. Lagueux inquired about the agreement regarding Newfound Road. He was told by Mr. Coates that the Town is waiting for the Memorandum of Understanding to be signed by the School District. Mr. Lagueux also informed the Board that he had had a conversation with a Selectman from Alexandria and that they have made official inquiries about how to change the school's formula away from the average daily population.

Mr. Morrison asked about the Park & Go's gas sign and inquired as to why this gas sign was not an electronic sign.

Public Comments: none

Nonpublic Session Per RSA 91-A:3, II (a), Mr. Lagueux made a motion to enter into nonpublic session under NH RSA 91-A, II (a), motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Morrison, yes. Motion passed 4-0-0. Nonpublic session entered at 8:05pm.

Motion to leave nonpublic session and return to public session was made by Mr. Lagueux, seconded by Ms. Avery. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Morrison, yes. Motion passed 4-0-0. Nonpublic session adjourned at 8:25pm.

Mr. Lagueux made a motion to seal non-public minutes, seconded by Ms. Avery. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Morrison, yes. The Board voted 4-0-0, the motion passed. Public session reconvened at 8:26.

Mr. Lagueux made a motion to adjourn the meeting at 8:26pm, seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion.

Respectfully submitted,
Deborah A. Clarke-Tivey