

Bristol Select Board  
Minutes  
November 4, 2021

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

**Absent:** none

**Nonpublic Session Per RSA 91-A:3, II (a), (c), and (e)** Chair Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (c), and (e) 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; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 5:33pm.

Motion to leave nonpublic session and return to public session was made by Mr. Lagueux. Motion seconded by Ms. Dion. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 7:04pm.

**Others Present:** James McIntire, Police Chief; Steve Moore, Mary Gebhart, Community Members; Mike Vignale, KV Partners, LLC; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant

**Public Session:** Chair Milbrand opened the public meeting at 7:07pm by leading the Pledge of Allegiance.

Mr. Lagueux made a motion to seal non-public minutes, seconded by Ms. Avery. Roll call vote to seal the minutes of the non-public session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Public and Nonpublic Meeting Minutes:** Mr. Lagueux made a motion to accept the minutes of October 21, 2021, public and nonpublic meeting minutes, as written, seconded by Mr. Morrison. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the consent agenda dated, November 4, 2021, to include the items named therein, motion seconded by Mr. Lagueux. Mr. Lagueux inquired about the Settlement Agreement for Board of Tax and Land Appeals. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Purchase of Police Cruiser and Computer:** Chief McIntire came to the Board with two purchase orders for a new Ford Utility Police Interceptor and an upfit for the cruiser. He explained the cost associated with each purchase order and where the funds would come from. Ms. Dion made a motion to approve PO#004623 for a 2021 Ford Utility Police Interceptor in the amount of \$31,166.00 from NuCar in Plymouth, NH with the funds for this purchase coming out of the Police Vehicle Capital Reserve Fund and authorized the Town Administrator to sign the necessary documents. The motion was seconded by Mr.

Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Morrison made a motion to approve PO#004624 to have Red River install a Dell Attitude MOT computer with stand in the new cruiser in the amount of \$3,460.00, with the funds coming out of the Police Vehicle Capital Reserve Fund and authorized the Town Administrator to sign the necessary documents. Motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Donation of Lighting and Labor at Pemi Trail:** Mr. Coates informed the Board that Jeff Goodrum would like to donate lighting and labor to install lights at the Pemi Trail to deter people from causing trouble in that area. At the present time the amount of the donation is unknown. Mr. Coates let the Board know that if this donation is under \$10,000.00 the Board can simply make a motion to accept the donation at the next meeting. If it is over \$10,000 there needs to be a public hearing first, then the Board can accept the funds.

**LED Lighting Proposal:** Mr. Coates let the Board know that both the Town of Bristol's legal and insurance experts reviewed the Affinity LED Lighting contract and neither had any issues with the contract. He asked the Board to consider moving forward with the project. Mr. Lagueux made a motion to accept the Affinity LED Light LLC Proposal for 222 networked streetlights with a projected cost of \$100,989.00, with the project awarded to Affinity LED Light LLC and to authorize the Town Administrator to sign the contract and all necessary agreements. The payback will be over multiple years utilizing the Town's street lighting budget and the contract contains a non-appropriation clause. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Avery-Crouse Beach Improvements Proposal:** Mr. Vignale met with the Board to talk about a scaled back version of the older beach improvement proposal for Avery-Crouse Beach. The Board reviewed the older proposal with Mr. Vignale and asked him to break down the project into several years to help with the cost of the improvements. Mr. Lagueux suggested the retaining wall could be ready rock wall and drainage solution could be scaled back. With the updated scope of work, the Board gave the go ahead to put together a proposal for a warrant article.

**Beach Ordinance Update:** The Board reviewed the updated Beach Ordinance. The changes reflect Day passes being eliminated, Trusts and their heirs can get a pass (\$10 per plate for each heir), and the official season is now Memorial Day to Labor Day. The Board and Police Chief clarified that the rules are seasonal rules (Memorial Day to Labor Day). Enforcement of Beach Ordinances came up in discussion as it relates to dogs on the beach. It was clarified that dogs cannot be on the beach during the season but can be on the beach before and after the season. The Board signed the updated Beach Ordinance.

**Hemlock Brook Road:** Mr. Coates gave a brief history of the Hemlock Brook Road concern. Mr. Morrison made a motion that the Bristol Select Board hereby lay out a Class V Town highway which shall extend easterly from the intersection of Hemlock Brook Road and Coach Road/Old Stage Road to approximately the boundary of Bristol Tax Map 201 Lot 4, having a width of 50 feet, as delineated by metes and bounds on the Layout Plan of Hemlock Brook Road Extension So-Called and made a part of the Return of Highway Layout for Hemlock Brook Road as shown in [Appendix D](#). Motion seconded by Mr. Lagueux. No discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

**Tax Rate Setting:** Mr. Coates presented four scenarios for setting the tax rate: zero-fund balance used, \$50,000.00 used, \$100,000.00 used and \$200,000.00 used. He explained that each \$50,000.00 in fund balance used is equal to about a nine-cent reduction on the tax rate. The Board discussed the options.

Mr. Lagueux made a motion to use \$100,000.00 of the unrestricted fund balance to offset the tax rate setting a cumulative tax rate of \$20.21. Mr. Morrison seconded the motion. No discussion. The Board voted, 5-0-0, in favor of the motion. The motion passed.

**TAN Application:** Mr. Coates explained that because the State took a long time to produce the tax rate, therefore the Town needs to take out a TAN until tax receipts start coming in. Mr. Blanchette, Finance/Human Resources Director recommends this loan to help with cash flow. Ms. Dion made a motion to approve the ninety-day TAN from Northway Bank in the amount of \$1,750,000.00. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Personnel Policy Question:** Mr. Coates explained to the Board that a full-time employee would like to donate time to a part time employee because the part time employee needs to receive medical treatment. This part time employee does not have the time off available to them and the Personnel Policy is silent to this practice. He asked the Board if they would allow this donation. Mr. Lagueux made a motion to extend the Personnel Policy to allow full time employees to donate time to part time employees. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**2022 Schedule:** The Board decided that for the 2022 year they will meet the first and third Thursdays throughout the entire year. They will not change their meeting schedule to Mondays in the summer. The Board generously agreed to close the office down on Wednesday, November 24, 2021, the day before Thanksgiving at 1:00pm.

**Town Administrator's Report:** Mr. Coates informed the Board that the Personnel Policy would be finalized at the next Board meeting and that the Library Trustees will be attending that Board meeting. The topic of discussion with the Library Trustees will be how to keep working together. Mr. Coates hopes that Mr. Chartier and Mr. Blanchette will present to the Board the plan for fixing the audit issue.

**Select Board Items:** Mr. Morrison inquired about the placement of the mirror requested by Peg Miller and whether it would last the winter in its current place on the edge of the guard rail. Mr. Morrison thought the mirror would have been placed in a tree, up higher. Mr. Morrison wanted to acknowledge and send accolades to the Transfer Station staff as he has received compliments about the Transfer Station and staff.

Mr. Lagueux discussed the possibility of a mirror being placed in Central Square on Spring Street by the Purple Pit for more visibility. He also informed the Board that he has jury duty and did not know his availability in the month of December for Town meetings.

Ms. Dion thanked everyone who made Halloween in Bristol so great and that the pumpkins on the Square were incredible. She stated she thought the event was well attended. She wished Ms. Overton all the best with her new endeavor.

Ms. Avery commented that she had heard many positive things about Bristol's Halloween Celebration and that people were very happy with the Celebration Event.

Chair Milbrand wanted the Board to know that he attended a Select Board meeting in Alexandria regarding Alexandria bringing their cardboard to the Bristol Transfer Station. This is like the agreement the Town has with Ashland. He asked Mr. Coates to send the Town of Alexandria a Memorandum of Understanding.

**Public Comments:** Ms. Gebhart is interested in viewing the Avery-Crouse Beach improvement plan that will be developed. She asked if a chemical toilet could be placed at Avery-Crouse Beach at the end of the beach farthest from the Big Catch for the 2022 summer.

Mr. Lagueux made a motion to adjourn the meeting at 8:42pm, seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey