

Bristol Select Board
Meeting Minutes
May 19, 2022

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

Absent: none

Others Present: 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. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) motion was seconded by Mr. Milbrand. 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 5:00pm.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand. Motion seconded by Ms. Avery. 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 6:13pm.

Work Sessions:

Economic Development Next Steps- Mr. Coates and the Board reviewed and discussed the report from the May 12, 2022, session with all Bristol Committees and the Select Board. The discussion focused on the three action items that came out of the May 12, 2022, meeting, a dedicated staff person, quarterly meetings with at least one representative from all committees present and expand/adapt use of a project worksheet. The Board came to consensus that it would be best to hire Northern Community Investment Corporation to do grant writing and that a community member be hired to work on Project Management Services.

Fireworks Planning- The Town is waiting to hear back from the church in regard to using the church parking lot for parking for the Fireworks event. Mr. Coates will contact the Middle School to see if the Town could use their parking lot for shuttles back and forth to the bike path at the foot of the lake and will see if First Student would donate a bus to shuttle spectators.

Public Session: Chair Lagueux opened the public meeting at 7:01pm by having Ms. Goodwin lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of May 5, 2022, public and nonpublic meeting minutes, as written, seconded by Ms. Avery. 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, May 19, 2022, to include the items named therein, motion seconded by Mr. Milbrand. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Health Ordinance Update: Mr. Coates and Ms. Goodwin reported to the Board that they asked Attorney Fillmore to update the Health Officers Ordinance and job description to allow Town staff the utmost enforcement under the law so that staff and the Town have the tools needed to get the list of properties out of compliance under control. The Board liked the addition in the job description, that added the new requirements into RSA 147 regarding mandatory training and background checks for health officers. They discussed the need for Ms. Goodwin to look into the wording of RSA 147, debris that attract insects and vermin.

Windridge Repair Retainage Release: Mr. Coates reminded the Board that last year the Board asked to hold a 10% retainage which was allowed under the contract the Town has with Hiltz for the embankment repairs at Windridge. The Board reviewed and discussed a report from engineer, Mike Vignale and Highway Superintendent Bucklin stating that the stabilization work is holding and that it is fine with the Town releasing the remaining funds, \$6,422.00. Mr. Milbrand made a motion to release the retainage and pay Hiltz \$6,422.00 from the Contingency Fund. The motion was seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Project Updates/Next Steps: Mr. Coates gave the Board a list of projects, upcoming steps, and contact information for the current projects he is working on, on behalf of the Town. He asked the Board to review this document.

IT Master Services Provider Contract: Mr. Coates discussed with the Board that after a month-long process involving staff, committee members reviewing proposals, and conducting three interviews, he decided to have the Town enter a five-year contract for a new IT service provider. He explained the first year of the contract would be a “feeling out period” with an option to renew for another four years. The IT company selected is Systems Engineering out of Portland and Manchester. The cost is approximately \$35,000.00 less than the Town’s current provider and appears to be stronger and well-staffed. Mr. Coates explained the transition will begin with an assessment beginning soon, then a report of what needs to be done next, and then full cut over in September. Ms. Dion made a motion allowing the Town Administrator to sign the contract with System Engineering for IT services. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Kelley Park Master Plan Items for 2022: Mr. Coates asked the Board what projects the Kelley Park Committee plans on doing this year with the construction season starting. Ms. Dion reported that the design for the Charrette is ongoing but should be covered by grants and donations. The Kelley Park Committee hopes to reach out to Parkhurst’s to repair or take down the fence between Parkhurst and Kelley Park. They are looking into possible seating on the hillside, placing picnic tables in the shady area of the playground and creating a path from the tennis court parking lot to the playground.

Requests: Ms. Goodwin brought to the Board a temporary seating request from Shackett’s Brewery for sidewalk seating while the deck is being built on their establishment. She discussed a few of the cons with this request being parking spaces being taken up and visibility. She let the Board know that an Indemnification Statement would be signed, that the highway, fire department and police department saw no issues with the request and that the request was for this year only. Mr. Milbrand made a motion to allow Shackett’s Brewery, 26 Central Square to temporarily use the sidewalk for outdoor seating. The

motion was seconded by Mr. Brown. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Ms. Goodwin shared with the Board an application her office received regarding the use of the Downtown Square for bands to perform every Saturday in the months of June, July, and August. She discussed waiving the fee as there is a provision to do so for nonprofits. The Board agreed to waive the fee because they felt it provided entertainment to the community and traffic to businesses.

Tax Collector's Warrant Property Tax Levy State of New Hampshire: Ms. Goodwin presented the Board with the Tax Collector's Warrant Property Tax Levy for the State of New Hampshire to be signed. She explained by signing this document tax bills would be the same for most because this was the second half of the year's taxes. She went on to explain that tax bills would be mailed out on May 31, 2022, and tax bills were due on or before July 5, 2022. Mr. Milbrand made a motion to except and approve the warrant in the amount of \$5,614,184.51. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates let the Board know that a security camera would be installed at the Pemi Trail due to a generous donation from both Goodrum Electric and Ex2. He presented a Broad Band award that the Town received when he attended a conference in Texas.

Select Board Items: Ms. Avery updated the Board on a Public Safety Building meeting she recently attended. She let the Board know that these meetings would happen almost weekly once construction of the building began.

Mr. Milbrand asked that John Sellers be invited to the next Select Board meeting to give an update on the School Funding Committee's work and that this topic be placed on the next Select Board meeting agenda.

Mr. Brown informed the Board that he attended the NH Municipal Workshop Training.

Mr. Lagueux let the Board know that he was contacted by a person with mobility issues asking if the Town could do a gradual slope and remove some rocks so the beach would be more accessible to beach goers with mobility issues. He will meet with Superintendent Bucklin to discuss this issue.

Public Comments: Cade Overton asked if the crosswalk that was removed on the bike path could be put back. He was told that the State was the one who removed it and putting the crosswalk back might involve a cost to the Town of up to \$25,000.00 to install a flashing light the State was requiring. This request will be looked into.

Ms. Dion made a motion to adjourn the meeting at 7:53pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey