

Bristol Select Board
Meeting Minutes
March 16, 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: Tom Caldwell, Journalist; Ben LaRoche, Fire Chief; Cade Overton, Media Manager.

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Ms. Avery 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. Milbrand. Roll call vote to enter nonpublic session: Ms. Avery, yes; Mr. Lagueux, yes; Ms. Dion, yes; Mr. Milbrand, yes. The motion passed 4-0-0. 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. Avery. 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 5:30pm.

Work Session-Town Meeting Articles: The Board reviewed the Recognition Slide Show and the Town Meeting Slide Show. They went over Warrant Articles and Key Points needed for the presentation of the Warrant Articles at the Town Meeting.

Public Session: Mr. Lagueux opened the public meeting at 6:15pm by having Mr. Caldwell lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of March 2, 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.

Consent Agenda and Manifests: Ms. Avery made a motion to approve the Consent Agenda and Payroll Payment Manifests dated March 16, 2023, and Accounts Payable Manifest dated March 9, 2023, to include the items named therein, motion seconded by Mr. Milbrand. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

Acceptance of 2023 Asset Management Grant in the amount of \$100,000: Ms. Goodwin explained that this topic was being removed from the agenda. Department of Environmental Services (DES) will get back to the Town on this grant, they are not ready for the Town to except the funds.

Central Street Pump Station Extension Request: Ms. Goodwin reviewed with the Board the need to request this extension due to the Town not being able to complete the project by the project's deadline date. Mr. Milbrand made a motion for the Town Administrator to sign on behalf of the Select Board for the extension on the Bristol Central Street Sewer Pump improvements. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Environmental Review Checklist: Ms. Goodwin informed the Board that the Environmental Checklist was a requirement for the Central Street Pump Station Extension Project. She let the Board know that the document must be voted on and signed by the Select Board Chair. The Board reviewed and discussed the Environmental Review Checklist documents. Mr. Milbrand made a motion to accept the Environmental Review Checklist for the Chairman of the Select Board to sign. The motion was seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Public Safety Building-ARPA Funds Discussion: Ms. Goodwin informed the Board that the Town still had \$263,039.16 of American Rescue Plan Act (ARPA) funds left. Chief LaRoche discussed the two major cuts from the Public Safety Building, the radiant heat, and the upper parking lot. He knew the ARPA funds would not cover both these projects but had investigated if American Rescue Plan Act (ARPA) funds could be used to support items that were cut from the project. Chief LaRoche was told because the items in the project, that were cut, fell under General Government Spending it was acceptable to use the ARPA funds for the Public Safety Building Project. It was discussed that If the Warrant Article for the radiant heat was approved at Town Meeting ARPA funds could be used for the parking lot and some of the smaller items that were cut from the building project. Mr. Milbrand made a motion to give authorization to the Fire Chief to move forward on using ARPA funds towards the checklist items for the Public Safety Building Project. The motion was seconded by Ms. Avery. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Fire Department Building Discussion-85 Lake Street: Mr. Lagueux made a statement regarding the Fire Department Building for public knowledge. He stated that there has been discussion about what to do with the building but at this time the Board has made no decisions on the matter. The Town is researching if it were to decide to sell the Fire Department building what that process would look like.

Town Administrator Report: Ms. Goodwin gave the following updates:

Building Updates:

The Public Safety Building Committee met with the Energy Committee Chair on March 9, 2023. After a discussion the Board felt the project should continue as started regarding heating.

The fencing for the Public Safety Building construction site should be up by March 17, 2023.

Originally items not being removed were allowed to remain in the Police Department's old building. Now asbestos remediation is requiring that everything in the building be removed, or it will cost more for the remediation. The Highway Department will get a truck to fill on March 16-17, 2023, and the Police Department will remove any items still in the building.

A storage container will be arriving at the Town Office Building. The Police Department will use this container for their remaining storage.

An elevator inspection was scheduled at the Town Office on March 15, 2023, to reinspect the elevator. The elevator passed inspection.

Mr. Overton has set up a TV in the Town Office lobby to play videos, pictures, etc. about Bristol. Over the past week, it has been playing the Zoning Amendments video.

