

Bristol Select Board  
Meeting Minutes  
April 21, 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; Keith Pratt, Underwood Engineers; Jim McIntire, Police Chief; Christina Goodwin, Land Use/ Assessing Manager; Cade Overton, Media Manager; remotely-Deborah Clarke-Tivey, Administrative Assistant

**Nonpublic Session Per RSA 91-A:3, II (a) and (c)** Ms. Avery made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) motion was seconded by Mr. Brown. 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 5:01 pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion. Motion seconded by Mr. Milbrand. 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 6:07pm.

**Work Sessions:**

**Building Code:** Ms. Goodwin and Mr. Milbrand led a discussion on whether the Select Board would support a Building Code Inspector. They explained that the Planning Board is considering moving forward with proposing this concept again, but without the Board's support of hiring a position to support it, it doesn't make sense. They explained that if the plan is supported, they would begin a Building Code Education Campaign, which tentatively includes website posts, a large kickoff in May for Building Safety Month to raise awareness, interviews of builders, videos of why it is important, and other things throughout the year. If supported, the Planning Board would propose placing this on the ballot in 2023 or 2024.

**Sewer Extension Project:** Mr. Pratt discussed the purpose and design of the Lake Street Sewer Extension project with the Board. He reviewed each of the five tasks in the Engineering Service Requests Authorization to Proceed: Survey, Geotechnical Information, Final Design, Funding Assistance and Bidding.

**Public Session:** Chair Lagueux opened the public meeting at 7:00pm by having Chief McIntire lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Ms. Avery made a motion to accept the minutes of April 14, 2022, public and nonpublic meeting minutes, as written, seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Avery made a motion to approve the Consent Agenda dated, April 21, 2022, to include the items named therein, motion seconded by Ms. Dion. Ms. Dion questioned what #3 Distribution of Funds from the Recreation/Patriotic Fund in the amount of \$3,000.00. She was told it was payment for Fireworks deposit. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Policy Discussions/ Noise Ordinance and Special Details:** The following policies were presented to the Board for the first time for discussion. Currently, the Town does not have a Noise Ordinance, but rather a Disorderly Action with Noise. Chief McIntire led a discussion reviewing the Noise Ordinance from Gilford. Chief McIntire and Mr. Coates reviewed with the Board an edited Special Detail and Civic Events Policy. The Board made edits to the document and thought the name of the policy should be changed to Special Detail Policy. The Noise Ordinance and Police Special Details Policy will come back to the Board with edits.

**Adoption of Policies:** The following policies were updated with the Board for review and vote; Investment, Delegation of Deposit Authority, Fraud, Idling Policy for Town Vehicles, and the Alcohol Ordinance. Language changes to each policy were reviewed.

Ms. Dion made a motion to accept the updated Town of Bristol Investment Policy. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to accept the updated Town of Bristol Delegation of Deposit Authority Policy. The motion was seconded by Mr. Milbrand. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to accept the updated Town of Bristol Delegation of Deposit Authority. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to accept the Fraud Policy as presented. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to accept the updated Town of Bristol Alcohol Ordinance. The motion was seconded by Mr. Milbrand. No discussion. The Board voted, 5-0-0, in favor of the motion. The motion passed.

**Deficit Replenishment Warrant Articles:** Mr. Coates presented a Warrant Article that would appear on the warrant five years in a row to address the project funds deficits that were identified by the Town's auditors and not dealt with until presently.

Article \_\_: To see if the Town will vote to raise and appropriate the sum of Sixty-One Thousand Nine Hundred Sixty-One Dollars (\$61,961) to be added to the following funds previously established:

- Miscellaneous Capital Projects Fund: \$13,174
- Water Capital Project Fund: \$1,509
- Sewer Capital Project Fund: \$47,278

Mr. Coates explained that this appropriation represents the replenishment of one-fifth of the funds expended on previous water/sewer capital projects. These sums to come from unassigned fund balance; no amount to be raised by taxation. A majority vote would be required.

**Schedule for Transfer Station Checks:** The Board expressed a desire to support Transfer Station staff. The Board will come up with a schedule once a month, on a Saturday, to help transfer station staff with the monitoring of transfer station permits on vehicles.

**Sign Public Safety Building Loan Documents:** The Board reviewed the document and reviewed the twelve points it contained. Ms. Dion stated, "I move that the Resolution titled, "Resolution to Authorize \$4,875,500.00 Loan for Construction of the Public Safety Building," be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting." The motion was seconded by Mr. Brown. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Chair Lagueux led the discussion with the Board regarding The Town of Bristol- General Obligation Term Note with Northway Bank; \$4,875,500.00 amount requested, April 30, 2042, being the maturity date, rate of loan being 3.00%, payments level principal and interest payments annually commencing on April 30, 2023, and on each April 30<sup>th</sup> thereafter, Prepayment-none, Bank's Commitment Fee- none and Bank's Legal Fee-none.

**Committees Meeting Goals and Objectives:** Mr. Coates asked the Board what they hoped to accomplish with the May 12, 2022, 5:00pm to 8:00pm meeting session at the Bristol Middle School's Cafeteria. The Board felt having a clear definition of Economic Development would be helpful. They would like roles defined. They wanted all parties to hear the same information at the same time. The Board hoped that clarity would come from the meeting after reviewing the Town's Goals, Priorities, and a Road Map to the Town's goals.

**Town Administrator's Report:** none

**Select Board Items:** Ms. Dion let the Board know that someone contacted her about the Solar Array Ribbon Cutting Ceremony. She asked Mr. Coates to reach out to politicians to attend the ceremony.

Mr. Brown reported that someone had questioned him as to why the Bristol Police Log has not been posted in the newspaper recently. Mr. Coates will talk to Chief McIntire about starting that practice again. Mr. Brown also thought it would be a good idea to use social media to post where someone can find the Bristol Buzz- on the top of the Town's webpage. He thought this might reach more interested readers.

Mr. Brown would like the Conservation Commission to study, research and complete group work around the lake and determine if there is a problem with sewer run off. He felt having this information would be beneficial for future discussions about the Sewer Project.

Mr. Lagueux let the Board know that the tree work at Mill Stream had been completed. He reported that a stump or two might still need to be removed and asked the Board to think about what to do with the open space. One possibility would be to level the ground out.

**Public Comments:** none

**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) the 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. Motion passed 5-0-0. Nonpublic session entered at 6:47pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion, seconded by Mr. Milbrand. 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 6:56pm.

Mr. Milbrand made a motion to adjourn the meeting at 8:37pm, seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey