

Bristol Select Board  
Meeting Minutes  
November 2, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrin, Les Dion, Rob Glassett, and Christina Goodwin, Town Administrator/Deputy Health Officer.

**Absent:** Carroll Brown, Jr.

**Others Present for Public Session:** Michael Lacasse, Health Officer; Paul Bemis, Energy Committee Chair; Ben LaRoche, Fire Chief/Emergency Management Director; Cade Overton, Media Manager

**Work Session-Board of Health Annual Meeting:** The Board held a work session with the Health Officer, Deputy Health Officer, and Fire Chief, who along with the Board are members of the Board of Health. This meeting is a yearly requirement based upon new legislation passed after COVID. The Health Officer identified the three (3) public health or sanitation issues facing Bristol which needed to be identified in the report. Mr. Lacasse explained the three (3) issues as; 1.) Junky Yards, 2.) regularly scheduled inspections of multi-family buildings, and 3.) the ability to deal with issues once raised and identified. Those in attendance agreed that the hiring, training, and consistent support of a Health Officer was a success, and should be in the report. The Health Officer will file the necessary report with the State and the Annual Meeting will be moved to an earlier session in 2024.

**Work Session #2-Community Power Discussion:** The Board held a work session with Mr. Bemis of the Energy Committee to discuss the potential for Bristol to enroll in the Community Power Program of New Hampshire (CPCNH) a nonprofit power agency governed by member communities in the hopes of lowering electric rates for those who have Eversource as their electric provider. The process and steps to implement the program were discussed. The Board agreed to move forward with the process to allow voters to make the final decision at the Town Meeting.

**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 Ms. Dion. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Ms. Dion, yes; Mr. Sanschagrin, yes; Mr. Glassett, yes. The motion passed 4-0-0. 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 was seconded by Mr. Sanschagrin. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Ms. Dion, yes; Mr. Glassett, yes. The Board voted, 4-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:35pm.

**Public Session:** Mr. Lagueux opened the public meeting at 6:30pm by having Ms. Dion lead the Pledge of Allegiance.

**Public and Nonpublic Meeting Minutes:** Ms. Dion made a motion to accept the public and non-public meeting minutes of October 26, 2023, as written. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 3-0-1, in favor of the motion. The motion passed.

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the November 2, 2023, Consent Agenda, to include the items named therein. The motion was seconded by Mr. Glassett. A brief discussion

for clarification took place on Debt of Property Release. 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.

**Community Power Vote:** Mr. Lagueux gave a brief overview as to what transpired in the Community Coalition work session. He explained that this program has the potential to decrease electric costs to Eversource customers in the future. An affirmative vote by the Board would place this topic for discussion at Bristol's 2024 Town Meeting as a Warrant Article to allow the governing body to vote on it. Mr. Sanschagrín made a motion to authorize the Town of Bristol, Town Administrator or Governing Body Chair to enter into the "Joint Powers Agreement" of Community Power Coalition of New Hampshire under the provisions of New Hampshire RSA 53-A for the purpose of supporting member municipalities and counties in developing and implementing electric aggregation plans, pursuant to RSA 53-E, as well as related statutory authorities. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed. Mr. Sanschagrín made a motion to appoint Paul Bemis to serve as the Primary Representative to the CPCNH for the Town of Bristol. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Mr. Glassett made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on November 2, 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. Sanschagrín. Roll call vote taken: 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.

**EMS Contracts:** Chief LaRoche presented EMS contracts for 2024. He let the Board know that there were no changes to this year's formula. He explained that last year the formula used 20% population, and 80% total call volume to compute the blended percentage. The value of this year's contract in revenue to the town of Bristol was \$427,130 up 3.7% from last year's \$411,879. In total the EMS Program will bring in \$634,226.00, which is up 3.4% from last year's \$613,549. A discussion ensued regarding passing more of the burden onto other Town's to increase revenue for Bristol versus billing in good faith on the Strategic Plan. Mr. Sanschagrín made a motion to accept the 2024 EMS Contracts as proposed. The motion was seconded by Ms. Dion. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

**Master Box System:** Chief LaRoche discussed with the Board the discontinuation of the Municipal Box Alarm System. He explained that this request is due to cost and continued difficulty maintaining the system. Chief LaRoche recommended discontinuing the Fire Alarm System on May 31, 2024. He let the Board know that letters will be sent out this week to notify others on the system and allow them ample time to plan for the change.

