

Bristol Select Board
Meeting Minutes
October 5, 2023

Present: Select Board members: Shaun Lagueux, Scott Sanschagrín- (tardy arrived at 5:31pm), Les Dion, Rob Glassett, Carroll Brown, Jr., and Christina Goodwin, Town Administrator

Absent: none

Others Present for Public Session: Ingrid Heidenrich, Welfare Services; Raymah Simpson, Town Clerk/Tax Collector; William Dowey, Economic Development Committee Chair; Paul Regan, Budget Committee Chair; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant/Beach Supervisor.

Work Session:

Welfare - Ms. Heidenrich presented the Welfare Administration budget highlighting the increase in COLA and Step approved in 2023 along with the adjusted associated wage and rate costs. She had no increases in the Welfare Service and Vendor payments but reported seeing an increase in rent requests.

Recreation – TTCC - Ms. Dion delivered the Tapply Thompson Community Center's (TTCC) budget stating that the TTCC keeps Town shares to 30% of the TTCC budget and then shares the cost out to eight towns. The 2024 overall budget for the TTCC increased for all Towns by 6%. Bristol's share is 24% of the Town share.

Kelley Park - Ms. Dion explained that there was no increase in the Kelley Park budget for 2024. She gave an update of projects that had been completed at the Park.

Patriotic - Ms. Dion and Ms. Goodwin reviewed the Patriotic budget no change.

Economic Development - Ms. Goodwin informed the Board that the Economic Development Committee's budget was level funded for the 2024 fiscal year.

Town Clerk/Tax Collector – Ms. Simpson gave an overview of Town Clerk/Tax Collector's budget. She offered explanations to the increases in the budget such as COLA and Step for wages, the Town holding four (4) elections, numerous work sessions required by the State and scanning that takes between 6 and 7 hours that needs to be completed after each election, increase from six (6) ballot clerks to 10 to accommodate the increase in elections, the need for additional election materials, cost in election printing and advertising for openings on Boards and Committees. Ms. Simpson also highlighted the increases in seminars/trainings and Overtime.

Beach - Ms. Tivey reviewed the 2024 Beach budget. She discussed the adjusted increases for water testing, if needed for the 2024 season based on the number of water tests completed during the 2023 beach season. She highlighted an increase in maintenance/improvements due to damage at the beaches and the possibility of a new swim line contractor.

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Brown 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. Sanschagrín. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 5:45pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. 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 6:35pm.

Public Session: Mr. Lagueux opened the public meeting at 6:40pm by having Mr. Dowey 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 September 21, 2023, and September 28, 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 October 5, 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 Mr. Glassett. 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: Mr. Glassett made a motion to approve the October 5, 2023, Consent Agenda, and Manifests dated September 28, 2023, and October 3, 2023, to include the items named therein, motion seconded by Ms. Dion. 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.

Police Department-Taser Contract: Ms. Goodwin reviewed the terms of the 5-year contract with Axon Enterprise, Inc. and the financial savings if the contract is renewed as previously discussed in the Work Session with the Police Chief. Mr. Sanschagrín made a motion to approve the contract with Axon Enterprise, Inc. in the amount of \$54,901.92 over 5 years and to authorize the Town Administrator to sign all documents associated with the contract. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Personnel Policy Updates: Ms. Heidenreich discussed with the Board the current language in the Personnel Policy revolving around vacation and personal time and the merging of vacation and personal time into a new category called Earned Time. There would be no change to the sick time. She stressed that new employees who had not reached 90 days of employment would not be eligible for Earned Time payout. The Board recognized the work and time the Personnel Policy Sub-Committee has done and verbally supports the Committee's continued work; however, they made no formal decision to accept any language changes at this time. A discussion ensued about the terms non-emergency services, essential functions, non-essential employee, and essential employee. Language and job classifications used by FEMA have been suggested to help with this topic.

Beach Close Out and Job Descriptions: Ms. Simpson and Ms. Tivey discussed with the Board options for changing the Town of Bristol's Beach Ordinance. The Board agreed to language changes to Beach Rules: restricting inflatable paddle boards and inflatable kayaks in the swim line area. The Board wanted to see new language in the issuance of Permits with taxpayers owning Trusts to include having transferable permits for Trustees with an increased cost of \$100.00. Another change requested by the Board was giving taxpayers and residents the choice of staying with the current practice of no more than two (2) permits per household at a cost of \$10.00 per permit with a valid vehicle registration or allowing a household to purchase one (1) annual beach permit at a cost of \$10.00 and a transferable beach permit for \$25.00, that

would list license plates of others in the household with valid vehicle registrations. If a transferable permit was lost, then the person who might be requesting a new permit would have to fill out an affidavit and pay for a new permit. Ms. Simpson asked the Board to hold off making any final decisions so she could have time to think about any possible ramifications. The Board agreed. The Board reviewed job descriptions and held off approving the Beach Attendant and Beach Supervisor descriptions until language under Scope and Effect is clarified. In addition, under the Beach Attendant job description Work Environment and Physical Demands were rewritten, and information was added to the Beach Supervisors job description.

Ten-Year Plan NHDOT Project Discussion: Mr. Dowey reviewed the Ten-Year Plan for the NH Route 104 (Summer Street) starting at School Street to Danforth Brook Road and stopping at the Rite Aid entrance. He informed the Board that the NHDOT let him know that the Town cannot have everything in this plan and if the Town does not give input as to what should be eliminated, they will make that decision for the Town. Mr. Dowey reviewed the Project costs that have increased due to COVID and inflation. He also let the Board know that the project might require the State to take two homes and that there is no right of way funds available until 2027.

LRPC Costs: Mr. Dowey discussed with the Board 12.2% increase in funds for Lakes Region Planning Commission, placing Bristol 16 out of 28 Towns and the benefits Bristol receives being a seated member on the Lakes Region Board.

Housing Needs Assessment Discussion: Mr. Dowey reported the findings of the Lakes Regional Housing Needs Assessment completed in April of 2023. The report contained 106 pages which summarize the State's and local individual housing needs. He went on to explain that the report features models and extrapolations of populations needing affordable housing (30% rule) for ranging levels of income based on Area Median Income (AMI) and Labor Market Area (or Index). He discussed the impacts of homes being converted to vacation/short term rental properties. Bristol is projected to need 217 new residences by 2040, 103 of which should be "affordable." He explained that the Town's Master Plan should address affordable housing but this in no way locks the Town into being responsible for the construction of these needed dwellings.

Mr. Dowey asked the Board if they agreed with the proposed recommendations suggestions, he would like to offer on Lakes Region Housing Needs Assessment on behalf of Bristol:

- 1.) Transition the document (Sept 2023 draft) to Final. (This version excludes the fair share allocation table page 93 in the April 2023 version.)
- 2.) The report does not include industry views on housing shortage and associated implications. (eg. Industries threaten to relocate to another state). This should be added.
- 3.) The report does not include recommendations to State government and legislature as to what might be done to provide further relief for financially strapped towns to meet potential state mandated allocations. This should be added.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Fire Department:

Trusses are being installed at the Public Safety Building and are anticipated to be completed by next week. The Town is working on closing out Phase 1 and beginning Phase 2 of the bonding.

Highway Department:

Letters are being issued to residents on Jeffers, Schaeffer, and Remick Roads for encroachment issues, blocking of the Class VI Road, and signs regarding the type of traffic on a Class VI Road.

Police Department:

Arro's tooth was replaced. The Town has received payment from Primex and donations. Officer Kelley has been reimbursed for the costs of Arro's dental needs. A list of "thank you" notes will be ready for the Board at the October 19, 2023, Select Board meeting.

The traffic study has begun. This study stems from the Board's August 3, 2023, Speed Limit discussion.

Assessing/Land Use Department:

The enforcement training has been rescheduled for October 24, 2023, at 1:00pm.

Nothing new to report on the South Main Street property.

Executive Department:

A Town employees' hire date was entered incorrectly in the system and the recognition was missed for June. To correct this oversight a special posting online and on Facebook was made recognizing Cindy Westfall for her 21 years of service at the library.

For October the following employees are recognized for their years of service to the Town; Aaron Heath, Fire Department – 15 years, Wendy Smith, Executive Office – 5 years, Jonathan Southland, Highway Department – 7 years, and Tim Woodward, Police Department – 18 years.

Thank you to members of the End of Summer BBQ sub-committee; Ingrid Heidenreich, Wendy Smith, Deb Tivey, and Kirsten Marsh for helping plan the event. Thank you to JoAnne Bailey and Kris Bean for helping get donations for the raffles. Thank you to the Highway Department for picking up games and the grill and to the Fire Department for use of their corn hole boards. Thank you to the trainers: Primex and the Fire Department. Thank you to those who donated gift certificates or merchandise: Sue Bean from Dunkin Donuts, Mark McDonough from the Homestead, Tim & Claudette Smith from the Crazy Cat Winery, and Joe & Bailey Caristi from Bristol Florist, Renaissance Florals.

Ms. Goodwin had a discussion with Chief Bean about the next Police Vehicle being replaced in 2024 and if the vehicle could be rotated to a Town vehicle. The vehicle needs work, which will have to be done while the Police Department still needs the vehicle. It was Ms. Goodwin's recommendation that the Town does not pursue a Town Vehicle, that the mileage reimbursement line is increased a little and then transition the vehicle coming out of the Police Department to the Town. Mr. Glassett was concerned about the maintenance costs of this vehicle.

MRI's Financial Support started on Friday, September 29, 2023. MRI is moving ahead in providing financial support and has made some recommendations already with the systems. MRI will be meeting with the Treasurer this Friday. MRI will be here on Fridays until a replacement is determined.

Nothing new to report on the status of the Eversource Make Ready billing.

The quote for 19 pieces of Llumar window covering includes covering all windows at the Town Office that removed the shading downstairs, addition of Town Administrators Office, the addition of the small meeting room being used by the Police downstairs, and the addition of the two offices on the front side of the building upstairs currently being used by the Police is \$1380. To do the remainder of the Town Office (except storage areas upstairs and downstairs) is an additional \$1,000. The work could not be completed until November or December. The Board made no decision.

Open Positions: The Select Board is accepting applications for any interested candidates for one (1) open Cemetery Trustee position.

The Transfer Station Attendant position remains open. The potential candidate has not returned Mr. Bucklin's calls or emails. Mr. Bucklin has decided to wait until December when the Lead Transfer Station Attendant starts employment to pursue other candidates, if necessary. The advertisement will be removed from the website.

Events:

Grafton Regional Development Corporation has sent a "Save the Date" notice for their Annual Meeting to be held on November 26, 2023, from 9:00am – 10:30am.

Communications:

There is no new report on the Grafton County Fiscal 2024.

Other:

Surveys have been sent for the All Committee Meeting with a deadline of October 13, 2023, to reply. Once the results are finalized, a meeting to discuss scheduling the All Committees Meeting will take place. It will more than likely be the end of October, beginning of November before the All Committee Meeting meets.

Select Board Items: Mr. Sanschagrin pointed out that a parcel of land across from Rite Aid was for sale. He asked if the possibility of Bristol having a Dog Park was ever investigated and if grants were available for such a project. He highlighted the new street sign on Overlook Drive and reported that the Mexican Restaurant in Town is doing well.

Mr. Glassett reported on a meeting he had with the Fire Chief regarding the Public Safety Building and a minor issue of pipes being run the incorrect way. He also let the Board know the issue of parking was discussed and mentioned Ash Trees that might need to be removed but were on the neighbor's property.

Mr. Brown recognized the late-night Conservation meetings a staff member had been attending and inquired about that staff member's work schedule being adjusted and an option for dinner reimbursement. He let the Board know that the Lake Water Study Group would have a report to the Board by the end of the year. Mr. Brown inquired about water testing at the Breck-Plankey spring and a large drop off from the road to the spring that needed gravel fill in.

Ms. Dion reported a conversation she had with someone managing the Farmer's Market.

Mr. Lagueux asked about the trees flagged downtown and the traffic study that started.

Public Comments: none

Ms. Dion made a motion to adjourn the meeting at 9:50pm, seconded by Mr. Glassett. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Consent Agenda 10/5/23

1. Accounts Payable Payment Manifest dated 9/28/23
2. Accounts Payable Payment Manifest dated 10/3/23
3. Disabled Exemption Removal in 2024 for Map/Lot #217-016 as it no longer qualifies
4. 5-year review approvals:
 - a. Veteran's Credit for Map/Lot #224-030 in the amount of \$500
5. Distribution of Funds from the Recreation/Patriotic Special Events Fund in the amount of \$850.00
6. Appointment of William Dowey as Lakes Region Planning Commission Commissioner for a 4-year term from 11/21/23 to 11/21/27