

Bristol Select Board
Meeting Minutes
June 23, 2022

Present: Select Board members: Don Milbrand, Anita Avery, Carroll Brown, Shaun Lagueux, and Butch Burbank, Interim Town Administrator

Absent: Les Dion

Others Present: James McIntire, Police Chief; Kristopher Bean, Lieutenant Police Department; Christopher Carter, Detective/Prosecutor; Michael Fitzherbert, Office/SWAT; Nick Kelley, K-9 Officer; Arro, Police K-9; Aaron Chapple, Retired Sergeant; Ben LaRoche, Fire Chief; Jeff Chartier, Water and Sewer Superintendent; Christina Goodwin, Land Use/Assessing Officer; Cade Overton, Media Manager; remotely-Deborah Clarke-Tivey, Administrative Assistant

Nonpublic Session Per RSA 91-A:3, II (b) and (c) Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (b) and (c) motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Ms. Avery, yes; Mr. Brown, yes. The Board voted 3-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 5:12pm.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:10pm.

Public Session: Chair Lagueux opened the public meeting at 6:12pm by having Retired Sgt. Aaron Chapple lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of June 2, 2022, public and nonpublic meeting minutes, as written, seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the Consent Agenda dated, June 23, 2022, to include the items named therein, motion seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Presentation to Aaron Chapple: Chief McIntire recognized Retired Sgt. Chapple's seventeen years of service to the Town of Bristol and presented him a shadow box of his stripes. The Chief also reported that the Bristol Police Department is fully staffed and recognized the department's current staff.

Public Safety Building Project: Chief LaRoche and Chief McIntire provided a Public Safety Building update stating the project is still progressing and moving forward. The Chiefs hope to have an update on the bonding issue for the Board at their July 7, 2022, meeting.

Acceptance of Unanticipated Revenues: Chief LaRoche let the Board know that the Fire Department received word from the State that the grant has been approved to purchase a new truck under the State Local Equipment Purchase Program. The grant covers 90% of the cost and the Town will be responsible

for about \$6,000.00 associated with the cost of the new truck. Mr. Milbrand made a motion to accept Unanticipated Revenues from the State Local Equipment Purchase Program in the amount of \$33,410.00 and to authorize the Interim Town Administrator to sign any needed paperwork. The motion was seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. Mr. Milbrand made a motion to approve PO# 004738 to purchase a 2022 Chevrolet Silverado 1500 extended cab and accessories. The motion was seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Chief LaRoche updated the Board on Engine 2, reporting that the engine is out of service, and it will cost about \$20,000.00 for a complete transmission replacement.

Drinking Water Source Protection Concern: Mr. Chartier and Ms. Goodwin updated the Board on the wellhead protection area stemming from a proposed project on West Shore Road. Both Ms. Goodwin and Mr. Chartier confirmed that the lot is a buildable lot stemming from a subdivision in 2004 that required a wetland scientist to approve any home location if different than what was approved on the plan at that time. They reported that the two lots will be merged into one, which is an improvement, as there will only be one homesite and not two, as previously approved. Mr. Chartier has concerns regarding the elevations that were mapped out and he believes the elevations are incorrect. Mr. Chartier also has concerns that this area is in a flood zone. He wanted the Board to be aware of his concerns because it is his responsibility to secure safe drinking water for the Town.

Health Ordinance: Ms. Goodwin reviewed the proposed updated Health Ordinance with the Board. She discussed expanding the definitions of nuisance and added in threats to the public health. She reviewed the two job descriptions associated with the Health Ordinance explaining that the Land Use Officer/Deputy Health Officer and the Assessing & Land Use Manager/Health Officer job descriptions added wording that included the updated requirements by the State Statute for training, certification, and a yearly meeting. Mr. Brown stated that he would like the Board to review and discuss the Town's No Smoking Ordinance soon. Mr. Brown made a motion to accept and approve the Health Ordinance and job descriptions as presented. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. Ms. Goodwin will have the revised ordinance ready for the Board to sign at the Board's July 7, 2022, meeting.

Permitting Fee Schedule Update: Ms. Goodwin asked the Board to consider updates to the Land Use permitting fee schedule. She explained she set up a new fee document and reviewed that document with the Board. Ms. Goodwin explained that the permitting fee schedule includes Land Use Fees and a current list of General Fees. She let the Board know that the only fee that they do not vote on is the Driveway Permit fee as that was specifically set by the Planning Board (per the Town's Attorney). Chair Lagueux made a motion to approve the Land Use Permitting Fee Schedule as presented. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Project Updates/Next Steps: Mr. Burbank let the Board know that he spent his first two days in the office getting up to speed on the Town's existing projects. Mr. Burbank met with department heads and will meet with Mr. Chartier, Water & Sewer Superintendent next week. He has been briefed on the Public Safety Building bonding issue placing a hold on the Police Department's move over to the Town Office, and he is aware of the IT work being done. Mr. Burbank will be out in the community getting a visual for the extension of the Pemi Trail Project. He will have paper copies of all applicants that have

currently applied for the vacant Town Administrative position ready for the Board to review at their July 7, 2022, Select Board meeting.

Primex CAP Agreement Resolutions: The Town's Risk Pool Membership Agreement is up for renewal. It was determined that Primex still offers the best option compared to those in the private sector, therefore, Mr. Milbrand made a motion to accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. The motion was seconded by Ms. Avery. No further discussion. The Board voted, 4-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the terms of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by PRIMEX in each year of membership shall be as then set forth in the Coverage Documents of Primex. The motion was seconded by Ms. Avery. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Interim Town Administrator's Report: none

Select Board Items: Mr. Brown would like maps of the Town on display in Conference Room A. He inquired as to whether Select Board members' town email addresses and phone numbers could be posted to the Town's website.

Ms. Avery confirmed that she and Mr. Brown would be at the Transfer Station on Saturday, June 25, 2022, to help check permits and that beach attendants would be present to sell transfer station and beach permits.

Public Comments: none

Nonpublic Session Per RSA 91-A:3, II (b) Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (b) motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Mr. Milbrand, yes; Ms. Avery, yes; Mr. Brown, yes; Chair Lagueux, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 7:22pm.

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; Chair Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 7:25pm.

Mr. Milbrand made a motion to adjourn the meeting at 7:25pm, seconded by Mr. Brown. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