**Town Administrator's Report:**

Ms. Goodwin reported on the following:

**Employee/Department Updates:**

*Fire Department:*

A nonpublic meeting with the Board to discuss the existing Fire Department Building has been scheduled for November 16, 2023. The geotechnical report and the Space Needs Committee Report will be available for that meeting.

Chief LaRoche reached out to Mike Callihan at Groen regarding the use of OSB sheathing at the Public Safety Building and confirmed that Farmington used the same on their project. He reports that this is how the pricing for Bristol was figured. Mr. Callihan did report that generally he is not a proponent of using OSB but is in the case of this building; for two reasons:

1. The OSB will be covered quickly with a weather tight product. One of the advantages of Zip Board is that it is weather tight allowing the building to sit in the elements for extended periods, such as not roofing until the Spring. That is an unnecessary expense considering roofing is scheduled for next month.
2. Most of the draw of Zip Board is that you can roof and side directly over it without the addition of vapor barriers. However, this is not the case with the roofing warranty. Mike sent me the details on this, and they still need to underlay the roof shingles, simply roofing over Zip Board would void the warranty. Again, what is often seen as cost-saving material would not apply to our building.

It will also be noted that the second-floor subfloor will be OSB, with a gypcrete underlayment, the same as the Farmington Public Safety Building. The roofing, at least the underlayment, should begin next week November 6 to November 10, 2023.

The time lapse video is being worked on. Another site visit for the Select Board will be scheduled once the building is weather tight.

*Highway Department/Transfer Station:*

The speed bumps at the High School are supposed to be removed this week.

The ash borer trees in Central Square should be taken down before Thanksgiving.

The company contacted for an assessment of the tree that was hit by the vehicle, originally responded asking the Town to flag the tree, which was done. They were contacted back and have not responded since. Superintendent Bucklin is contacting the company again.

Still working on the phone system, streetlighting, and Green Street issues.

Superintendent Bucklin is recommending keeping the Transfer Station open on Veteran's Day, Saturday, November 11, 2023, because the Town recognizes the holiday on Friday, November 10, 2023. The Board agreed to Superintendent Bucklin's recommendation with the stipulation that any Veterans would be allowed to take the day off.

The former 19 lights from Downtown have been dismantled and recycled and the Town will receive \$203.00.

*Police Department:*

The Police Chief reports that the 2004 Escape, the former town car/police vehicle, has been disposed of.

Nothing new to report with the Police Officer Open position.

The Speed Limit progress has stalled with scheduling but is still in progress.

*Water/Sewer Department:*

Nothing new to report on the Batten Road issue.

The open positions at the Water and Sewer Department have been posted on Facebook, Indeed, and the Town website. There has been interest and Superintendent Chartier is working on reviewing applications, resumes, and questions received.

Superintendent Chartier was able to provide documentation that showed his hire date was August 30, 1984, instead of the Town records of November 18, 1985. Ms. Goodwin presented the Board with a Personnel Action Form to correct the hire date in the Town's systems. Superintendent Chartier will be recognized this month for 39 years of service.

*Assessing/Land Use Department:*

The Town will pursue the avenue with the Town's Attorney asking the court to complete an environmental assessment on the South Main Street property.

Ms. Goodwin reported that she reviewed the tax portal, and it appears that new documents were submitted by the School District on October 26, 2023. This would insinuate that the school district had to make amendments from the Department of Education's review. The Department of Revenue (DRA) were contacted about booking questions on revenues and more information should be fourth coming.

*Executive Department:*

Nothing new to report on the Eversource Make Ready billing.

November recognitions: Jeff Chartier, Water and Sewer Department, 39 years of service  
Shane Duggan, Minot-Sleeper Library, 6 years of service  
Joel Furmanick, Water and Sewer Department, 18 years of service  
Richard Poitras, Seasonal Highway Department, 9 years of service

Ms. Goodwin is looking for feedback on the Warrant Articles. She will schedule a Warrant Article Review for November 16, 2023, but would like to prepare some information for the Board for that meeting.

The Town has added new artwork in the Town Office Building in all three reception areas, main lobby, Assessing/Land Use lobby, and upstairs lobby. Currently there are two different artists displayed. Most of the work is for sale and any interested local artists in the Newfound Area should contact Deborah Clarke-Tivey for more information on how to be added to the rotation.

The Town is still looking for someone interested in serving in the open position for Cemetery Trustees. Things will slow down some for the cemeteries over the winter. However, it is important to get someone to run for the position to help with the summer months.

*Events:*

The Scarecrows have been wonderful in the Square and in various locations of Town. Winners were announced and have been posted on Facebook.

This year's Newfound Lake Region Association (NLRA) Watershed Workshop is scheduled for Monday, November 13, 2023, at 6:00pm at the Alexandria Old Town Hall located at 47 Washburn Road. Planning Board members have been asked to speak about the steep slopes proposed changes.

HealthTrust is holding their annual member meeting and Board of Directors Elections December 7, 2023, at 3:00pm at the Grappone Conference Center in Concord.

*Communications:*

Ms. Goodwin highlighted some of the increases in the Grafton County Fiscal 2024 Report. For 2022, the county tax rate is \$1.82. The new rate has not been finalized, but the overall budget appears to have been reduced slightly for 2024.

*Other:*

All Committees Meeting survey information is being tabulated. Bruce Dorner and Ms. Goodwin will meet for a work session with the Board on November 16, 2023.

**Select Board Items:** Ms. Dion thanked everyone involved in the planning of Bristol's Halloween celebration. It was a fun night for all that attended. There was a brief discussion about some items the Board members and the Town Administrator recommended for next year's event.

Mr. Lagueux reported that he is waiting for speed limit information from the Police Chief but suggested for the interim placing a sign stating "Caution, road narrows, slow down" sign up. He inquired about a Town reverse 911 and the next Budget Committee meeting on November 14, 2023.

Mr. Sanschagrin noticed that the Highway Department placed gravel at the Breck-Plankey Spring so the drop off to the spring from the road was not so noticeable.

**Public Comments:** none

Mr. Glassett made a motion to adjourn the meeting at 7:58pm, seconded by Ms. Dion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah Clarke-Tivey

## Appendix

### Consent Agenda 11/2/23

1. Accounts Payable Payment Manifest dated 10/26/23
2. Tax Deferral Lien Release for Map/Lot #112-101 for 1996 in the amount of \$992.92
3. Tax Deferral Lien Release for Map/Lot #112-101 for 1997 in the amount of \$992.92
4. Tax Deferral Lien Release for Map/Lot #112-101 for 1998 in the amount of \$992.92
5. Tax Deferral Lien Release for Map/Lot #112-101 for 1999 in the amount of \$802.23
6. Tax Deferral Lien Release for Map/Lot #112-101 for 2000 in the amount of \$1,128.15
7. Tax Deferral Lien Release for Map/Lot #112-101 for 2001 in the amount of \$1,240.05
8. Tax Deferral Lien Release for Map/Lot #112-101 for 2002 in the amount of \$1,379.01
9. Tax Deferral Lien Release for Map/Lot #112-101 for 2003 in the amount of \$1,468.49
10. Tax Deferral Lien Release for Map/Lot #112-101 for 2004 in the amount of \$1,580.02
11. Tax Deferral Lien Release for Map/Lot #112-101 for 2005 in the amount of \$1,600.05
12. Tax Deferral Lien Release for Map/Lot #112-101 for 2006 in the amount of \$1,711.64

13. Tax Deferral Lien Release for Map/Lot #112-101 for 2007 in the amount of  
\$1,676.20
14. Tax Deferral Lien Release for Map/Lot #112-101 for 2008 in the amount of  
\$1,298.55
15. Tax Deferral Lien Release for Map/Lot #112-101 for 2009 in the amount of  
\$1,160.08
16. Tax Deferral Lien Release for Map/Lot #112-101 for 2010 in the amount of  
\$1,275.38
17. Tax Deferral Lien Release for Map/Lot #112-101 for 2011 in the amount of  
\$1,169.05
18. Tax Deferral Lien Release for Map/Lot #112-101 for 2012 in the amount of  
\$1,098.34
19. Tax Deferral Lien Release for Map/Lot #112-101 for 2013 in the amount of  
\$1,170.27
20. Tax Deferral Lien Release for Map/Lot #112-101 for 2014 in the amount of  
\$1,166.74
21. Tax Deferral Lien Release for Map/Lot #112-101 for 2015 in the amount of  
\$1,166.74
22. Tax Deferral Lien Release for Map/Lot #112-101 for 2016 in the amount of  
\$1,281.74
23. Tax Deferral Lien Release for Map/Lot #112-101 for 2017 in the amount of  
\$1,375.61
24. Tax Deferral Lien Release for Map/Lot #112-101 for 2018 in the amount of  
\$1,495.40

25. Tax Deferral Lien Release for Map/Lot #112-101 for 2019 in the amount of  
\$1,435.82

26. Tax Deferral Lien Release for Map/Lot #112-101 for 2020 in the amount of  
\$1,670.61

27. Tax Deferral Lien Release for Map/Lot #112-101 for 2021 in the amount of  
\$1,748.13