

Bristol Select Board  
Meeting Minutes  
March 17, 2022

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

**Absent:** none

**Others Present:** Jeff Chartier, Water and Sewer Superintendent; Mark Bucklin, Highway Superintendent; Christina Goodwin, Land Use/Assessing Manager; Ben LaRoche, Fire Chief; James McIntire, Police Chief; Hector Hsu, Economic Development Committee Member; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant

**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 Ms. Avery. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 3:00pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion. Motion seconded by Mr. Lagueux. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 4:42pm.

**Public Session:** Chair Milbrand opened the public meeting at 5:00pm by having Mr. Brown lead the Pledge of Allegiance.

**Board Assignments:** Ms. Dion made a motion to nominate Mr. Lagueux as Select Board Chair. The motion was seconded by Ms. Avery. The Board voted 4-0-1 in favor of the motion; the motion passed. The Board elected Mr. Lagueux as Select Board Chair and Ms. Avery as Select Board Vice Chair. They appointed the following Select Board representatives to serve on the following committees:

**Budget Committee-** Mr. Brown Alternate- Mr. Lagueux

**Planning Board-** Mr. Milbrand Alternate- Ms. Dion

**Economic Development Committee-** Ms. Dion

**Historic District Commission-** Ms. Avery

If the appointed Select Board member for Economic Development Committee or Historic District Commission cannot make a meeting the Board agreed that any other Select Board member could be the alternate for that meeting.

**Public and Nonpublic Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of March 1, 2022, and March 3, 2022, public and nonpublic meeting minutes, as written, seconded by Ms. Avery. No discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Avery made a motion to approve the Consent Agenda dated, March 17, 2022, to include the items named therein, motion seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Equalization Ratio Plan:** Ms. Goodwin let the Board know that she received the updated Equalization Ratio from the State. She reported that the Equalization is the estimated true and market value of all taxable property in town. She explained that the ratio is the percentage that compares the Town's assessed valuation to market valuations, and it is important to be as close to 100% as possible. The Town chose to do a revaluation in 2020, which was a year early and off schedule. At that time, the ratio was also low, but the market continued to climb. The current ratio is 72.9% overall, which means that there are areas of the Town that are approximately 30% under assessed. The Assessors are recommending that the Town do nothing right now and let the market level off to determine where the values of the Town fall at that time. Ms. Goodwin stated that this is not just a Bristol issue. The Board agreed to continue with the current 5-year plan and to review the conditions again after the 2022 Ratio has been set.

**Water/Sewer Department On-Call Policy:** Mr. Chartier presented an updated On-Call Policy that would update the rate of pay to be more in line with other Water and Sewer departments that are the size of Bristol's. The rate increase has been built into the budget. Mr. Milbrand made a motion to accept the changes to the Town of Bristol's On-Call Policy. Ms. Avery seconded the motion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Proposal for 2022 Redevelopment of the Fowler Well:** Mr. Chartier presented issues with the Fowler Well based on a video inspection of the Fowler Well that showed considerable mineral deposits present on one side of the screen. Mr. Chartier discussed Weston and Sampson's proposal to remove the pumping equipment and complete a chemical treatment and redevelopment of the well to remove the deposits from within both the screen and the aquifer. Ms. Dion made a motion to accept the proposal by Weston and Sampson in the amount of \$18,595.00 for the purpose of the redevelopment of the Fowler Well and to authorize the Town Administrator to sign all necessary documents. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Construction and Demolition Hauling Contract:** Mr. Bucklin presented an updated Construction and Demolition Debris hauling contract from Northeast Resource Recovery Association. He explained that the Town currently uses Northeast Resource Recovery Association and their vendor Naughton Recycling Center and reviewed the current rates and new rates. Mr. Milbrand made a motion to enter into a contract with Northeast Resource Recovery Association for the removal of construction and demolition debris and to authorize the Town Administrator to sign documents on behalf of the Board. The motion was seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Transfer Station MOU with Hebron:** Mr. Coates and Mr. Bucklin reported that the Town's three-year Memorandum of Understanding with the Town of Hebron to utilize Bristol's Transfer Station expires at the end of March. No changes were recommended to the Memorandum of Understanding other than updating it to include the recent changes to recycling and the fee schedule. Mr. Milbrand made a motion to renew the Memorandum of Understanding with the Town of Hebron to accept trash, other solid waste and recyclables from the taxpayers of the Town of Hebron, NH, and to authorize the Town

Administrator to sign the Memorandum of Understanding. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**2022 Priorities: First Discussion and Scheduling:** Mr. Coates gave the Board a list of the 2021 Priorities with added comments based on progress that was made. He also provided the Board with a 2022 Priorities document based on what was not completed in 2021 and what was approved at this year's Town Meeting. Mr. Coates went through the 2022 projects under Operations Improvements, Planning and Sustainability, Public Safety and Quality of Life, Communications and Business Support and Employee Investment. Department Heads attended the meeting to answer any questions the Board had and to participate in the conversation. He asked the Board to review these documents so they could be discussed at the April 7, 2022, Select Board meeting.

**Town Administrator's Report:** none

**Select Board Items:** Mr. Milbrand and Mr. Lagueux inquired about the committee and representative needed to serve on the committee looking into changing the formula for determining what each town in the Newfound School District would pay. Mr. Coates suggested opening this position up on the Town's webpage in April to any interested parties to apply to serve on the committee.

Ms. Avery congratulated Mr. Brown and Ms. Dion on their recent election and reelection to the Select Board. She commented on the great job everyone did with holding voting and running the Town Meeting. She congratulated both Chief McIntire and Chief LaRoche on the new Public Safety Building becoming a reality.

Mr. Brown realized when reviewing employees' evaluations that he would like the opportunity to get to know more of the Town's employees and to take a tour of the Water and Sewer facility.

Mr. Lagueux heard from an individual that felt more advertising needed to happen so more people knew about voting and the Town Meeting. He commented that there were trees that needed to be cut down at the Millstream Park before the Farmers Market starts and that there needed to be pruning of the elm trees in the Square.

**Public Comments:** none

Mr. Milbrand made a motion to adjourn the meeting at 6:17 pm, seconded by Ms. Dion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey