

Bristol Select Board
Meeting Minutes
January 4, 2024

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

Absent: none

Others Present for Public Session: Rick Alpers, Bristol Resident; Cade Overton, Media Manager

Work Session-All-Committees Discussion: Mr. Alpers discussed with the Board the All-Committees Meeting scheduled for January 11, 2024. He asked the Board what they hoped to achieve at this meeting, and what a successful meeting would be like. The Board hoped to get a verbal agreement that everyone's efforts will be coordinated. The agenda for the meeting was discussed. The parties agreed that if attendance or full representation of the Committees/Boards/Commissions, was not substantial then the All-Committee Meeting would be rescheduled to 1/25/24.

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 Mr. Sanschagrín. Roll call vote to enter nonpublic session: Ms. Dion, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Lagueux, yes. The motion passed 4-0-0. Nonpublic session entered at 5:34pm.

Mr. Sanschagrín motioned to return to public session at 6:10pm. Mr. Brown seconded. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Ms. Dion, yes; Mr. Sanschagrín, yes. The motion carried 5-0-0.

Public Session: Mr. Lagueux opened the public meeting at 6:11pm by leading the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the December 7, 2023, public meeting minutes and the December 21, 2023, nonpublic meeting minutes, 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. The December 21, 2023, minutes will be prepared for the next meeting.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on January 4, 2024, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board and render a proposed action ineffective. 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 January 4, 2024, Consent Agenda, to include the items named therein, motion seconded by Mr. Sanschagrín. Mr. Lagueux asked for clarification on the removal of Improvements to Assist Disabled Exemption from Map/Lot #217-134 in the amount of \$5,500.00. Ms. Goodwin advised that this property had an exemption on the deck and ramp installed previously to assist a disabled person and the property has now sold. 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.

Resolution to Adopt New FEMA Maps and Insurance Study: Ms. Goodwin explained to the Board that the Select Board needs to adopt the new FEMA Maps now that they have been finalized by FEMA and complete a resolution that updates the Zoning Ordinance. According to State Statute, the Board has the authority to do this and there is a deadline. The wording of the resolution and change to the Ordinance has been reviewed by the Town's legal counsel and they approve the Select Board moving forward. Mr. Glassett made a motion to adopt the resolution in reference to RSA 674:57 Flood Insurance Rate Maps. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Preliminary Review of Revenues: Ms. Goodwin gave a brief update on preliminary revenues. She reported that almost all departments are up and ahead of what was projected. She recommended starting 2024 Revenues at the same time as the budget for Department Heads, because once the system is locked from the Department Head budget submission it does not allow for any submissions on revenues. All Department Heads have been directed to get their invoices in by Friday, January 12, 2024. Municipal Resource Inc. (MRI) will be in next week to help with the lengthy close out of 2023 and to discuss items in the Audit completed earlier. Ms. Goodwin will have additional information for the Board during their January 18, 2024, Board meeting.

Approval of 457 Retirement Plan: Ms. Goodwin reminded the Board that the 457 Retirement Plan was previously discussed at a Select Board meeting and that the Board agreed to move forward with this plan pending what was found out once the plan was investigated more. She let the Board know that the process and plan was reviewed by the payroll company and the Town's attorney and neither of them had any concerns. Mr. Lagueux made a motion to authorize the Town Administrator to sign the Adoption Agreement and Loan Policy Statement regarding the Professional Firefighters, Police Officers, and Public Employees Tax Deferred Retirement Plan for the Town of Bristol. The motion was seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Minute Taker Job Description: Ms. Goodwin presented the Board with the updated Minute Taker Job Description previously discussed. The only addition to the document from the last time the job description was discussed with the Board was the status of the position being non-essential functions. This job description will apply to any of the Town's Minute Takers. Mr. Brown made a motion to accept the updated Minute Taker Job Description. The motion was seconded by Ms. Dion. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator's Report:

Ms. Goodwin reported on the following items:

Employee/Department Updates:

Assessing/Land Use Department:

The Pemigewasset River Local Advisory Committee (PRLAC) still has open positions for anyone interested in the Rivers Management and Protection program to serve on the PRLAC. Bristol is allowed up to three (3) representatives and there is currently only one (1) representative. Interested candidates should reach out to the Town Administrator.

Final 2023 Land/Use Assessing Department Data Summary was shared showing funds up \$3,500.00 over last year. This data includes permit data, cases and applications under the Planning and Zoning Boards, and the Historic District.

The Assessing/Land Use Office has worked to update their lobby and Ms. Bailey's office. They hung Historic District signs with working QR codes. Both areas look great!

Executive Department:

December Employee Appreciation was posted to the Town's webpage and Facebook page, but not shared during the Select Board meeting. For December, the Town recognized Christopher Carter, Police Department with 6 years of service; Stephen Jones, Highway Department with 35 years of service, and Eli Schaffner, Police Department with 6 years of service.

2024 Employee Appreciations will be handled slightly differently. Any employee who has been working for the Town for one (1) year or more, will be recognized, both on the Town's website, Facebook and at Select Board meetings. The Town will be doing quarterly drawings of each quarter's names for a small gift certificate to a local area business.

January Employee Appreciation has been posted on the Town's website and Facebook page. The Town recognizes employees that celebrate their January Anniversary Date of hire. We are thankful for their continued dedication to the Town and excited for the future; Arthur Borry, Transfer Station for 17 years of service; Ryan Dillon, Fire Department for 20 years of service; Christina Goodwin, Executive Department for 16 years of service; Kirsten Marsh, Police Department, 5 years of service; Noel Normandin, Fire Department, 3 years of service; Micheal Lacasse, Land Use Department for 1 year of service, and Peter Slaton, Fire Department, 7 years of service.

2022 Draft Audit will be reviewed with MRI on Friday, January 5, 2024. The draft and comments from the review will be sent to the Board after that meeting.

The Auditors will be at the Town Office April 15, 2024, through April 19, 2024, to begin the 2023 audit.

Warrant Articles have not been finalized. Ms. Goodwin checked back with the Board to confirm:

Zoning Articles 2-8- Will be voted on March 12, 2024, at the Historic Town Hall. The Town Meeting will be on March 16, 2024, at Newfound Regional High School. Open positions in the Town will be posted.

Article 11 Fireworks- Board came to consensus of \$25,000.00.

Article 12 Parsonage and Parking Lot -The estimate is for the area where the driveway needs to be widened. It is not recommended removing unless the Town is sure that we are going to be able to pave with the encumbered funds. The estimate given from GMI was \$46,550.00. An estimate is needed for just the paving and not working on the entrance.

It was recommended that a minor adjustment be completed to the Town Office entrance, fix the curbing area in front of the building, grind down pavement and redo. The estimate to do this work is \$57,800.00

Article 14 Interest Usage- An amount is being finalized and wording is still being worked on.

Article 15 Community Power -The Article was added per the previous vote of the Board to move forward to give the voters the option.

New Article to Consider Would the Board like to consider an increase in the Veterans Standard and All Veterans. The Town currently offers both at \$500.00 credit. They both can be increased to \$750.00, but the Town cannot increase only one. Estimated numbers change yearly, but the Town currently has 121

Standard Veterans. The increased total impact would be \$30,250.00. There are currently 28 All Veterans and the increased total impact would be \$7,000.00. the overall total impact is \$37,250.00 or approximately a \$.07 increase. The Board thought this should be brought to the taxpayers to vote on as a Warrant Article at the Town Meeting.

Pemi-Path Trail Memorandum of Understanding was reviewed by the Board.

Highway Department:

Superintendent Bucklin has ordered the Road Narrows sign for New Chester Mountain Road, but they have not arrived yet.

If work is needed on Green Street, it will not be done until the spring. Easement information is still being worked on.

A concern from Peaked Hill Road has been received. The rain in December of 2023 was extreme and the road, culverts and ditches could not handle the rain. The Highway Department went out and checked culverts and cleaned them out during the week after Christmas. Superintendent Bucklin went back out and checked the culvert in question and found that it is damaged, but Superintendent Bucklin does not believe it is from rocks and debris. The corrugated pipe bottom has rotted out. In the spring, the Highway Department will replace the culvert and to assist in the issues that keep happening in this area, it is proposed to install a culvert in the driveway above. There are some trees that may need to be removed on both properties and letters will be sent in advance of the repairs being done.

Ms. Goodwin alerted the Board to the NRRA Activity Report for November 2023 showing totals for Construction & Demolition.

The Library Trustees will host a Candidate Night at the Historic Town Hall and it is scheduled for March 2, 2024.

The library has issued an offer to hire for the 25-hour position.

Police Department:

The Police Chief did a Traffic Study on New Chester Mountain Road, when he was approached by a resident who was concerned that the study was not being done during the summer months and peak usage. Chief Bean will conduct another Traffic Study in the Spring/Summer. Both traffic studies will be provided to the Board when completed.

The damaged cruiser has been repaired.

Water/Sewer Department:

Superintendent Chartier has purchased the pressure gauges for Batten Road and has them in stock. The plan is to install gauges at the house and the street for comparison of what is occurring. Unfortunately, the gauges took so long to get in, that the work cannot be done until spring.

Events:

Candy Bar Bingo has been scheduled for January 20, 2024. More information will be posted to the Town's webpage as it becomes available.

Newfound Area School District SB2 Meeting Dates and Deadlines:

Petition for Warrant Articles deadline is January 9, 2024

Budget Hearing will be held January 8, 2024, with a snow date of January 10, 2024

Filing for District positions is from January 24, 2024, to February 2, 2024

Communications:

The Town received a letter from the property owner at 55 Prospect Street. A meeting with Superintendent Chartier will be scheduled to review the concern and recommendations.

Newsletters:

Regional Transportation Newsletter from December 2023 was received.

NH Department of Energy Newsletters for December 15, 2023, and December 22, 2023, were received.

Other:

Mr. Fellows, Bristol resident, had inquired in a previous Select Board meeting if compaction tests had been conducted at the Public Safety Building (PSB) construction site and if so, who did them? Ms.

Goodwin reported the following:

Geotechnical Services, Inc. out of Weare, NH is the Geotechnical engineer of record being employed by Groen for the PSB project. They have performed multiple site visits throughout the sitework and construction phase to date. The Public Safety Building site has record of satisfactory compaction testing on the following dates:

May 23, 2023- Prior to footing and walls

July 27, 2023- prior to slab pour of Admin side

August 15, 2023- prior to slab pour of Apparatus Bay

Nov 2, 2023- prior to start of retaining wall

Nov 6, 2023- to confirm correct placement of materials and geo gridding for retaining wall.

Constellation Energy has provided updates on the market.

Representative Sellers shared a thirty-eight-page list of 2024 House and Senate bills. Ms. Goodwin asked the Board if they saw anything that they would like her to investigate or address, to let her know. The Board and Ms. Goodwin briefly looked into HB 307-FN that has to do with legal fees and The Right to Know.

Select Board Items: Mr. Lagueux asked that the Highway Superintendent go to Second Street to check on a possible obstruction in the right-of-way. The Board also agreed to pursue a survey of the street and Ms. Goodwin will have Mark schedule. Mr. Lagueux let the Board know that the sign at the dam is deteriorating and asked if there was any documentation as to what the sign says. He would like to get the sign repaired with the correct language.

Mr. Brown asked that a sand barrel be placed at the Breck-Plankey Spring.

Mr. Glassett questioned the parking area at Odysea coffee shop. He felt that cars were parked against the traffic. Mr. Sanschagrín thought the parking area was temporary and was supposed to be Back-in-Parking. Ms. Goodwin shared the future plans for Odysea coffee shop's parking area. She let the Board know that the Police Chief has been consulted about the current parking situation.

Ms. Dion let the Board know that she was not available to attend the January 9, 2024, 6:00pm Budget Committee Meeting. Mr. Brown will attend as the Alternate Select Board Representative in her place.

Public Comments: none

Mr. Lagueux made a motion to adjourn the meeting at 7:50pm, seconded by Mr. Glassett. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey

Appendix

Consent Agenda 1/4/24

1. Accounts Payable Payment Manifest dated 12/28/23
2. Accounts Payable Payment Manifest dated 12/31/23
3. Accounts Payable Payment Manifest dated 1/4/24
4. Payroll Payment Manifest dated 1/4/24
5. Removal of Improvements to Assist Disabled Exemption from Map/Lot #217-134 in the amount of \$5,500
6. Removal of Veterans Credit from Map/Lot #115-006 in the amount of \$500
7. Administrative Abatement for Map/Lot #220-015-065 in the amount \$85.75
8. Intent to Cut #23-059-04-T for Map/Lot #218-008
9. Veterans Credit for 2024 Tax Year and Map/Lot #106-071 in the amount of \$500
10. Totally Disabled Veterans Credit for 2024 Tax Year and Map/Lot #106-071 in the amount of \$1,700