

Bristol Select Board  
Meeting Minutes  
September 15, 2022

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

**Absent:** none

**Others Present for Public Sessions:** Ben LaRoche, Fire Chief; John Miller, Community Member; Deborah Lytle Plimmer-Regent; Cathleen Hargreaves-Vice Regent, Pemigewasset Valley Chapter, NSDAR; 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 (a) and (c)** Ms. Avery made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) the motion was seconded by Ms. Dion. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Brown, yes; Mr. Lagueux, yes; Ms. Dion, yes. Motion passed 4-0-0. Nonpublic session entered at 5:01pm.

Motion to leave nonpublic session and return to public session was made by Ms. Dion. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:02pm.

**Proclamation Signing-Constitution Week in Bristol:** Mr. Lagueux read the Proclamation declaring September 17, 2022, through September 23, 2022, as "Constitution Week" in the Town of Bristol, New Hampshire. The Proclamation was signed, and photos were taken to commemorate the event.

**Work Session:** Chief LaRoche discussed with the Board the current wages for Fire Department employees. He presented to the Board the rationale to aligning the Fire Department hourly rates with comparable Towns such as, Bow, Franklin, Gilford, Tilton-Northfield, and Plymouth.

**Public Session:** Mr. Lagueux opened the public meeting at 6:37pm by having Mr. Miller lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Ms. Dion made a motion to accept the minutes of September 1, 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, September 15, 2022, to include the items named therein, motion seconded by Ms. Dion. Ms. Goodwin clarified with the Board the MSI document regarding the Utilities category. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Avery made a motion to approve the Intent to Cut Timber Map Lot 217-102. The motion was seconded by Mr. Milbrand. No discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

**Consideration of Technology Committee:** Mr. Miller discussed with the Board his desire to put a committee together, virtually, to work on a vision, resources and strategies around fiber and networking, like the Planning Board's Master Plan. The Board liked Mr. Miller's ideas but did not want to add another committee that had to meet quorum numbers in order to meet, have minutes taken and posted and to avoid other committee requirements. It was suggested that Mr. Miller set up an Advisory Group. The next steps to this Advisory Group will be to secure five to six people to serve on it, meet monthly, go to departments to see what their needs are and report back to the Board.

**Use of Tobacco Products and Equipment Ordinance:** Mr. Brown stated that he had no formal recommendations to make to the ordinance at this time, but his goal was to keep Town property as clean as possible yet allow people living in apartments near Town property to smoke without having to go too far from their residence. Mr. Brown felt it was important that it did not appear that the Select Board was trying to force people to be healthy.

**Committee Reports/Updates:** Mr. Burbank and Ms. Goodwin informed the Board that they thought it was important to hear from Town committees from time to time. They felt it was important to know what was happening on committees that the Board had appointed a Bristol representative to serve on and to make clear what latitude a representative has. They also wanted to ensure that all positions that Bristol could have representation on was filled. They suggested two methods for committees to report what the committee was working on: one being to the Board, the other being to the Town Administrator directly. The Board had no problem with either method.

**Fuel Oil Bid Review:** Mr. Burbank reported that the Town received three propane and #2 heating oil bids. He stated that all bids were similar in price but recommended staying with the Town's current provider so there would be no cost involved with switching out tanks. Dead River's contract will run from October 1, 2022, to September 30, 2023. The cost of heating oil will be \$3.729. Mr. Milbrand made a motion to stay with the current fuel provider, Dead River. 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. Burbank informed the Board that both he and Ms. Goodwin will be attending the NHMA Legislative Policy Conference on Friday, September 23, 2022, to vote on behalf of the Town of Bristol. He asked the Board to look at the agenda of policy items that will be presented and voted on and asked for their feedback.

Ms. Goodwin let the Board know that the new IT provider will be completing the task of changing all email addresses over to [Bristolnh.gov](mailto:Bristolnh.gov) for no additional cost and they will take over the Town's IT as of midnight September 16, 2022. She reported that so far, the transition has been seamless.

Ms. Goodwin reminded the Board that department heads will have their budgets completed by September 29, 2022, and that the Board meets on Tuesday, September 27, 2022, for department head

presentations to both the Select Board and Budget Committee. This meeting is for discussion purposes only.

Mr. Burbank asked the Board if they or the Chairman wanted to be a step in the process for setting the Select Board meeting agenda or if they wanted to set the agenda. The Board stated they did not. Mr. Burbank presented having a deadline for setting the Select Board meeting agenda both internally, for staff and externally for the general public, and the Board agreed this would be a good idea.

Mr. Burbank asked Board members to please free up their schedules next week to come walk through the area Hubb66 is supposed to be working on in the Town Offices to get a visual of what has and has not happened so any miscommunication of work to be done can be cleared up between Hubb66 and the Town.

Ms. Goodwin let the Board know that the Town's legal council is working on the Hebron Fiber Project for both the Town of Bristol and the Town of Hebron. The Town's legal council asked the Town to sign a "Conflict of Waiver" so he can represent both Towns. Mr. Milbrand made a motion to allow the Town Administrator to sign the "Conflict of Waiver" for legal counsel to represent both the Town of Hebron and the Town of Bristol regarding the Fiber Project. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin wanted the Board to know that the Town is obligated to cut a check for the Fiber Project in the amount of \$32,454.65 prior to the Select Board's next meeting date of October 6, 2022, and that the funds would be paid out of ARPA Funds.

Mr. Burbank informed the Board that Mr. Overton would be meeting with either Ms. Goodwin or himself to secure \$500.00 out of his budget for equipment to move forward with Live Streaming of Select Board meetings.

**Select Board Items:** Mr. Milbrand brought up some concerns with voting at the Historic Town Hall that he would like to see addressed before the November Elections these concerns being; a railing being placed in the middle to the stairway leading up the main door for easier access to the building, a first aid kit on site, the need for an AED on site, and repair a lock on a door to secure the building.

Mr. Brown let the Board know that he heard from several residents concerned about speeding on Cedar Street. He also had a resident ask if anything could be done to dim the streetlight that is too bright and shining into their bedroom. He asked the Board if there was any way to reduce the amount to lights that are currently being used to light Town properties to reduce the amount of electricity being used and the cost associated with those lights? He was told that issue had been investigated and that their would-be safety concerns involved with less lighting. Mr. Brown felt that the Budget Committee and Select Board need to get out a statement letting the public know what is happening with the Public Safety Building Project. Ms. Goodwin and Mr. Burbank will work on a statement for the Board for their approval. Mr. Brown reported and had concerns that at the School Funding Meeting there was yelling and inappropriate language being used by an appointed Town of Bristol representative and his concern for this alleged behavior.

Ms. Dion asked how the Town could handle a vehicle that has been broken down and left in a Town parking area. She was told that this is a violation of an ordinance, and the Police Department should notify the vehicle's owner that it must be removed by a certain time, or it will be towed.

**Public Comments:** none

Mr. Milbrand made a motion to adjourn the meeting at 8:01pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey