

Bristol Select Board  
Meeting Minutes  
May 4, 2023

**Present:** Select Board members: Carroll Brown, Jr., Shaun Lagueux, Rob Glassett, Scott Sanschagrín, Les Dion, and Christina Goodwin, Town Administrator

**Absent:** none

**Others Present for Public Session:** Jeff Chartier, Water & Sewer Superintendent; Cade Overton, Media Manager

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Glassett 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. Glassett, yes; Ms. Dion, yes; Mr. Brown, yes. The motion passed 3-0-0. Nonpublic session entered at 5:00pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Glassett. Motion seconded by Mr. Brown. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, 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 6:13pm by having Mr. Glassett lead the Pledge of Allegiance.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on May 4, 2023, for an indefinite period of time. The motion was seconded by Mr. Sanschagrín. Roll call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted 4-0-1, in favor of the motion. The motion passed.

**Public and Nonpublic Meeting Minutes:** Mr. Sanschagrín made a motion to accept the minutes of April 20, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Brown. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the May 4, 2023, Consent Agenda, Manifest dated April 27, 2023, and Payroll Manifest dated April 27, 2023, to include the items named therein, motion seconded by Mr. Sanschagrín. No further 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.

**Water & Sewer:**

Job Descriptions: Will be continued to the next meeting.

Rates and Fees: Mr. Chartier presented the proposed 2023 Water and Sewer rates effective April 1, 2023. The proposed changes reflect a 3% increase in rates. Mr. Chartier explained to the Board that if approved the rate increases would be seen in the public's July water and sewer bills. Mr. Sanschagrín made a motion to approve the proposed 2023 Water and Sewer rates, effective as of April 1, 2023, as proposed. The

motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Sanschagrín inquired about the tie in on North Main Street. This led to a brief discussion regarding stipulations and permits that might or might not be in place or needed from the Water and Sewer Department, Highway Department and Land Use Office.

### **Town Administrator's Report:**

#### Building Updates:

Ms. Goodwin discussed the Public Safety Building Groundbreaking ceremony that took place on May 3, 2023. She let the Board know about two videos of the ceremony that were available to the public, one through WMUR and one on the Town's webpage.

Ms. Goodwin let the Board know that she had reached out to the Bristol Baptist Church and that she would be meeting with Joanne Bailey and Mr. Shedd, who is representing the Church. She discussed the Town Attorney, Christine Johnston's opinion on the new land use law as it pertains to the Church.

#### Employee Updates:

Ms. Goodwin reviewed the second Land Use Newsletter. She highlighted some proactive contacts with contractors, new property owners, and how the Department is working to get information out to the public.

Ms. Goodwin let the Board know that the Health Office appointments have been submitted and that Michael Lacasse has passed his certification and is officially the primary Health Officer.

Ms. Goodwin gave out Kudos to the following Town employees for their 13 (thirteen) years of service to the Town; Amy Clayman, Fire Department and Robert Glassett, Fire Department.

Ms. Goodwin let the Board know that the Town has received two applications for the Seasonal Kelley Park Ground position. She asked the Board to consider adding a duty to this position to assist the Cemetery Trustees, at least once a month, with maintenance of the cemeteries. The Board gave Ms. Goodwin its consensus on her request.

#### Events:

Ms. Goodwin let the Board know that CADY is hosting the 21st Annual Regional Prevention Summit for 2023. The Summit will be held on May 26, 2023, from 8am to Noon. If any Board member wishes to attend, they should RSVP by May 19, 2023.

Ms. Goodwin reminded the Board of the Goal Setting Session that is scheduled for May 23, 2023, from 12:00-4:00pm. With the invitation to attend was an agenda, and goal setting document. The intent of these documents given out early is for those attending to bring some ideas in advance. She let the Board know that so far all, but one Department Head can attend. Primex will be moderating and running the goal setting session.

Other Updates:

At the Board's April 20, 2023, meeting, there were two properties that were set to be deeded. One property, Old Paper Road, was submitted on the Consent Agenda for tonight's Select Board meeting. The second property has the taxpayer working with the Town Clerk/Tax Collector to stop the deeding process. Ms. Goodwin added that there was not a final determination on the camping trailers.

Ms. Goodwin shared with the Board updated Breezeline costs and services going out to users. She reminded the Board that the Town uses Breezeline for the Media Manager office.

Ms. Goodwin let the Board know that she was able to renew the SAM number for the Town. She explained the challenges with the renewal process and the need for a letter signed by the Chair of the Select Board. She shared a prepared letter, and added all three SAM numbers, which include the Town, Fire Department and Police Department because the Police are currently working on renewing their SAM number and the Fire Department's number will expire in November. The Town needs these SAM numbers to apply for any federal funding. Mr. Brown made a motion authorizing Mr. Lagueux, Select Board Chair, to sign the Entity Administrator Letter. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Goodwin and Mr. Overton discussed the first set of videos from Windwood, promoting "All that Bristol has to Offer." They shared the Winter Tourism video with the Board. They explained that the Town is hoping to have this project finalized this year. Mr. Overton has been working with Windwood with scheduling and will continue to work with Windwood on this project to get videos of spring, summer and fall completed.

