

Bristol Select Board
Meeting Minutes
May 18, 2023

Present: Select Board members: Shaun Lagueux, Rob Glassett, Scott Sanschagrín, Les Dion, and Christina Goodwin, Town Administrator

Absent: Carroll Brown, Jr.

Others Present for Public Session: John Miller, Technology Review Committee Chair; Tom Caldwell, Robert Fellows, Community Members; Kristopher Bean, Police Chief; Tim Woodward, Police Lieutenant, Mike Nordberg, Police Officer; Paula Tanner, Brock Tanner, Mackenzie Tanner, Police Department Guests; Ingrid Heidenreich, Welfare Director; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d) Mr. Glassett made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), (c) and (d) the motion was seconded by Mr. Sanschagrín. Roll call vote to enter nonpublic session: Mr. Glassett, yes; Ms. Dion, yes; Mr. Lagueux, yes; Mr. Sanschagrín, yes. The motion passed 4-0-0. Nonpublic session entered at 5:02pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Sanschagrín. Motion seconded by Ms. Dion. Roll call vote taken: Mr. Glassett, yes; Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:54pm.

Public Session: Mr. Lagueux opened the public meeting at 5:57pm by having Ms. Tanner lead the Pledge of Allegiance.

Mr. Glassett made a motion to seal the nonpublic meeting minutes from the Board's nonpublic session on May 18, 2023, because it is determined that divulgence of this information would likely render a proposed action ineffective. The motion was seconded by Mr. Sanschagrín. Roll call vote to seal the minutes of the nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the minutes of May 4, 2023, public and nonpublic meeting minutes, as written. The motion was seconded by Mr. Sanschagrín. No discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Dion made a motion to approve the May 18, 2023, Consent Agenda, Manifest dated May 11, 2023, and Payroll Manifest dated May 11, 2023, to include the items named therein, motion seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

Barry Tanner Presentation: Chief Bean remembered and thanked Detective Sergeant Barry Tanner for his five (5) years of service to the Bristol Police Department and years of service for other regional Police Departments. The Chief presented Ms. Tanner with a shadow box with badges outlining Detective Tanner's career in law enforcement. Chief Bean then presented each of Detective Tanner's children with a shadow box displaying their father's police badges.

Welfare Guideline-Allotment Update: Ms. Heidenreich reviewed the Town of Bristol's Welfare Policy and highlighted the draft's language changes to Rental Property Allotment, Owner Occupied Properties Allotments, Utility Allotments and Burial Allotments. Mr. Sanschagrin made a motion to accept the amended language changes to the Town of Bristol's Welfare Guidelines. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Technology Review Committee: Guidelines/ Plymouth State University (PSU)/ University of NH (UNH) Renewal: Mr. Miller reviewed and discussed with the Board the current state, options, technical steps needed and recommendations of the Technology Review Committee in relation to staying with PSU and entering a three (3) year contract. The committee recommended working to edit the language of the contract to match the email from PSU, to reduce the bandwidth to approximately 200MB to reduce cost, reviewing usage with PSU at least quarterly and adjusting accordingly. He recommended that the Town begin a project with PSU to move Bristol's Firewall to the Town Office and the PSU equipment to be able to monitor the fiber optics. Mr. Lagueux made a motion to allow the Town Administrator to enter a three (3) year agreement with Plymouth State University (PSU) for the fiber. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

The Board also reviewed the guidelines and will add the standard language used in other guidelines – no budget for the Committee, no representation of projects under the Board and Town Admin have reviewed and approved, including negotiations and contract. Ms. Goodwin will prepare the Guidelines for the Board to adopt at the June 1st meeting.

Beach Ordinance Update: Ms. Goodwin and Ms. Tivey reviewed proposed changes to the current Beach Ordinances. Some of these proposed changes were that beach parking permits will not be sold to people whose only ownership/taxpayer status in Bristol relates to the following: Campground owners/taxpayers (individual sites) and those that are Boat slip owners/taxpayers. Adding a long-standing Town practice to the Beach Ordinance that no more than two (2) Annual Beach Permits may be issued per household. The Board made no decision on these proposed changes and other proposed changes to the Beach Ordinance in hopes that Ms. Simpson, Town Clerk/Tax Collector, would be available to come to the June 1, 2023, Select Board meeting and have a discussion with the Board.

Job Descriptions-Review and Approval: Ms. Goodwin presented the proposed job description for the Seasonal Building and Grounds Laborer. Mr. Glassett made a motion to approve the job description for the Seasonal Building and Grounds Laborer as presented. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin presented the proposed job description for the Shared Assistant for the Town Clerk/Tax Collector's Office and the Executive Office. Ms. Dion made a motion to approve the job description for the Shared Assistant for the Town Clerk/Tax Collector's Office and the Executive Office as presented. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Town Administrator's Report:

Building Updates:

Ms. Goodwin informed the Board that the Public Safety Building Project has run into some ledge and that they will not be blasting but are hammering the area. This has not slowed down the timeline of the project and things are still moving forward. The project anticipates that forms will be put in this week and pending the rain over the weekend, the start of concrete being poured is projected for next week. The Project is still waiting on the NHDOT permit for the driveway, requests for information have been submitted by NHDOT and responses from Groen have also been submitted. Ms. Goodwin stated that any other ARPA fund usage has been placed on hold.

Ms. Goodwin updated the Board on the Salt Shed destroyed in Highway/Transfer Station fire. She stated that Primex will be issuing the Town a check for \$29,435.03 for the shed's replacement.

Vehicle Updates:

Ms. Goodwin let the Board know that the Highway Department's Dodge vehicle was getting codes on the new truck, and they brought it to Nucar in Tilton to determine what the issue is.

Employee/Department Updates:

Ms. Goodwin let the Board know that the Town Clerk /Tax Collector's Office will be closed on Friday, May 19, 2023, and Monday, May 22, 2023, due to illness and scheduled time off. This information has been posted on the Town Office doors and Town's website in multiple locations.

Ms. Goodwin informed the Board that NHDES will be conducting a sanitary survey of the drinking water system. The Town will also be discussing the possible clean-up site of this property. This is scheduled for June 1, 2023, and the Water/Sewer Superintendent has asked if there is a Select Board member who is able to attend as she is unable to attend due to a conflict. The meeting will be at Fowler Well at 9:30am and Mr. Lagueux and Ms. Dion both agreed to go on behalf of the Select Board.

Ms. Goodwin asked the Board to consider the recommendation of the Water/Sewer Superintendent to abate the sewer portion of the bill for Cielito Mexican Restaurant, as a hose was left on involuntarily all quarter. The amount to be abated is \$1,979.31. Mr. Glassett made a motion to approve the recommendation of the Water/Sewer Superintendent for the abatement amount of \$1,979.31. The motion was seconded by Ms. Dion. No further discussion. The Board voted 3-0-1, in favor of the motion. The motion passed.

Ms. Goodwin let the Board know of her desire to attend a Policies Certificate Program. She explained that the class is an eight-week course curriculum for municipal officials which goes from September 13, 2023, to October 25, 2023. The course covers Internal Controls, Segregation of Duties, Fraud and Risk, Police for Operations and Budgeting, Fund Balance Policy, Revenue Policies, Expenditure Policies, Investment Policy, Debt Policy, Capital Planning and Fiscal Capacity. The Board had no issue with Ms. Goodwin's request.

Ms. Goodwin shared an article on Leading the Team written by Tom Caldwell. This article highlighted the Bristol Police Chief Kris Bean as he settles into his new role.

Events:

Ms. Goodwin reminded the Board of the Goal Setting Session that is scheduled for May 23, 2023, from 12:00-4:00pm.

Other Updates:

The Town has asked Don Milbrand to join the Planning Board to fill the term of a recently opened position. He will also serve as the Planning Board's Representative for the Capital Improvement Program Committee (CIP). Ms. Goodwin asked the Board if they would consider making this appointment. Ms. Dion made a motion to appoint Don Milbrand to fill the open position on the Planning Board until March 2026. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin let the Board know that the Affinity LED project is complete. She stated that the contractor installed the rest of the lighting this week and has also installed the shade at the North Main Street location. She asked the Board what they would like to do with the old lights. It was decided that the Highway Department would store the fixtures and a decision would be made at a later meeting.

Realtor Giveback Day was May 4, 2023, and Ms. Goodwin let the Board know that the Lakes Region Board of Realtors, which includes the Bristol Group did a beach clean-up at Cummings Beach. Those who helped clean the grass area at Cummings Beach were from Old Mill Properties & Granite Group Realty Services.

Ms. Goodwin gave the Board a "heads up" on a property on Summer Street. There are several concerns. The property owner has been given a month to resolve the matter or the Health Officer may issue an Order to Vacate.

Ms. Goodwin alerted the Board to an email sent by the Town's Finance Officer. This report, a Budget Analysis, shows where budgets are in comparison to where they should be.

