

Bristol Select Board
Meeting Minutes
March 28, 2024

Approved: Approved Minutes, April 11, 2024

Present: Select Board members: Don Milbrand, Scott Sanschagrin, Carroll Brown, Jr., and Rob Glassett;
Town Administrator: Christina Goodwin

Absent: Les Dion

Others Present: Jeff Chartier, Water/Sewer Superintendent; Cheryl Cizewski, Community Member.

Public Session: Mr. Glassett opened the public meeting at 6:32pm by having Mr. Chartier lead the Pledge of Allegiance.

Consent Agenda: Mr. Milbrand made a motion to approve the March 28, 2024, Consent Agenda to include the items named therein, motion seconded by Mr. Brown. No further discussion. Roll call vote taken: Mr. Sanschagrin, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Milbrand, yes. 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.

Sewer Projects – Update on Status and Financing: Mr. Chartier and Ms. Goodwin reported that they have been working on updating the Sewer Project Financials to get the Central Street project moving forward. They asked the Board for approval on choosing a bank proposal for the interim financing required. Mr. Chartier discussed the importance of meeting the Rural Development requirements, State deadlines with the proposed paving and Town deadlines. Ms. Goodwin informed the Board that T.D. Bank and Meredith Village Bank did not follow up with the Town on loan options, however, Franklin Savings Bank did, and a copy of the proposal was given to the Board to review. Franklin Savings Bank proposed a loan for two (2) million dollars at a 5.2% interest rate, which can set up to make monthly payments on the interest or one annual payment. The payments are paid evenly between the Sewer Department and the Town. Ms. Goodwin said a short-term lender must be chosen, a signed loan resolution with the United States Department of Agriculture (USDA), and back-up documentation must be completed for the projects to move forward and meet the deadlines. Ms. Goodwin and Mr. Chartier noted that the Lake Street Extension Project could extend the full project to three (3) years, but the Central Street Project, if started this year, could be finished well within the proposed two (2) year deadline on the interim financing. Mr. Glassett made a motion to approve of the Town Administrator to decide on the interim financing and sign off on a bank proposal by T.D. Bank, Meredith Village Savings Bank, or Franklin Savings Bank by the end of the business day on Friday, March 29, 2024, whichever bank has the most favorable rate for two (2) million dollars in a loan proposal for a two (2) year term as specified. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin noted that the Lake Street Extension Project required an amended scope of work, which was resubmitted to the Economic Development Administration (EDA), combining both projects. The Town has been waiting for a response to the amendment for close to two (2) years. Ms. Goodwin asked the Board to consider, if we do not receive the final approval within 30 days, that the Town does not move forward

with the Lake Street Extension. The Board agreed. Ms. Goodwin noted that the Board also needs to approve the Loan Resolution document, which was available from last week's meeting. Mr. Milbrand made a motion to approve the loan resolution between the Select Board, Town of Bristol, and the United States Department of Agriculture (USDA) relative to the Central Street and Lake Street Extension Projects in the amount up to two (2) million dollars and signed off by Mr. Glassett and Ms. Goodwin. The motion was seconded by Mr. Brown. No further discussion. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin asked the Board to approve of Bond Counsel using the Town's existing Attorney; the Board agreed to this request. Ms. Goodwin noted the Standard Terms of Agreement needs one signature which the Board approved of the Town Administrator signing the agreement. Mr. Brown asked if there were other bond counseling options and costs. Ms. Goodwin answered yes there were other options, but most would require a retainer, whereas the Town's Attorney does not. There are additional items that are needed for the project, which Mr. Chartier and Ms. Goodwin will continue to finalize. Mr. Chartier asked Ms. Goodwin for a deadline to discuss moving forward with Underwood Engineers, and Ms. Goodwin agreed with the deadline of Wednesday, April 3, 2024. Ms. Goodwin also noted drawings and construction information were provided to the Board for review.

Review of 2024 Proposed Wage Scale Placements: Ms. Goodwin stated the 2024 Proposed Wage Scale Placements were given to the Board to review and discuss, noting that the Wage Scale was approved at the March 21, 2024, meeting and the Wage Scale Placements of Town Employees will need to be approved at the April 4, 2024, meeting. Ms. Goodwin stated she will need to enter the Wage Scale Placements into the system for payroll, which begins April 7, 2024. The excel document provided shows each employee Current Wage and Step, Current Wage, Proposed Graded and Step, Proposed Wage, what percent increase and what Wage would fit a 10% increase only.

Chief Bean has been scheduled to meet with the Board to discuss a change in Grade for one of his employees. Ms. Goodwin felt that it would be best for the Board to review that proposed change with the Chief.

The Board unanimously agreed that the goal to get Town Employees on the right wage scale was a success and the work that went into making this happen was appreciated. Discussion by the Board regarding placements will continue into the non-public session later this evening.

Public Safety Building Opening Day Ceremony: Ms. Goodwin and the Board reviewed details for the Public Safety Building proposed opening day ceremony scheduled for Wednesday, July 31, 2024, with a possibility of an open house to be held on Saturday, August 3, 2024. Discussion by Ms. Goodwin and the Board on the guest list and invitations, agreeing that anyone who played an instrumental role with the Public Safety Building should be invited and should include other guests that Chief Bean and Chief LaRoche have chosen. Ms. Goodwin stated the "Save The Date" invitations will be sent to guests through either email or mail. The Board discussed having a plaque created in honor of the Public Safety Building Committee Members and others responsible for the project and oversight. Discussion continued regarding parking and signage.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:*Executive:*

Ms. Goodwin stated the Board approved the amendment to the Health Insurance Stipend section of the Personnel Manual on March 7, 2024. The signature page was not available at that meeting.

Ms. Goodwin reported that there had been questions about the change in Earned Time Payout and the Town's Labor Attorney is not recommending this change be made part way through the year but should be made effective January 1, 2025.

Ms. Goodwin stated stipend checks were processed this week, but the information shared with the payroll company was not updated by the Town, resulting in check delays for Mr. Glassett and Mr. Sanschagrín. Ms. Goodwin noted that Mr. Milbrand's stipend check would be sent out in Quarter 2 and Mr. Lagueux's last check was sent for Quarter 1.

Highway Department:

Ms. Goodwin stated the Board approved the Transfer Station Annual Facility Report on March 21, 2024, but was never signed by Mr. Glassett as the Chair, and cannot be accepted without a signature of approval.

Select Board Items:

Mr. Sanschagrín stated the Planning Board met on Wednesday, March 27, 2024, to discuss the updated applications, created by Mrs. Sullivan, Land Use Administrative Assistant. Mr. Sanschagrín said Mrs. Sullivan did a great job revamping the application forms.

Mr. Sanschagrín informed the Board of upcoming public hearings:

- Zoning Amendments review
- Lake District Split Zoning Adjustments
- Eversource tree trimmings

Mr. Sanschagrín suggested that the Town record working areas before and after a job. He believes this will assist the Town with complaints/concerns after a project is completed.

Mr. Brown stated the Department of Transportation's Ten-Year Plan, which includes the Towns projects for Route 3A, and Lake Street was voted on today by Legislature and was passed, but noted the budget for the projects were incorrect. Mr. Brown stated a follow-up will be needed with correct costs for the projects.

Mr. Milbrand asked for an update on the Parsonage and Parking Lot to be added to the Select Board's April 4, 2024, meeting agenda.

Mr. Glassett stated the Highway crew did a great job with the snow removal.

Ms. Goodwin asked the Board about availability for the Finance Officer and Human Resources Officer/Finance Assistant interviews during the second week of April 2024. Mr. Glassett and Mr. Brown stated they are available on April 10, 2024. Ms. Goodwin stated the importance of interviewing and hiring the Finance Officer first, then the Human Resources/Finance Officer. The Board agreed.

Mr. Milbrand 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. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Brown, yes. The motion passed 4-0-0. The nonpublic session was entered at 7:54pm.

Mr. Milbrand made a motion to return to the public session at 9:54pm. Mr. Sanschagrín seconded the motion. Roll call vote taken: Mr. Milbrand, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes; Mr. Brown, yes. The motion carried 4-0-0.

Mr. Brown made a motion to indefinitely seal the nonpublic work session meeting minutes from the Board's session on March 28, 2024, as it may adversely affect the reputation of any person other than a member of this Board or render a proposed action ineffective. The motion was seconded by Mr. Milbrand. Roll call vote taken: Mr. Milbrand, yes; Mr. Sanschagrín, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Motion to adjourn the meeting at 9:55pm by Mr. Milbrand. The motion was seconded by Mr. Brown. Motion passed 4-0-0.

Respectfully submitted
Shannon Wharton

Appendix

Consent Agenda 3/28/24

1. Accounts Payable Payment Manifest dated 3/26/24
2. Payroll Payment Manifest dated 3/28/24