Cellular and Wireless communicators to eliminate the copper lines for the alarm systems are being pursued for the Historic Town Hall and Town Office buildings.

Vehicle Updates:

The Town has not received any reports or final determinations on the Highway Fire. The Town has been given permission to fix the minor repairs needed on the sweeper, but everything else, including the burnt truck disposal is still on hold.

The Highway Department is down an F550 truck with what appears to be emissions issues. It will go to service on Monday, March 20, 2023.

The sidewalk plow is scheduled for repairs too with a broken throttle cable.

Other Updates:

Pemi-Path project Memorandum of Understanding (MOU) was updated and returned to the United States Army Corps of Engineers to be signed on their end. Last week, work was completed to finalize an application for Congressionally Directed Spending. A total project of approximately \$1.9 million was submitted which includes in-kind labor offsets.

New Hampshire Department of Transportation (NHDOT) announced 65 bridges being addressed with the Bridge program. Ms. Goodwin thought the Board would be interested in knowing this information.

The Town received notification of a NHDOT Pre-construction meeting notice for projects coming up in various towns. Ms. Goodwin and Mr. Chartier will plan on going to the meeting scheduled for March 23, 2023, at 9:30am.

Ms. Goodwin has been working with the Tech Review Committee trying to wade through Broadband/Fiber documents for the fiber project. A meeting has been schedule for March 24, 2023, to meet with the engineer from UNH to talk about the project thus far. Ms. Goodwin is hopeful that more information about maintenance of the fiber will be shared. HUB66 is offering to take over the Town's contract with UNH/PSU, which expires in April, but HUB66 will charge the Town a fee. It is not sure if UNH/PSU will continue.

Ms. Goodwin let the Board know of the Town's IT server issues dealt with this past week.

Ms. Goodwin informed the Board that the Town of Bristol's equalization ratio is 57.6%.

Ms. Goodwin shared with the Board the creation of documents for newly elected officials. She discussed with the Board the Ethics Policy that was ready for their adoption, the process for updating and restructuring computers by Nessit and the April 6, 2023, Select Board meeting agenda format.

Select Board Items: Mr. Brown updated the Board on a Bill that passed and was going to the House regarding Health Officers' mandates. He let the Board know that the driving force behind the bill was mask mandates.

Ms. Dion wanted to let Ms. Avery and Mr. Milbrand know that their presence will be missed on the Board. At that time Ms. Goodwin passed out cupcakes for all to enjoy and thanked both Board members for the time they gave to the Town.

Mr. Lagueux stated that it has been a pleasure serving on the Select Board with Ms. Avery and Mr. Milbrand. He felt the work that has been done during their tenure on the Board was important and meaningful in serving the wonderful people of Bristol.

Mr. Milbrand stated that he has enjoyed his twelve years of service on the Select Board and will miss serving. He could not say enough positive things about the people in Bristol.

Ms. Avery enjoyed serving the people of Bristol during her tenure on the Board. She is excited about serving as a Library Trustee. She asked the Select Board if they would consider appointing her to remain on the Public Safety Building Committee as she would like to continue her work on that committee.

Mr. Lagueux made a motion to appoint Ms. Avery to the Public Safety Building Committee. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-1, in favor of the motion. The motion passed.

Public Comments: Mr. Caldwell thanked Ms. Goodwin for getting the meeting information he requested to him in a timely manner.

Ms. Avery made a motion to adjourn the meeting at 7:14pm, seconded by Mr. Milbrand. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda for March 16, 2023

1. Accounts Payable Payment Manifest dated 3/9/23
2. Payroll Payment Manifest dated 3/16/23
3. Distribution of Funds from the Building Maintenance Fund in the amount of \$4,323.00
4. Distribution of Funds from the Fire Department Equipment Reserve in the amount of \$3,969.01
5. Transfer of Funds from the EMS Fundraiser Account to the Town's General Fund in the amount of \$120.00
6. Current Use Application for Map/Lot #219-039
7. Veterans Credit for Map/Lot #222-029 in the amount of \$500
8. Letter of Commitment for the 2023 Household Hazardous Product Collection Program