Ms. Goodwin informed the Board that Abutter Notifications were received because the Town is an abutter to the former Pawn Shop building, which was sold to the Newfound Lake Investment Group, LLC with Rick Duba as one of the agents. They will be completing a Minor Site Plan on May 10, 2023. The proposal includes renovating the structure to establish a coffee shop with a full-service kitchen, rental space for a commercial tenant, and cocktails in the evening.

Ms. Goodwin let the Board know that she is attending the Primex Conference on May 15, 16, and 17. She will have meeting materials out to the Board for the May 18, 2023, meeting on May 12, 2023.

Ms. Goodwin followed up on a past inquiry of the Board on the Police Log for the newspapers. The Police Chief let Ms. Goodwin know that that program will not be continuing, and Ms. Goodwin and the Board discussed the rationale behind the Police Department's decision.

Ms. Goodwin shared with the Board timelines she gave Department Heads for submissions for Select Board meeting agendas. She has requested that all agenda items be submitted by 1:00pm on the Monday of a Select Board meeting week and any item coming in after that date and time will be held for the Select Board's next meeting. She noted that there will be exceptions.

Ms. Goodwin reported that the Hemp Hill Tower, communication tower, received FAA approval.

Ms. Goodwin let the Board know that the Town will be sending Jesse Lamos and Victor Greenwood to Primex's Supervisor's Academy in July.

Ms. Goodwin highlighted the grass area clean-up completed at Cummings Beach by area realtors for Realtor Give Back Day.

Ms. Goodwin invited Board members to attend the free Spring Fashion Show put on by Imagine Boutique of Bristol. She added that the Town Clerk/Tax Collector, Ms. Simpson, was one of the models. The fashion show will be held at the Historic Town Hall on May 7, 2023, from 1:00 to 3:30pm and all proceeds will benefit the Day Away Program.

**Select Board Items:**

Mr. Glassett inquired and gave his opinion in support of not upholding the Town's practice of only allowing taxpayers and residents two beach permits pre household. A discussion ensued regarding the pros, cons, and potential issues around this topic. Ms. Goodwin will be meeting with the Town Clerk/Tax Collector and the Beach Supervisor to review.

Mr. Brown asked if chemical toilets at the beaches could be moved to be more accessible to everyone. He discussed a presentation he heard at the State House, given by University of New Hampshire students, which might be of help to Bristol's Economic Development Committee. Mr. Brown invited Mr. Lagueux to join the Conservation Commission on May 20, 2023, at 9:00am to do a Walk About.

Mr. Lagueux highlighted the Minot-Sleepers open house on May 18, 2023, to celebrate the 10<sup>th</sup> anniversary of the library's expansion. Mr. Lagueux informed the Board that the Verizon cell phone tower will be operational by the end of May.

Mr. Sanschagrín reported that the Planning Board's recent meeting went well. Randall Kelley was appointed the new Chair and John Miller will be the new Vice-Chair. There were no cases, and the Board will start working on the Master Plan.

Ms. Dion wanted the community to know that Saturday, May 6, 2023, is Opening Day for Youth Baseball at Well's Field, from 8:30 to 11:00am. Ms. Dion reported that the Kelley Park restrooms are now operational, and the doors have been repaired.

**Public Comments:** none

Ms. Dion made a motion to enter nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Ms. Dion, yes; Mr. Brown, yes; Mr. Lagueux, yes; Mr. Sanschagrín, yes. The motion passed 5-0-0. Nonpublic session entered at 7:22pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Brown. Motion seconded by Mr. Glassett. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:20pm.

Mr. Brown made a motion to seal the nonpublic meeting minutes from the Board's second session of nonpublic on May 4, 2023, for an indefinite period of time. The motion was seconded by Mr. Glassett. Roll

call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to adjourn the meeting at 8:21pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah A. Clarke-Tivey

## Consent Agenda for May 4, 2023

1. Accounts Payable Payment Manifest dated 4/27/23
2. Accounts Payable Payment Manifest dated 5/4/23
3. Payroll Payment Manifest dated 4/27/23
4. Appointment of David Shirley to the Planning Board for a 1-year term
5. Resignation of Cade Overton from the Cemetery Trustees
6. Resignation of John Bianchi from the Capital Improvements Program Committee
7. Resignation of John Miller from Zoning Board Alternate
8. Resignation of Denice DeStefano from Planning Board
9. Appointment of John Miller as Planning Board member for a 3-year term
10. Tax Collector's Deed for Map/Lot #103-051 Old Paper Road
11. 5-year review and removal of credit or exemption for:
  - a. Map/Lot #115-037
  - b. Map/Lot #106-021
  - c. Map/Lot #217-111
  - d. Map/Lot #219-028
12. 5-year review and approval for credit or exemption for:
  - a. Map/Lot #103-021 – Veteran's Credit \$500 and Elderly Exemption \$45,000
13. Certificate of Yield Taxes and Warrant for Intent #22-059-05-T in the amount of \$2,925.26