

Bristol Select Board  
Meeting Minutes  
January 19, 2023

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

**Absent:** none

**Others Present for Public Session:** Fenton Groen, Groen Construction; Ben LaRoche, Fire Chief; Cade Overton, Media Manager; Keith Pratt, Andrew Blair, Underwood Engineers- remotely; and Deborah Clarke-Tivey, Administrative Assistant-remotely

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Milbrand made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Brown, yes; Ms. Avery, yes; Mr. Lagueux, yes; Mr. Milbrand, yes; Ms. Dion, yes. The motion passed 5-0-0. Nonpublic session entered at 5:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Milbrand. Motion seconded by Ms. Dion. Roll call vote taken: Mr. Milbrand, yes; Mr. Lagueux, yes; Mr. Brown, yes; Ms. Avery, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:12pm.

**Public Session:** Mr. Lagueux opened the public meeting at 6:14pm by having Chief LaRoche lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of January 5, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Milbrand made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on January 19, 2023, for a period of one (1) year. The motion was seconded by Mr. Brown. Roll call vote to seal the minutes of the nonpublic session: 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.

**Consent Agenda and Manifests:** Ms. Avery made a motion to approve the Consent Agenda dated January 19, 2023, to include the items named therein, motion seconded by Mr. Milbrand. Mr. Lagueux asked for clarification on the Intent to Cut item on the Consent Agenda. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Public Safety Building Discussion:** Chief LaRoche and Mr. Groen discussed the meeting that took place on January 13, 2023, between the Chief's and Groen Construction. They discussed the bids received. Chief LaRoche and Mr. Groen discussed with the Board the Value Engineering list/changes and budget cuts that would allow the Town to gain a new Public Safety Building that would meet the needs of the Town for many decades, with the exception of parking. Mr. Milbrand made a motion to move forward with the construction contract with Groen for the Public Safety Building with the proposed cuts and to authorize the Town Administrator to sign all necessary documents on behalf of the Select Board. The

motion was seconded by Mr. Brown. The Board felt it was important that work on the project start as soon as possible so taxpayers and residents would see progress on the project. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Job Description Review and Approval- Fire Department:** The Board reviewed the job descriptions for the Fire Department as presented. Ms. Dion made a motion to accept the following job descriptions from the Fire Department as written and presented; Fire Chief, Administrative Assistant, Deputy Fire Chief, Captain-Paramedic or AEMT, Firefighter/AEMT, Firefighter/Paramedic, Kelly Day Firefighter-AEMT or Paramedic, Call Deputy Fire Chief, Call Lieutenant, Call Firefighter/Paramedic, Call Firefighter/AEMT, Call EMT, Call AEMT, Call Paramedic, Call Firefighter/EMT, Call Firefighter-Certified and Uncertified and Call Junior Firefighter. The motion was seconded by Mr. Brown. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Water & Sewer Project Discussion:** Potential issues with the funding from the US Department of Commerce Economic Development Administration (EDA) due to the project having been severely delayed from its original grant schedule was discussed. Mr. Pratt reviewed the background of the Water and Sewer projects and reviewed maps for the project. He presented suggested action items for the Board to consider moving ahead with the project and requesting a time extension to the EDA for funding. Mr. Milbrand made a motion to send the suggested letter to EDA in response to their 30-day notice, to approve \$167,900.00 design contract contingent on EDA approval of funding and timeline, and to allow the Town Administrator to sign all necessary documents. The motion was seconded by Ms. Avery. No further discussion. The Board voted 4-1-0, in favor of the motion. The motion passed.

**Highway Truck - Purchase Order:** Ms. Goodwin presented the two quotes being considered for the purchase of a new F550 truck from Irwin Motors and Grappone Ford. She explained that Superintendent Bucklin recommended going with Grappone Ford because the Town can order and provide a purchase order in sixty (60) days and because the Grappone Ford quote is less. The Irwin quote required an order be placed with a Purchase Order last Friday and Irwin will not take orders for 2024 until later this year. Mr. Brown made a motion to move ahead with PO 003819 for an F550 from Grappone Ford in the amount of \$62,848.00. The motion was seconded by Mr. Milbrand. A discussion ensued as to whether the quote included the truck to be outfitted, which it did not. The quote from Grappone Ford was for the purchase of the truck only. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Eagle Pond Studio Proposal:** Eagle Pond Studio Proposal for Services-Phase 2 for the Kelley Park pavilion and concession building was reviewed and discussed. There are no taxpayer funds attached to this project and the funds are encumbered for this agreement if the Board decides to move forward with the project. Mr. Milbrand made a motion to approve the Eagle Pond Studio Proposal contract in the amount of \$19,800.00 and to authorize the Town Administrator to sign all necessary documents. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Proposed 2023 Revenues:** Ms. Goodwin reviewed the proposed 2023 revenues. She discussed the increase in ambulance fees and building issue permits. She let the Board know that this information will go to the Budget Committee at their January 31, 2023, meeting. Mr. Lagueux made a motion to accept and move the 2023 proposed revenues in the amount of \$3,909,404.00. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Proposed 2023 Warrant Articles:** Ms. Goodwin presented the draft Warrant Article document with the following updates: the Open Officer positions, the Zoning Amendments, update to Fireworks article back to \$12,000, updated language on the Veteran's credits which included two different articles and the creation of the Capital Reserve Fund (CRF) for the Highway Projects. She reported that the document was submitted with the wording and articles for a pre-review with the Department of Revenue.

**Town Administrator Report:** Ms. Goodwin reminded the Board that the Town car was scheduled for repair on January 18, 2023. The alarm and horn have been addressed and a new battery installed. However, tires are not holding air and there may be a gas leak. Additional information received that there is a wiring problem, and the rocker panels are gone. The Town did a similar repair in 2021, and the files are being reviewed to try to determine what was specifically done. She let the Board know that the car may not make it through 2023 and other options were being investigated.

Ms. Goodwin let the Board know that she is still working between multiple computers and can be contacted at either [assessing@bristolnh.gov](mailto:assessing@bristolnh.gov) or [townadmin@bristolnh.gov](mailto:townadmin@bristolnh.gov). She mainly uses the [assessing@bristolnh.gov](mailto:assessing@bristolnh.gov) email right now. Ms. Goodwin created a form that was passed to Select Board members to update the email address that they would prefer to be reached at.

Ms. Goodwin updated the Board on the Server Room move that has been scheduled for February. The first steps will be with a prep team coming in to go through and add extensions for cables, label wires and equipment in preparation for the move, etc. It was determined that there would be a "downtime" day. With that in mind, the Town scheduled this work to be completed on February 20, 2023, during the closure of the Town Office and non-emergency departments during the President's Day holiday. This date will have the least impact on the Town due to most departments being closed.

Ms. Goodwin discussed with the Board the Holiday Luncheon that was rescheduled for January 27, 2023. She let the Board know that nonemergency departments and the Town Clerk Tax Collector's office would be closed from 12:00-4:00pm and that this had been posted.

Ms. Goodwin updated the Board on the progress of the 2023 Town Report; if all items are submitted by February 15, 2023, then the print shop will get the Town reports completed by March 4, 2023. She proposed that the Select Board invite the person that the report was dedicated to and their family to attend a Select Board meeting to be presented the Report before it goes out to the public. Ms. Goodwin suggested to frame a colored printout of the article and present it to the dedication recipient at the March 2, 2023, Select Board meeting. The Executive Summary for the report still needs to be written and Ms. Goodwin asked the Board for their input on this report.

Ms. Goodwin let the Board know that she made a judgement call, and she is working with the Community Garden Group on the funding and the anticipated donations for the Community Garden shed. She let the Board know that the Town ordered and is storing materials (at the Highway Department) for the shed to be built in the spring of 2023.

Ms. Goodwin updated the Board on a recent meeting she attended between the Pemi Path Subcommittee and the US Army Corps of Engineers who recommended that the Board consider a path instead of the full area. She explained that if the Town sticks to a path, then the environmental assessments required would be the path corridor only and not the whole 200 acres. She informed the Board that the MOU was amended to be more generic for funding options. She talked to Mike Vignale

and let him know that any direction given by members of the Pemi Path Subcommittee would need to be approved by the Town Administrator or Select Board.

Ms. Goodwin updated the Board on the payments for Local Education. She reported that the payments have been corrected to match the amounts collected in taxes. The Town paid November and December payments of \$474,475.00. The corrected payment amount starts in January and is \$466,830.00. The payments for January and February will be adjusted by the Overpayment amounts from November and December.

Ms. Goodwin discussed a Town Office Team Building activity, "Random Acts of Kindness", that will be culminating January 25, 2023, with a potluck luncheon and that the Town Office will be closed from 11:30am to 1:00pm. She invited Select Board members to join the luncheon if they would like.

Ms. Goodwin let the Board know that the Town received notification that Patrick Allen has resigned as Trustee of the Trust Fund and that another member of the Trust Fund will not seek re-election in March. She asked the Board if they had any ideas for soliciting people to run and if so to please let her know and she would be happy to reach out to them.

Ms. Goodwin told the Board that she has the Town audit forms from Plodzik and Sanderson. These forms need to be filled out before the April Audit. Ms. Goodwin asked the Board for direction as to which Select Board chair would fill the forms out, the current Select Board Chair or the new Select Board Chair. It was decided that Mr. Lagueux would fill the audit forms out.

Ms. Goodwin updated the Board on the water/ice issue on Beech Street. She reported that Superintendent Bucklin had been consulted on the issue and that the area will be treated this winter and revisited in the spring and summer for possible repairs.

Ms. Goodwin let the Board know that a Select Board work session has been scheduled for January 26, 2023, at 5:00pm with Board members, local and state representatives and the NHDOT.

**Select Board Items:** Mr. Brown briefly discussed some of the proposed laws being proposed at the State House (meeting quorum requirements, sealed nonpublic minutes 10-year review, Town Clerks not having to be residents of the Town they work in, etc.) He asked if more items at Select Board meetings could be shared with the public on a shared screen and if Conservation Commission meetings should be recorded and livestreamed.

Ms. Dion inquired about Ms. Simpson returning to work after being out for an extended period due to an illness. She suggested sending her a Welcome Back card from the Select Board.

Mr. Lagueux informed the Board that he had spoken to a Select Board member from Alexandria and that the Town of Alexandria was taking their Styrofoam to the Town of Gilford for disposal. He inquired if Bristol's bailer could except their Styrofoam. This will be investigated. He asked about how things were going with the Budget Committee and received information regarding Health Agencies' funding.

**Public Comments:** none

Ms. Dion made a motion to adjourn the meeting at 8:35pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey