

Bristol Select Board
Meeting Minutes
August 17, 2023

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

Absent: none

Others Present for Public Session: Mark Bucklin, Highway Superintendent; Herb D'Arcy, Jan Metcalf, Richard Metcalf, Tom Keegan, Rosemary D'Arcy, Household Hazardous Waste Volunteers; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant-remotely.

Work Session: The Board visited the Public Safety Building job site at 230 Lake Street, Bristol beginning at 4:30 pm to review the project status including questions about the timeline, the sitework and radiant flooring update.

Ms. Dion arrived at 5:00pm.

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 Mr. Glassett. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 5:06pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Glassett. Motion was seconded by Mr. Brown. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 6:05pm.

Public Session: Mr. Lagueux opened the public meeting at 6:08pm by having Mr. Keegan lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the public and non-public meeting minutes of August 3, 2023, 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.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on August 17, 2023, because it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board. The motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. 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 August 17, 2023, Consent Agenda, and Manifests dated August 10, 2023, and August 17, 2023, to include the items named therein, motion seconded by Mr. Glassett. No further discussion. The Board voted 3-0-2, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

2024 Highway Department Truck Purchase Order: Mr. Bucklin explained to the Board that Ford was only able to fill 5% of truck orders for 2023 and that the Town has been informed that the order for the

Highways 2023 F550 truck will not be filled. He discussed the need for a new purchase order to be placed on a list to order a F550 truck for 2024. Mr. Glassett made a motion to rescind purchase order #003819 in the amount of \$62,848.00 for the 2023 Ford F550 truck. The motion was seconded by Mr. Sanschagrin. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Glassett made a motion to approve purchase order #003813 in the amount of \$65,837.00 for a F550 truck and for the Town Administrator to sign all necessary documents. The motion was seconded by Mr. Sanschagrin. A discussion ensued regarding the color of the vehicle and the request for the truck to be white, if possible. The Board voted 5-0-0, in favor of the motion. The motion passed.

Highway Department Updates: The Town has been advised that Primex has paid the owner of the damaged vehicle window.

The Town is still working on the phone issues with the Highway and Transfer Station buildings. The resolution being looked at is installing a regular phone in the Transfer Station booth as the line already exists.

The date of the Salt Shed loss was March 2, 2023, and the Town received Actual Cash Value for the shed in the amount of \$29,435.03. The Town needs to decide if they want to file for Withheld Depreciation (Recoverable Losses) by September 2, 2023. If the Town notifies Primex of their intent, then the rebuild and documentation of those costs to rebuild can be submitted within two (2) years of the date of the loss. Mr. Bucklin is not rebuilding now, due to space issues, however, there is a need for a building and the thoughts are to notify Primex of the Town's intent. This will give the Town time to plan and complete and possibly get more money to offset the costs. The Board agreed.

The Highway crew has checked the pipe and sink holes on Green Street. The pipe running from the driveway catch basin to the concrete basin on the property is in bad shape. It has not been determined if this is Town property/easement. The sink hole in the driveway was filled in, but there is still research to be done as this could lead to a bigger repair going forward. Ms. Goodwin and Mr. Bucklin are tracking down more information for the Board.

The last payment of \$20,242.00 for the current Holder tractor lease is November 2023. Mr. Bucklin is investigating options for a replacement tractor but needed input from the Board at this meeting. The trackless from HP Fairfield is the last in stock and previously this was discussed as an option. However, the Holder from Chadwick Baross is approximately \$5,000 less overall and the lease payments are approximately \$6,000 less. The Board agreed with Mr. Bucklin's recommendation for another Holder and a Purchase Order will be prepared for the next meeting.

The Town should know by Monday, August 21, 2023, when the repair for Upper Birch Road will be done. The road crew has visited the road and filled in any potholes, etc., until the repair can be completed. The shimming for Bristol Hill Road is being proposed to move forward as it is anticipated that there will be enough money in the budget to cover the cost of \$69,339.00. The paving for Baker Street will be scheduled when GMI comes back to do the shimming for Bristol Hill Road.

Mr. Lagueux asked Mr. Bucklin to remove gravel at both ends of the bike path and to look at and fix erosion by the lower bridge when the Highway crew had time.

Household Hazardous Waste Day Update: Mr. Keegan updated the Board on the Household Hazardous Waste Day held on August 5, 2023. He thanked all the volunteers that helped make the event possible. He reported that the event was successful with 194 vehicles that came through and about 3 and a half tons of hazardous waste collected. Ms. Metcalf echoed Mr. Keegan's thanks for the volunteers that made the event run smoothly and the need for a Town employee such as the Transfer Stations Lead Attendant to take over this event when hired.

Finalize Conditional Approval of Jeep Bid: Some Board members were able to view the 16 airpicks and associated equipment at the Fire Department, which were proposed to trade for the 1969 Jeep as the highest bid. Chief LaRoche also provided a recommendation to accept this bid as the equipment was in great shape and needed. Mr. Sanschagrin made a motion to accept Matthew Wicks high bid of sixteen air picks and associated equipment, worth \$15,600.00, for the 1969 Jeep. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Business Development Site/Visit Bristol Site Updates: Ms. Goodwin and Mr. Overton gave the Board the first look at the Visit Bristol site. The intent was to complete a project started by the former Town Administrator and has been altered to provide three (3) sites, which will link back to each other. One will be the Towns, one will be the Business Development site and one will encourage visitors to come to Bristol. She gave kudos to Mr. Overton for stepping up and taking over this and other projects to promote the Town. After some final changes, the site should be ready.

2024 Budget Discussion: Ms. Goodwin and Mr. Brown updated the Board on the Budget Committee's first meeting held on August 15, 2023. The Budget Committee's new member is Daniel Kenney. Paul Regan was voted in as Chair of the Committee and Susan Sodano was voted in as the Vice Chair. The Board reviewed and agreed to the proposed budget meeting schedule with meeting more often for shorter periods of time. The Board agreed to honor the Budget Committees' request to give a one-page synopsis of their priorities and provided direction to the Department Heads to focus on employee retention, pay and benefits and to request what was needed to run their departments efficiently by examining the department's needs vs wants.

Town Administrator's Report:

Ms. Goodwin reported on the following items:

Employee/Department Updates:

Fire Department:

Nothing new to report on the Fire Department's building damage claim.

The F550 2008 Ford Truck was sold by Bill of Sale on Monday August 14, 2023. The buyer provided a \$8,000.00 bank check and the truck will be picked up by the weekend.

Highway Department:

The Town is working on an updated process for streetlight outages and the reporting system. Once completed a notice will be put out to the public and staff for how to report a light out.

Police Department:

The installation of the Outside Call Box is still being worked on.

The Police Department's newest cruiser should be fully outfitted by the end of this week or next. When it comes back, some work will need to be done on the oldest car, but it should not be anything major.

The Police Department had four (4) people reach out about the open position for a Police Officer. Two (2) interested parties could not take the big pay decrease. One is still interested and the fourth stopped responding.

The Police Department applied for a State of New Hampshire Grant under enforcement, which they have been awarded. This requires an acceptance of the grant with a Certificate of Vote showing all required parties voted with signature approval by the Town Administrator, to accept the grant for \$33,109.88 with \$10,486.62 to come from the Police Department budget and budgeted in 2024. The grant is a 75/25 split. The grant provides the Police Department with the opportunity to obtain the following equipment: 5-in car radar units, 3-movable radar speed display signs, 5-Lidar units, and 1-speed radar display trailer with statistical software. The Board discussed the need for the equipment and Ms. Goodwin shared that some of the in-car units are not working and the current speed trailer is also not working. Mr. Sanschagrin made a motion to allow the Town Administrator to sign all necessary documents and to accept the State of New Hampshire Enforcement Grant for \$33,109.88 with \$10,486.62 to come from the Police Department budget, to be budgeted in 2024. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed,

Water/Sewer Department:

There was another lightning strike at Hopkins. The cost for repair is \$1,700.00. Mr. Chartier is going to push to have the company (EII) get the update to the SCADA system sooner than later. It is hoped that this will fix the issue with the lightning strikes. It is unclear what is causing this, but there is some concern it has something to do with the phone lines.

The Department has a work around for the failed valve issue. The valves are not where they should be, but Mr. Chartier has located a company that can do the type of excavation work if it is needed.

The New Hampshire Department of Environmental Services (NHDES), who conducted the sanitary survey/inspections for the Town, has chimed in on the Batten Road water pressure issue and is also recommending the property owner contact a plumber to determine line size.

The Town received a call from United States Department of Agriculture (USDA) about the grant and loan funding previously awarded for the original Sewer to the Lake Project. The Town never contacted them to turn the grant/loan back to USDA, so they have continued to hold it in the Town's name. Ms. Goodwin talked to Mr. Chartier, USDA, and Underwood Engineers about a way to help the Town finance the project utilizing the low-interest loan. The Town would need to notify USDA by Friday, August 18, 2023, if the Town is turning the grant back and taking advantage of the low interest loan. The USDA representative said that he would support this approach if the scaled down scope is part of the original scope. The Board agreed.

Assessing / Land Use Department:

An enforcement training has been scheduled for "junky yards" on August 23, 2023, at 1:00pm. The Select Board is invited to attend.

Update on the South Main Street property – The Notice of Violation–Final Order to Remedy has been issued as of August 17, 2023. Family members have called about the property and have been advised to work with the owner to clean up and transfer ownership to them as there would be additional fees assessed by the Town if the Town takes the property first.

Executive Department:

The Builders Risk Insurance for the Public Safety Building has been resolved and the Town has received a Certificate of Insurance for coverage for the Town. Groen will carry coverage for their equipment, and their contractors, subcontractors, etc.

Ms. Goodwin reviewed the end of year student list and found one student from Bridgewater under Bristol's count. The School District was emailed to update their records.

The End of Summer BBQ is set for September 28, 2023. The hours were changed to 11:00am to 4:00pm. The event has been moved to the Historic Town Hall, which will allow for outdoor games and indoor training. A Hold the Date flyer was given out with paychecks this week.

HUB66 meetings have restarted and will be monthly. This week's meeting discussed more specific information on the phases and the addition of jobs. The Town's website has been updated with some information on the build-out phases. HUB66 will get a job description to update their website and have been asked to also provide more information about the work being done. A topic discussed was the Transfer Station storage and if the Board is okay with the continued use. HUB66 needs a space to store equipment until Phase 5 is completed. They are still working in Bristol and have completed Phase 1 and Phase 2 and will complete Phase 3 this week. Hub66 will remove all personal items and will clean storage and move back to the sides of the lot out of the Town's way. Also discussed were the wires and equipment dropped down from poles and left hanging. These items were almost hit twice by the Town's mower. And finally, once the pole listing is provided to the Town, the Town will begin the process of transferring ownership of the pole licenses from Phase 1 and Phase 2.

The Town has begun training Department Heads and Administrative Assistants on the MRI Software changes and how to run their own reports for Finance. This will free up Finance and will allow the Department Heads hand-on tools for checking numbers and budgets quickly. The Town has also begun training on the budget module, which is part of the Finance software and will use the new program to enter budgets into the system for this year's budget process.

The Aflac benefits administrator will visit Bristol and hold five (5) sessions for employees to visit and ask questions. If an employee chooses to sign up, the employee pays the cost, not the Town.

Nothing new to report on the status of the Eversource Make Ready billing. Eversource has responded but is trying to locate additional information on the billing to provide to the Town.

Update on the Speed Limit Discussion from August 3, 2023, Select Board Meeting:

Per statute, the Town can set speed limits on roads, by either following the statute listing 265:13 or by conducting a traffic study (which can be done by the Police Department) and holding a public hearing during a regularly scheduled meeting. Ms. Goodwin has talked to the Police Chief, and he has confirmed that they do get a lot of complaints about speeding on New Chester Mountain Road. The Chief also confirmed that the Police Department could conduct the traffic study for the Town, if the Select Board chooses to do this. In addition, a member of the public watched the last Select Board meeting and asked

about Peaked Hill Road. They said that the whole road had no speed limit signs and they felt, at a minimum, that signs should be placed on the road. The Board asked Ms. Goodwin to work with the Police Chief to first conduct the traffic study for New Chester and to revisit both issues once this is complete.

Beaches:

Another Permit Parking sign has been taken from Cummings Beach. Older signs are being used to replace the stolen signs.

The most recent water testing results have been received and the lake water at both beaches is still looking good.

August Employee Appreciation:

Tyler Ford from the Fire Department with 16 years of service and Josiah Towne from the Police Department with 5 years of service were recognized.

Open Positions:

The Cemetery Trustees are accepting applications for an open position until August 31, 2023.

The Minot-Sleeper Library is looking for a new Library Director.

The Transfer Station has a part-time Attendant position open.

Events:

Thursday night concerts are continuing through August 24, 2023.

The Minot-Sleeper Library will hold an Arson Investigation Team event with the arson dog, Anthem, on August 22, 2023, at 6:00pm at the library.

Communications:

CASA thanked the Town for the recent \$500.00 gift.

The Town received a "thank you" for the work the Enforcement Office has been doing with Land Use.

Other:

All Committees Meeting surveys are almost done.

Very Excellent is permanently closed.

Select Board: Ms. Dion wanted to remind community members that Old Home Day will be held on August 26, 2023, 10:00am to 3:00pm at Kelley Park.

Mr. Sanschagrin reported that the Planning Board did not have a meeting last week and that several members of the Planning Board took the offer to get books and eBooks.

Mr. Brown wanted the Board to know that he and Representative Sellers are still working on getting a light installed at the Exit 23 ramp. He inquired about the boat ramp at Wellington State Park and the

increase of details by the Police Department. Mr. Brown will be away for part of November for a medical procedure.

Mr. Lagueux received a call from NH Fish and Game regarding the boat ramp at the Mooney Clarke Landing. He reminded the Board that swimming at a boat ramp was illegal. Mr. Lagueux updated the Board on his meeting with Superintendent Nilhas from the Newfound School District where he stressed with the Superintendent to be transparent in the budget process and the importance of communication. Superintendent Nilhas agreed to investigate the speed bumps at Newfound Regional High School.

Mr. Lagueux announced the hiring of Ashley Bureau as the Part-time Temporary Administrative Clerk for the Land Use/Assessing and Highway Departments.

Mr. Glassett highlighted the dedication of Hazels Park off Ayers Island Road. He sent out kudos to Chief Bean for his role in this dedication. Mr. Glassett also sent kudos out to the Police and Fire Department for their roles in the recent river rescue.

Public Comments: none

Ms. Dion made a motion to adjourn the meeting at 9:01pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Appendix – Consent Agenda 8-17-23

1. Accounts Payable Payment Manifest dated 8/10/23
2. Accounts Payable Payment Manifest dated 8/17/23
3. Payroll Payment Manifest dated 8/17/23
4. Distribution of Funds from the Building Maintenance Fund in the amount of \$1567.96
5. Distribution of Funds from the Sewer Capital Reserve in the amount of \$12,138.00
6. Approval of the MS-535 Financial Report
7. Approval of Religious, Educational, and Charitable Exemptions for:
 - a. American Legion, Post 26 – Map/Lot #114-105
 - b. Bristol Baptist Church – Map/Lot #114-091
 - c. Bristol United Church of Christ – Map/Lot #115-064 and 114-031
 - d. Bristol Recreational Advisory Council – Map/Lot #114-009 and Map/Lot #113-048
 - e. Bristol Cemetery Association – Map/Lot #116-102 and Map/Lot #116-074
 - f. Bristol Community Services – Map/Lot #114-189 and 114-196
 - g. Mayhew, Inc – Map/Lot #104-001, 113-132, 104-134, 104-135 and 204-001
 - h. Mid-State Health Center – Map/Lot #228-013
 - i. Lakes Region Visiting Nurses Association – Map/Lot #112-072
 - j. Roman Catholic Bishop of Manchester – Map/Lot #111-054 and 111-005
 - k. Slim Baker Fund – Map/Lot #227-003 and 227-033
 - l. SNHS Elderly Housing – Map/Lot #216-101-002
 - m. Union Lodge Masonic Association – Map/Lot #114-182
 - n. Upward Bound Youth Development – Map/Lot #224-024, 224-025 and 224-026
8. Assessing / Land Use Manager Job Description
9. Deputy Health Officer Job Description
10. Approval of the 2023 MS1 – Summary Inventory of Valuation
11. Approval of new Veteran's Credit for 2024 for Map/Lot #217-044 in the amount of \$500.00
12. Removal of Veteran's Credit in 2024 for Map/Lot #216-069 as it no longer qualifies
13. Approval of Updated Liquor License letter for the Traveler's Rest