

Bristol Select Board
Meeting Minutes
December 22, 2022

Present: Select Board members: Carroll Brown, Jr., Shaun Lagueux, Anita Avery, Don Milbrand; Christina Goodwin, Interim Deputy Town Administrator

Absent: Leslie Dion

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 4:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Lagueux. The motion seconded by Mr. Milbrand. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Ms. Avery, yes; Mr. Milbrand, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:00pm.

Mr. Milbrand made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on December 22, 2022, for an indefinite period of time. The motion was seconded by Mr. Brown. Roll call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Ms. Avery, yes; Mr. Brown, yes; Mr. Milbrand, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Public Session: Mr. Lagueux opened the public meeting at 6:01pm.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the Consent Agenda dated December 22, 2022, to include the items named therein. The motion seconded by Mr. Milbrand. Mr. Milbrand asked that item #7 on the Consent Agenda for the Eagle Pond Studio Proposal be withdrawn to discuss. As Ms. Dion, was not available the Eagle Ponds Studio Proposal will be discussed at the January meeting. The Board voted 4-0-0, in favor of the amended Consent Agenda. The motion passed.

Additional Encumbrances: The Board reviewed the additional encumbrances proposed from the 2022 budget in the amount of \$21,287.00 for Town signage and the Street lighting project loan payment. During the review, it was determined to add the Eagle Pond Studio Proposal amount of \$7,500 to the encumbrance list so the funds could be booked from the 2022 budget, if approved. Mr. Milbrand motioned to approve the amended encumbrance list, in the amount of \$28,787.00. Mr. Brown seconded the motion. The motion carried 4-0-0.

Town Administrator's Report:

Ms. Goodwin updated the Board regarding tariffed dimming with the LED project. Affinity LED is working with Eversource to determine how the new discounts can be applied. There is a proposed dimming schedule for overnight and Ms. Goodwin confirmed with the Board that there were no concerns with the schedule.

Ms. Goodwin provided pictures of the proposed LED lighting replacements for the Town owned street lighting in the downtown area. The Board agreed to move forward with the project as proposed.

Ms. Goodwin advised that the materials for the community garden project had been ordered and will be stored until Mr. Bucklin determines a suitable location for keeping until spring.

Ms. Goodwin asked the Board to allow the Transfer Station shed to be ordered out of the Contingency Fund for 2022. The Board agreed.

Ms. Goodwin advised the Board that the Town has received notification that unanticipated funds are being given to the Town for bridge projects. Although, not received yet, she would like to investigate options for potentially using to establish the Capital Reserve Fund. The Board agreed.

Ms. Goodwin asked the Board to make a final decision on the 30 Beech Street appeal of billing and policy at the Water/Sewer Department. After discussion, Mr. Milbrand motioned to deny the request. Mr. Brown seconded the motion. The motion carried 4-0-0. Ms. Goodwin will notify Mr. Hebert.

Ms. Goodwin asked the Board how they would like to manage any Department budgets that are over their bottom line. Would the Board like to move funds to offset from another budget? The Board agreed to not move funds.

Ms. Goodwin submitted a change in the job description for the Transfer Station Lead Attendant for the Board to review. There was a comment made from NH Department of Environmental Services regarding certifications, which has been corrected. Mr. Milbrand motioned to approve the amended job description for Transfer Station Lead Attendant. Ms. Avery seconded the motion. The motion carried 4-0-0.

Select Board Items: Mr. Lagueux asked Ms. Goodwin to review the previous Jeffers Road encroachment issues. Has an updated letter been sent to the property owner? Ms. Goodwin will research and update the Board at the next meeting.

Public Comments: none

Mr. Brown made a motion to adjourn the meeting at 7:04pm, seconded by Ms. Avery. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Christina Goodwin