Ms. Goodwin let the Board know that she notified the Pemi-Path Sub-committee (PPSC) that the Army Corp requested a single line of communication and that all communication, including letters, etc., must go through her office. She shared an email, that Army Corp took samples of the material in a container and four (4) soil samples of the area around the container. They anticipate a 2-week turnaround with the results.

Ms. Goodwin wanted the Board to know that TD Bank implemented a new website banking system on May 8, 2023, which caused some of the Town's AP checks to be returned. It is believed that it was restricted to seven (7) vendors, who the Executive Office has been in contact with and are paying for fees that may have been charged. TD Bank will reimburse the Town for those fees.

Ms. Goodwin shared with the Board a conversation that Mr. Brown had with the Fish and Game Office informing him that no Fish and Game Officers would be at the Wellington Boat Ramp this summer. She let the Board know that Chief Bean's concern is that the Bristol Police Department is bearing the cost of Wellington coverage, regardless of having the same authority as Fish and Game Officers.

Ms. Goodwin updated the Board on a Timber Intent brought up at the May 4, 2023, Select Board meeting. It was inquired on whether there was an Intent issued for work being done off Summer Street and Ms. Goodwin confirmed there was.

Ms. Goodwin updated the Board on the North Main Street Concern. The Town has updated records to reflect the damage and both Mr. Chartier and Mr. Bucklin have spoken to the owner's contractor. It is

supposed to be repaired Friday, May 19, 2023. The Town will follow up after the repair to make sure that the matter has been addressed.

Ms. Goodwin asked the Board if they had any concerns about adding two more garden beds in Kelley Park, if funding is available for the Community Garden Group. She checked with the Highway Department, and they feel that there is room to allow this, and they have no concerns. The Board voiced no concerns.

Communications:

Ms. Goodwin shared a letter from the Attorney General to Municipalities. This letter is regarding social media platforms and whether communities are bringing independent action or not. The Attorney General's Office has asked that the Town contact them before making a final decision as they are actively considering how best to protect youth from these platforms.

Ms. Goodwin discussed with the Board an Inspection of Red List Bridges. This report was based upon 2022 inspections. The State Red List bridges increased from 114 to 118 and the Municipal Red List bridges decreased from 222 to 210, this includes 22 removed bridges and 7 new bridges added. Ms. Goodwin explained that there are two State bridges under Bristol, one ranked as 42 on the list and poor, that is proposed within the 10-year plan for 2029 and the other ranked 74 on the list and poor, fair, and good, that is also proposed within the 10-year plan for 2029. The Culvert/Bridge on Danforth Brook Rd is also still on the list and labeled Poor.

Ms. Goodwin alerted the Board to the Grafton County Commissioners Proposed Fiscal Year 2024 Budget. She will post it online for the public.

Ms. Goodwin let the Board know that a Wetlands Permit-by-Notification for Converse Family Trust for the replenishment of sand on the beach off West Shore Road was received.

Select Board Items: Ms. Dion let the Board know that the Information Booth at Millstream Park will be opening soon and if any local business has brochures that they would like displayed they can be delivered to Ms. Dion at the Tappan Thompson Community Center (TTCC) 30 North Main Street in Bristol or dropped at the booth after Memorial Day. A discussion ensued about the locking of the Information Booth and that the Police Department should be checking to make sure the booth is secure.

Mr. Sanschagrin let the Board know that the Planning Board approved the new coffee shop. A discussion ensued regarding the abutter's property and the parking access.

Mr. Lagueux asked when the debris on the beaches would be cleaned. He commented on the roadwork cut back on Schaeffer Road and that the Highway Department had done a nice job with the cut back.

Public Comments: Mr. Fellows let the Board know that water is still running across the sidewalk on Second Street when it rains. The Town will follow up with the Highway Department on this issue.

Ms. Dion made a motion to adjourn the meeting at 7:52pm, seconded by Mr. Sanschagrin. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda for May 18, 2023

1. Accounts Payable Payment Manifest dated 5/11/23
2. Accounts Payable Payment Manifest dated 5/18/23
3. Payroll Payment Manifest dated 5/11/23
4. Transfer of funds from the EMS Fundraiser Account to the Town's General Fund in the amount of \$80.00
5. Distribution of funds from the Accrued Wages Fund in the amount of \$2,735.35
6. 5-year review approval for Map/Lot #102-045 – \$500 Veteran's Credit
7. 2023 First Property Tax Warrant in the amount of \$5,849,328.81
8. 2023 Supplemental Tax Warrant for Newfound Meadows Housing Association in the amount of \$15,404.50