

Bristol Select Board  
Meeting Minutes  
September 1, 2022

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

**Absent:** Les Dion

**Others Present for Public Sessions:** James McIntire, Police Chief; Jeff Chartier, Water and Sewer Superintendent; Mark Bucklin, Highway Superintendent; Robert Blanchette, Finance Officer/Human Resources Director; Ingrid Heidenreich, Human Services; Ben LaRoche, Fire Chief; Christina Goodwin, Land Use/Assessing Manager, Deputy Interim Town Administrator; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

**Nonpublic Session Per RSA 91-A:3, II (c) and (e)** Ms. Avery made a motion to enter into nonpublic session under NH RSA 91-A:3, II (c) and (e) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Brown, yes; Mr. Lagueux, yes. Motion passed 3-0-0. 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; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:30pm.

**Work Session:** The Board met with Department Heads to discuss their budget expectations for the 2023 fiscal year. A review and discussion ensued regarding Select Board Budget work session meeting dates and times. The Board will have their budget finalized by the October 16, 2022, Select Board meeting.

**Public Session:** Mr. Lagueux opened the public meeting at 6:26pm by having Chief LaRoche lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of August 18, 2022, 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. Avery made a motion to approve the Consent Agenda dated, September 1, 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.

**Local Access Channel Update:** Mr. Overton presented and asked for guidance from the Board as to whether the Board would like to continue using the Local Access Station to broadcast Select Board meetings. He discussed challenges of outdated equipment, the cost of replacement equipment, and the lack of availability from Breezeline to assist. He discussed other options in lieu of using the Local Access Channel such as going live stream on YouTube. Mr. Overton will get a proposal and purchase order to the Board to Live Stream Bristol Select Board meetings.

**Public Safety Building Update:** Chief McIntire and Chief LaRoche updated the Board on the status of Groen Construction getting bonded for the Public Safety Building project. They explained that the documents for construction will be completed the first few weeks in January and the project start date would be, in the Spring of 2023. They discussed the expiration date of the contract being in November 2022, which holds the cost of the project but that an amendment would need to be worked out. The Chiefs also discussed other options for the project such as, if needed, the possibility of putting the project out to bid.

Chief LaRoche advised the Board that the Fire Department has an opening for a Full-Time Firefighter due to a resignation. He requested that the three shift Firefighters receive a step increase ahead of filling that open position. He explained that the employees have all been employed in Bristol between two and five years, but two of them are on Step 1, and the other on Step 2. He explained to the Board that this is a result of not doing Step increases the last 3 years. He emphasized that the raise would ensure that the Fire Department does not hire an entry level Firefighter at the same rate as employees that have been with the Town for a couple of years. The Board approved a one-step increase for the three Shift Firefighters.

Chief LaRoche discussed a request to reclassify the Day Firefighter position to a Deputy Fire Chief-Full Time. The Chief presented a Job Description and the proposed Internal Posting for the position. The Chief explained that this would not create a new position but reorganizes the department to best use the personnel that are currently with the department. As one of the current Captains will be promoted to Deputy Chief, this will create an open Captain's position, the changes in salary levels will offset each other and additional savings will be seen in overtime and Holiday Pay as the new Captain's hourly rate will be significantly less than the promoted Captain's. The new Deputy will be a salaried/exempt employee.

The Chief also presented information on the current rates of pay for Fire Department employees. A work session with the Chief and Board was scheduled for September 15, 2022, to look at this concept in more detail.

Mr. Milbrand made a motion to change the Grade and Classification of the Day Firefighter, Grade 14 to Deputy Chief, Grade 20. The motion was seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to move forward with the purchase of an ambulance in the amount of \$335,330.00, taken from the Ambulance Reserve Fund and for the Interim Town Administrator to sign all necessary documents. The motion was seconded by Mr. Brown. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to accept the Agreement for the assessment of Central Rivers Power. The motion was seconded by Ms. Avery. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Centenarian Cane Presentation Discussion:** The Board discussed a request from a Bristol family that a Boston Post Cane be presented to their family member that will be turning 100 years old. The family requested that members of the Select Board come to the centenarian's residence during the day of October 21, 2022, to present the cane to commemorate this milestone. Mr. Lagueux and Mr. Brown

agreed to present the Boston Post Cane at the residence to the recipient on October 21, 2022, the time of presentation to be determined.

**Daughters of the American Revolution Request to Declare Constitution Week in Bristol:** The Town Clerk/Tax Collector's Office received a letter from the Pemigewasset Valley Chapter of the Daughters of the American Revolution that was reviewed and discussed by the Board. The letter requested that September 17-23, 2022, be declared Constitution Week in Bristol, NH. The Board agreed to invite Cathleen Hargreaves to the Board's September 15, 2022, Select Board meeting for the signing of the Proclamation and any photographs.

**Town Administrator's Report:** Mr. Burbank let the Board know that he and Ms. Goodwin met with Bill Dowey on August 29, 2022, to discuss the status of the Pemi Path project and that headway is being made on the project. He informed the Board that Ms. Goodwin and he have discussed her transition into the Town Administrator's role and her main task, at this time, will be to hire a replacement for the Land Use/Assessing Manager position. Mr. Burbank also let the Board know that he is continuing to work on Hubb66's workspace at the Town Office and getting their computer room moved.

Ms. Goodwin reported that the Organizational Charts, requested by the Board, will be completed by Department Heads by September 9, 2022.

**Select Board Items:** Mr. Brown reported that he was approached at Old Homes Day with a speeding complaint.

Ms. Avery stated that she had been approached regarding political signs in the Historic District. She was told that these signs were fine if they were on private property.

Mr. Milbrand asked that the Board receive estimated revenues before the Board's first Budget workshop. Mr. Milbrand wanted the community to know that the Sustainability Committee will be hosting their second "Clean Up Bristol Day". He let the Board know that the committee has applied for a permit from the Town and the event will be held on Saturday, September 24, 2022. He stated anyone wishing to participate can come to Kelley Park Band Shell to sign up for a location of their choice (downtown area, beaches, and public parks) or they can choose their own neighborhood. The Sustainability Committee will have an info sheet, plastic garbage bags and gloves. The event is being promoted online, in the "Bristol BUZZ" and in newspapers.

**Public Comments:** none

Mr. Lagueux made a motion to adjourn the meeting at 7:46pm, seconded by Mr. Milbrand. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey