

Bristol Select Board
Meeting Minutes
October 26, 2023

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

Absent: Rob Glassett

Others Present for Public Session: Patty Hayward, Library Director; Cade Overton, Media Manager

Nonpublic Session Per RSA 91-A:3, II (a), (b), (c), and (d) Ms. Dion 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. Brown. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Ms. Dion, yes; Mr. Brown, yes. The motion passed 3-0-0. Nonpublic session entered at 5:10pm.

The motion to leave the nonpublic session and return to the public session was made by Mr. Sanschagrin. Motion was seconded by Ms. Dion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 7:05pm.

Public Session: Mr. Lagueux opened the public meeting at 7:05pm by having Mr. Sanschagrin lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Brown made a motion to accept the public and non-public meeting minutes of October 5, 2023, October 12, 2023, and October 19, 2023, as written. The motion was seconded by Mr. Sanschagrin. No discussion. The Board voted 4-0-0, 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 26, 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 or render a proposed action ineffective. The motion was seconded by Mr. Sanschagrin. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Mr. Sanschagrin made a motion to approve the October 26, 2023, Consent Agenda, and Manifests dated October 12, 2023, October 19, 2023, and October 26, 2023, to include the items named therein, motion seconded by Ms. Dion. 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.

Introduction to New Librarian: Mr. Lagueux welcomed Ms. Hayward as the Minot-Sleeper Library's new Library Director. Ms. Hayward gave a brief overview of her work experience and vision for the library.

NHDOT Project Update: Mr. Brown updated the Board on a phone call conference he had with Ms. Goodwin, Mr. Dowey and NHDOT regarding the Ten-Year Plan. The phone call that initiated the discussion came from an engineering firm looking to bid on the project to become the engineering firm to design and oversee the project. Mr. Brown shared that the budget proposed by DOT, six (6) months ago, has

increased and that the 7.2 million dollars should be enough to complete both projects. This project increase has not been verified. These projects include widening the road, improving drainage, and putting in a bike path from O'Reilly Auto Parts to the Mill Stream and putting in a sidewalk starting at School Street and going to Rite Aid. Ms. Goodwin added that if homes needed to be purchased to complete this project that would not happen until the final design was completed. The Town does not expect a decision before the end of the year.

Proposed Highway Department Shed Replacement: Ms. Goodwin shared two proposed projects and locations to replace the burnt shed from December. A two-sided lean-to attached to the existing shed behind the Highway building and a storage container installed on the lower side of the Transfer Station. Mr. Bucklin estimates the cost of materials for the Highway Department to build the lean-to to be about \$3,200.00. He will be looking into the cost of a storage container to store cardboard and potentially florescent light bulbs. The Town has received about \$29,000.00 from Primex for the insurance payout and the funds are anticipated to complete both projects.

Proposed Disposal of Former Downtown Lighting: Ms. Goodwin reported that the Town currently has nineteen (19) light fixtures that the Highway Department is storing from when the lights were replaced in the downtown area. Parts of these fixtures are aluminum and they do not have real glass in them. Ms. Goodwin reported that the fixtures and wires were cut when they were removed for the new LED lighting installed, therefore, it would be a difficult task to reuse them. It is Superintendent Bucklin's recommendation to recycle the fixtures and put the funds received from recycling in the Town's General Fund. Ms. Dion made a motion to give the Highway Department permission to recycle the fixtures. The motion was seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Fire Department:

The Town has submitted documents for Phase 1 on the bonding of the Public Safety Building. The updated paperwork on the bonding for Phase 2 should be received next week. The framing has delayed the roofing. But the plan is to get the building weather tight by Thanksgiving. Another site visit for Select Board members and Committee members will be scheduled. There was discussion regarding the safety of the roofers and updated pictures of the project being placed on the Town's webpage.

Highway Department:

The Town is working on the phone issues with the Highway and Transfer Station buildings and is waiting for a quote on the repairs.

The Town is still working on the deeds/easements on Green Street.

Water Sewer Department:

There are two open positions at the Water/Sewer Department posted on the Town webpage.

Police Department:

The Outside Call Box has been installed. Signs will be added to direct the public to the call box for assistance after normal business hours.

Assessing/Land Use Department:

The enforcement training was held on October 24, 2023. One particular item of interest was the advice that an Environmental Assessment could be requested through the courts on one of the properties the Town was thinking about deeding, so the Town would know what it was getting into before taking the property.

The Department of Revenue (DRA) was contacted regarding the tax rate. The Department of Education is holding up the final numbers for apportioning the school portion of the tax rate and once that is done, the Town is ready to set the tax rate. There is no turnaround time guaranteed.

Executive Department:

A work session for Community Power will be set with the Board and Energy Committee for November 2, 2023.

The Board will move forward with the Police Chief's recommendation to re-install and install the window coverings on the Town Office windows.

Other:

A work session with the Board will be held to discuss the next steps, to answer questions about the expectations of the All-Committees Meeting, and the possible creation of subcommittees by some committees.

Ms. Goodwin presented a plan for the proposed Pemi-Path trail based on a site visit with the sub-committee and the engineer.

The Select Board priority memo to the Budget Committee was shared with the Board members who were not able to make the Budget Committee presentation. The Board determined that their priorities included 1.) employee retention, 2.) attraction of new employees, 3.) succession planning, 4.) maintaining existing services, and 5.) update the current plan for road maintenance.

Ms. Goodwin asked the Board if they would consider having a work session on November 30, 2023, to finalize the Personnel Policy changes, so it could be rolled out to all Departments and go into effect January 1, 2024. The Board agreed to a 5:00pm meeting.

Events:

The annual Scarecrow Decorating Contest is in full swing. Check out the scarecrows in the Square and in various places in Town.

The Newfound Regional Lake Association (NRLA) is holding their workshop Monday, November 13 at 6:00pm at the Alexandria Old Town Hall located at 47 Washburn Road.

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 to 10:30am. Ms. Goodwin will attend the meeting via Zoom and act as the Board's proxy.

Ms. Goodwin presented the Board with a host agreement for the Household Hazardous Waste Day Event for 2024.

Health Trust is holding their annual member meeting and Board of Directors Elections on December 7, 2023, at 3:00pm at the Grappoone Center in Concord.

Communications:

The Town received an email saying that Fish and Game had approved taking over the Mooney-Clark Landing into the Statewide Boat Access Program. There are still Committee meetings to finalize the transfer, but this project is moving forward.

Ms. Goodwin shared a request from a citizen asking the Town to investigate moving the increased speed limit on Route 104 beyond Ayers Island Road. She reports that turning on this road to go to the Transfer Station is very dangerous. This is a state road, so Mr. Brown will investigate this matter.

Swiss View has submitted a Wetlands application for waterfront and drainage improvements for 111-105, which is a private beach next to the Avery-Crouse Beach. The Town also received an Abutter's Hearing notice for a Special Use Permit for the same project. The hearing is scheduled for November 8, 2023, at 7:00pm. There are proposed drainage improvements, sand replacement, installation of an access ramp, replacement of retaining walls and other waterfront improvements.

Select Board Items: Ms. Dion wanted the community to be aware that North Main Street will be closed to vehicle traffic from 4:00pm to 7:45pm on October 31, 2023, for Trick-or-Treating. HALLOWEEN LIGHTS FOR HAZEL will be hosting a pumpkin display in Central Square - bring your carved pumpkin with a light (battery powered or tea lights only) to Central Square any time after 4:00pm. More info at www.hazelslightfoundation.org.

Mr. Lagueux was contacted by a resident asking for the Board to be proactive on the Parking Ban, signage and enforcement going into effect on November 15, 2023. He also reported a complaint he received about the tattered flag in front of the barber shop. This flag was taken down. Mr. Lagueux let members of the community know that he presented the Select Board budget to the Budget Committee on Monday, and he felt it was well received. He also felt encouraged that they were sympathetic and in support of the retention of employees and the hiring of new employees.

Mr. Brown reported on the Planning Board meeting he filled in for which was a short meeting due to no cases. The schedule for the year was looked at. He also felt it was important to find a way to have accessible handicap access at the beach at the foot of the Lake. Mr. Brown will not be available for the next Select Board meeting due to surgery.

Public Comments: none

Mr. Sanschagrin made a motion to adjourn the meeting at 8:35pm, seconded by Ms. Dion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah Clarke-Tivey

Consent Agenda 10-26-23

1. Accounts Payable Payment Manifest dated 10/19/23.
2. Accounts Payable Payment Manifest dated 10/26/23.
3. Payroll Payment Manifest dated 10/12/23.
4. Payroll Payment Manifest dated 10/26/23.
5. Distribution of Funds from the Highway Equipment Capital Reserve Fund in the amount of \$67,627.00
6. Acceptance of Unanticipated Revenues for the damage to Fire Department building in the amount of \$4,493.10