

Bristol Select Board
Meeting Minutes
November 17, 2022

Present: Select Board members: Carroll Brown, Jr., Shaun Lagueux, Les Dion, Anita Avery and Christina Goodwin, Deputy Interim Town Administrator

Absent: Don Milbrand

Others Present for Public Sessions: Brook Dupee, HMC Precision Manufacturing; William Dowey, Economic Development Committee; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Ms. Dion made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Mr. Brown, yes; Mr. Lagueux, yes; Ms. Dion, yes; Ms. Avery, yes. The motion passed 4-0-0. Nonpublic session entered at 5:03pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion seconded by Ms. Avery. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Ms. Dion, yes; Ms. Avery, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:06pm.

Mr. Brown made a motion to seal the nonpublic minutes from the Board's nonpublic sessions from November 3, 2022, and November 17, 2022, seconded by Ms. Dion. Roll call vote to seal the minutes of the nonpublic sessions: Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Public Session: Mr. Lagueux opened the public meeting at 6:06pm by having Mr. Dupee lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Ms. Dion made a motion to accept the minutes of November 3, 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 November 17, 2022, to include the items named therein, motion seconded by Ms. Dion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

HMC Precision Manufacturing, LLC. – Introduction: Mr. Dupee met with the Board to introduce himself and his business moving into the former Family Dollar building. He explained the company was formed with the goal of providing high quality plastic and metal machining services to businesses and discussed the parts they supply the military. He stated that he found Bristol to be a friendly and welcoming community for new businesses and thanked the Board for this.

Proposed Path Planning Committee-Charge, Creation and Direction: Mr. Dowey submitted a proposal for the Board's consideration for the Pemi Path Subcommittee's Charter. The mission of this

subcommittee would be to work with the Select Board and United States Army Corp of Engineers to take the steps necessary to establish a four-season recreational path from Bristol to Profile Falls. The Board and Mr. Dowey had a discussion that information should include the Town Administrator and that negotiations with the United States Army Corp of Engineers should include the Select Board. Ms. Goodwin will tweak the document and send it back to Mr. Dowey and the Board.

Proposal for Transportation of Solid Waste: Ms. Goodwin presented the two proposals Superintendent Bucklin received for the transportation of solid waste. The Board reviewed both proposals. Ms. Goodwin reported that Superintendent Bucklin recommended that the Town continue with Northeast Resource Recovery Association. Mr. Lagueux made a motion to approve and execute the Northeast Resource Recovery Association's contract. 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. Lagueux made a motion to authorize the Deputy Town Administrator to sign the Northeast Resource Recovery Association's contract on behalf of the Town. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0 in favor of the motion. The motion passed.

Town Administrator's Report: Ms. Goodwin reported that a Minute Taker resigned but that employee then asked to scale back to just work on the Budget Committee's meeting minutes. The Minute Taker's request was granted, and Ms. Goodwin reported that she and Mr. Burbank would work on a resolution for the remaining committees the Minute Taker worked with.

Ms. Goodwin alerted the Board to the binders they received containing Organization Flow Charts and asked the Board to review the binders but to leave them so the Emergency Contact List and Acronym Lists can be added once completed.

Ms. Goodwin suggested that the Board begin reviewing and approving job descriptions by Departments at their December 1, 2022, Board meeting. The Board agreed.

Ms. Goodwin let the Board know that she and Superintendent Bucklin met with the Transfer Station attendants. The new Lead Attendant position was discussed and the possibility when the Lead Position is filled, that there would be one to two positions eliminated. Transfer Station staff were encouraged to look at the job description and apply, if interested. Ms. Goodwin asked the Board for their approval to add to the job description the responsibility of organizing and hosting the Household Hazardous Waste Day.

Ms. Goodwin let the Board know that the Town Office generator has been testing every week, for two days a week, for 15 minutes each day. Ms. Goodwin felt that was too much and had Ms. Smith reach out to the company. The company agreed that it could be scaled back and that they would normally do this when they come out for the yearly maintenance. Unfortunately, no maintenance schedule was set with them when the generator was installed. The generator has been in for approximately a year. The Town has asked the company to provide the Town with an agreement and costs for review.

Ms. Goodwin informed the Board that she has been in contact with the property owner regarding the Hall Road Property/Wetland matter after receiving an email from the owner.

Ms. Goodwin let the Board know that the meeting with KTZ Hydro regarding a parking complaint scheduled for November 17, 2022, was cancelled by KTZ Hydro. She is trying to reschedule another meeting.

The training on the Affinity LED Project took place on November 10, 2022, for the Highway staff. Now that the training has occurred, the plan is for the access to the portal to be turned over to the Town. Ms. Goodwin is working on what exactly that means. She reported that ARPA funding could be used to pay for the Town owned lights and the LED Project. The Board agreed to move forward with this project using ARPA funds.

Ms. Goodwin reported that Chief LaRoche requested to dispose of fire hose that was replaced by the AFG grant. Chief LaRoche is hoping to donate some of the serviceable hose to the Highway, and Water and Sewer Departments.

Ms. Goodwin presented energy rates which have come down from when they were first shared. She and Mr. Chartier recommend that the Board consider a two-year option starting December 2022/End Date December 2024, 14.80 cents per kWh. Ms. Dion made a motion to approve the two-year Constellation Electric Supply Agreement, 14.80 cents per kWh and authorize the Board Chair to sign the Agreement on behalf of the Board. The motion was seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to approve the Equalization Ratio for 2022. Ms. Avery seconded the motion. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Avery made a motion to accept the Transfer Station's Lead Attendant's job description with the addition of the responsibility of organizing and hosting the Household Hazardous Waste Day included. The motion was seconded by Ms. Dion. No discussion. The Board voted, 4-0-0, in favor of the motion. The motion passed.

Select Board Items: Mr. Brown would like a training session for the Board before the Town Meeting in the spring. He asked Board members for guidance as to voting authority while serving on the Budget Committee as a Select Board Representative.

Ms. Dion questioned the perpetual care and encumbering funds for stone repair at the Sandborn Cemetery off Peaked Hill Road. She reported that those that attended the recent dance at the Historic Town Hall had a good time and what a success the event was. She let the Board know that the Kelley Park Committee and Events Committee were looking at two locations for the scaled down version of the ice rink. One location is on the tennis courts and the other location under the Kelley Park Pavilion. Ms. Dion reported that the Economic Development Committee met on November 16, 2022 and asked the Board to consider giving this committee goals to work on and look at a Project Manager to help support the committee's projects.

Ms. Avery reported that residents that reside on her road have complained about a neighbor possibly burning toxic material in their woodstove. Ms. Goodwin will report this to the Fire Chief to investigate. Ms. Avery said that those voting in the recent elections were respectful but did hear complaints about parking for voting. There was discussion about the Board hosting a work session in January with Ms. Simpson and Mr. Gordon to address this issue before the next election.

Mr. Lagueux suggested installing an electrical service where the Holiday Tree is put so it can easily be electrified, and suggested Goodrum Electric be contacted. He asked that the Town send both Chris Dyer and Mike Sharp thank you letters for their recent collaborative work at the Mill Stream. Mr. Lagueux stated he saw that some Desert Storm/Desert Shield veteran's names were left off the Memorial Honoring these veteran's and that one person mentioned that their family member's name was spelled incorrectly. He suggested putting something out to the community to correct this oversight and make the memorial correct, with the support and help of the Veterans of Foreign Wars.

Public Comments: none

Mr. Brown made a motion to adjourn the meeting at 7:27pm, seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey