

Bristol Select Board
Meeting Minutes
December 16, 2021

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

Absent: JP Morrison

Nonpublic Session Per RSA 91-A:3, II (a) and (c) Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) motion was seconded by Mr. Lagueux. Roll call vote to enter nonpublic session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 5:31pm.

Motion to leave nonpublic session and return to public session was made by Mr. Lagueux. Motion seconded by Ms. Avery. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 7:10pm.

Others Present: James McIntire, Police Chief; Ben LaRoche, Fire Chief; Fenton Groen, Michael Groen, Groen Construction; Jeff Chartier, Water and Sewer Superintendent; Robert Blanchette, Finance Officer/Human Resources Director; Jan Metcalf, Sustainability Committee; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant

Public Session: Chair Milbrand opened the public meeting at 7:17pm by having Chief McIntire lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Lagueux made a motion to accept the minutes of December 2, 2021, public and nonpublic meeting minutes, as written, seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Dion made a motion to approve the consent agenda dated, December 16, 2021, to include the items named therein, motion seconded by Mr. Lagueux. Chair Milbrand thanked Jackie Elliott for her service on the Planning and Zoning Boards. He recognized Jan Laferriere for her twenty-seven years of service to the Town. He stated that Ms. Laferriere put a great deal of effort, and love into her position and will be greatly missed. Board voted 4-0-0, in favor of the motion. The motion passed.

Audit Follow Up (Water/Sewer): Mr. Chartier and Mr. Blanchette explained their research going back to 2007 regarding the transference of funds from different accounts which led to a deficit of \$332,562.00. They are recommending that a plan be submitted to the auditor. The General Fund owes \$309,798.00 and the Sewer Fund owes \$22,764.00 to the Project Fund. They presented that the General Fund deficit could be funded through General Fund Balance or general taxation the. This could be done in one year or spread out over several years. It was recommended that a representative from Plodzick & Sanderson, Public Accountants attend Town meeting when this issue is on a warrant to answer questions that might be brought up. Mr. Lagueux made a motion to expend the \$22,764.00 from the Sewer Capital Reserve Fund for the purpose of paying down the Project Deficit Fund. Motion seconded by Ms. Dion. The Board

voted 4-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion to start an internal policy to present a warrant article to pay the deficit down over a series of years beginning in 2023. Motion seconded by Ms. Avery. The Board voted, 4-0-0, in favor of the motion. The motion passed.

Public Safety Building Discussion: Chief McIntire and Chief LaRoche presented the \$4.8 million cost to complete the Public Safety Building and discussed financing options. Chief McIntire gave a cost history of the project dating back from 1994 through 2017 to renovate the Police Department which does not include the Fire Department. He gave the advantages of moving forward with the Public Safety Building Project and stated that the cost of this project will never be cheaper. Mr. Groen presented the building plans and the layout of the proposed Safety Building comparing it to the Farmington Public Safety Building which was previously visited by Town officials. He stated that the necessary site work is included in this project cost and that if the project gets the go-ahead, materials would be purchased to secure and lock in the cost of the project. The Board discussed and came to the consensus that they would like to have informational videos, a thirty-year bond loan and three informational meetings held in late January and mid-February.

Fire Department Grant Acceptance: Mr. Coates reported that the Fire Department was awarded an equipment grant from the Leary Foundation. The Leary Foundation is going to pay for the associated bills directly so the money will not be coming through the Town. Mr. Lagueux made a motion to accept the gift/grant from the Leary Foundation for fire fighter equipment. The motion was seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

Personnel Policy Update: Mr. Coates informed the Board that all the changes previously discussed were made to the Personnel Policy. He presented two additional changes: defining full time from thirty-five hours to forty hours per week and the Tobacco Policy to include smokeless tobacco and vaping. Ms. Dion made a motion to adopt the Personnel Policy and Credit Card Policy as amended and effective as of January 1, 2022. The motion was seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

New Driveway Regulations and Application: Mr. Coates and Chair Milbrand presented the proposed Driveway Regulations and Permit Application. Chair Milbrand made a motion to rescind the current Driveway Ordinance. The motion was seconded by Mr. Lagueux. The Board voted 4-0-0, in favor of the motion. The motion passed.

Electric Vehicle Charging Station Update: Ms. Metcalf updated the Board on a meeting that took place with Eversource. It was determined at the meeting that the library was a doable site for electric vehicle charging stations with a new light pole installed. She presented several options and explained that the most popular option is Option 1 which runs the electric connections underground involving extensive trenching. Option 2 and 3 have little trenching but go through the garden and inside the library. The Board gave the go ahead to continue with the committee's research.

Town Administrator's Report: Mr. Coates informed the Board that the repair work on Hemlock Brook Road Extension has been completed. He explained the different departments plans for their holiday gatherings.

Select Board Items: Ms. Avery wished everyone a happy and safe holiday.

Mr. Lagueux informed the Board that the Budget Committee will not be meeting for a month and that the 2022 budget the Select Board presented to the Budget Committee was approved with no major changes. He let the Board know that the Budget Committee has not finalized warrant articles.

Ms. Dion wished everyone a Merry Christmas and Happy New Year.

Chair Milbrand thanked the Board for working through long agendas, he recognized the Board's accomplishments and thanked them.

Public Comments: none

Chair Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (c) the motion was seconded by Ms. Dion. Roll call vote to enter nonpublic session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes. Motion passed 4-0-0. Nonpublic session entered at 9:04pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion, seconded by Ms. Avery. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 9:12pm.

Mr. Lagueux made a motion to seal the non-public minutes, seconded by Ms. Dion. Roll call vote to seal the minutes of the non-public session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Lagueux made a motion to adjourn the meeting at 9:12pm, seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey