

**Minutes**  
**Bristol Select Board**  
**March 21, 2019**

**Present:** Select Board members: Chair Rick Alpers, Vice Chair Don Milbrand, Wayne Anderson, Les Dion, JP Morrison and Town Administrator Nik Coates.

**Absent:** The public meeting was opened at 6:00 PM with Newfound Regional High School Robotics Team students leading the Pledge of Allegiance.

**Others Present:** Newfound Regional High School Robotics Team #7913 students, their Freudenberg mentors, parents and teachers; Police Chief James McIntire.

**Newfound Regional High School Robotics Team presentation:** Team members spoke on their experience in their first State Robotics Competition in which they were recognized as Rookie All Stars. They presented a video of their experience at the competition created by Nicholas Green of Newfound Regional High School. During a question and answer period, the students voiced that it means a lot to them having support from Freudenberg. The team is hoping to advance to the next level of competition. They are looking for involvement from the community such as mentors of all different aspects such as marketing and development and would love to hear from people who are interested. Fundraising is important as well and the team can be contacted through email at [frc7913@sau4.org](mailto:frc7913@sau4.org) or their Facebook page Newfound Regional First Robotics Team #7913.

**Minutes:** Mr. Milbrand made a motion to approve the minutes of March 7, 2019 as written, seconded by Mr. Anderson. The Board voted 4-0-1 in favor, motion carried.

**Consent Agenda:** Mr. Milbrand made a motion to approve the consent agenda dated March 21, 2019, to include the items named therein, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion to approve the consent agenda.

**Assignments:** Mr. Alpers made a motion to approve Les Dion as Select Board Chair and Don Milbrand as Select Board Vice Chair for 2019. Mr. Anderson seconded. After some discussion the Board voted 4-0-1 in favor, motion carried.

Select Board Representatives were approved for the following committees:

Budget Committee: Les Dion

Planning Board: Don Milbrand

Economic Development Committee: Wayne Anderson

Historic District Committee: Don Milbrand

Mr. Alpers volunteered as the Alternate Select Board Representative for all of the committees.

**Police Department Intern:** The Laconia High School Huot Technical Center has asked the Police Department to host an intern from their Criminal Justice Program for three weeks in May 2019. All DOL paperwork and insurance is completed and covered by the Huot Center.

**Police Department Cruiser Purchase:** Chief McIntire asked the Board to authorize the lowest price of three bids received for a cruiser purchase approved last year. The NH State bidder, Irwin Motors had the lowest price in NH; but the MA State bidder, Colonial Municipal Group had the overall lowest price of \$29,726 (includes white wrap cost). Mr. Morrison made a motion to authorize \$28,126 (price does not include the white wrap cost) for the purchase of new Police Interceptor. Seconded by Mr. Milbrand. There being no further discussion, the Board voted 5-0 in favor of the motion. Chief McIntire submitted a Purchase Order for the cruiser to the Board which was signed.

**Police Department Body Worn Cameras Purchase:** Chief McIntire presented a Purchase Order for the purchase of Axon body worn cameras which was approved by the passing of Warrant Article 19. Discussion ensued regarding the pros and cons of the different options for cameras. A training and Standard Operating Procedure (SOP) will be put into place. Mr. Morrison made a motion to authorize \$13,415.50 for the first-year payment of five-year contract for ten body worn cameras. Seconded by Mr. Alpers. There being no further discussion, the Board voted 5-0 in favor of the motion.

**Project List Review:** Mr. Coates went over the project list for 2019 and asked if there were any questions from the Board. Ms. Dion asked for details on the American Creed Project which is a grant the Minot-Sleeper Library received. The grant is based on community conversations on difficult topics. Library Director, Brittany Overton will need to meet with the Select Board and talk about what they think Bristol values as a community.

Mr. Morrison asked if the Water/Sewer and Town Clerk/Tax Collector credit card payments implementation goal of April 18<sup>th</sup> is feasible. Mr. Coates replied that it is in the works and should be happening by the goal date. It will start with onsite transactions at the Town Clerk/Tax Collector and the Water/Sewer Departments and online when the new Town website is complete.

Ms. Dion said the Old Town Hall kitchen needs to be completed by June 23, 2019 for the Bicentennial Homestead event. Mr. Alpers would like to see Victor Greenwood, Highway Foreman, be the lead on updating street lights to LED.

Mr. Coates informed the Board that he is pricing out tablets, which will aid in the Project List implementation, and that the new Town website will have a private website for the Department Heads and Select Board to access. He requested that the Board keep formulating their thoughts on what they want to see accomplished in 2019. It was agreed that they would like to see a prioritization of tasks. Mr. Anderson added that his main concerns are technology (branding, new website) and the recycling issue.

It was decided that the Project List needs to be prioritized with all of the Department Heads and Select Board present. A goal setting meeting will take place on April 10, 2019 at 3:00 PM. Mr. Coates will contact Nick Manolis of Primex to see if he can facilitate the meeting.

**Bicentennial Dinner Invitation List:** The Bicentennial Committee requested that the Select Board compile a list of ten local dignitaries (plus guest) to be invited to the Bicentennial dinner. The Select Board will pay for their own tickets, the invitees will receive complimentary tickets. Nik will send out an email to the Select Board to get the list started. The Bicentennial Committee needs the list before Wednesday, March 27, 2019.

**Request to Close:** A proposal to close the Town Office on Wednesday mornings from 8:00 AM to noon until the move to the new Town Office starting April 3, 2019 was requested. This will give the staff uninterrupted time to purge and go through files in order to avoid bringing items that are not necessary to the new Town Office. The public will be notified prior to April 3<sup>rd</sup>. The Select Board agreed to the proposal.

**Town Administrators Report:** Mr. Coates informed the Board that the site plan for 11 Hobart Road has been approved by the Planning Board. A proposal for a new Chinese restaurant to be located at 390 Lake Street has been submitted to the Planning Board.

Tom Keegan built and painted a new sign for the Old Town Hall which was lettered by Rita Frekot. Mr. Keegan has spoken to the Mark Bucklin, Highway Superintendent about having the Highway Department put it up this spring.

According to an email from Fire Chief LaRoche, the new ambulance will be in service by the middle of April. The old Ambulance 2 will go out of service on March 31<sup>st</sup> to begin stripping equipment which will be moved to the new ambulance.

**Select Board Items:** Mr. Milbrand expressed his gratitude for Dan Paradis for all his years on the Planning Board and Capital Improvement Committee. He will be missed very much.

Mr. Milbrand would like the budget process to be more efficient and cohesive and added it should be included as a goal for this year. Mr. Coates has started the process of having the new Budget Committee members trained and has suggested that the Budget Committee meet with Department Heads at their department sites in order to have a better idea of the workings of each department.

Mr. Coates reported that the Economic Development Committee met recently and discussed their budget, marketing and branding. Mr. Alpers stressed that the Select Board needs to be involved in this conversation. Mr. Anderson added that a consultant is being brought in to come up with ideas.

**Public Comments:** Barbara Greenwood said the Town Meeting went extremely well and was very organized. She has received positive feedback from the public who are excited about the concert series this summer. She added that the Historical Society will be doing a program at the library this Saturday, March 23, 2019 at 10:00 AM called "Sharing Memories of Bristol" and on June 13, 2019, there will be a program titled "History and Houses of the Town". Ms. Dion added that the Bicentennial Committee will be having a First Sponsor reception to thank the sponsors at the library this Sunday, March 24, 2019

from 2:00 PM to 4:00 PM. Ms. Greenwood thanked Mr. Morrison and Ms. Dion for serving on the Board again.

**Nonpublic Session:** Motion made by Mr. Alpers to enter nonpublic session per RSA 91-A:3, II (c), (e) at 7:32 PM. Seconded by Mr. Milbrand. Roll call vote taken. 5-0 in favor, motion carried. Motion made by Mr. Anderson to leave nonpublic session at 7:43 PM. Seconded by Mr. Milbrand. Roll call vote taken. The Board voted 5-0 in favor, motion carried. Motion made by Mr. Milbrand to seal the minutes, seconded by Mr. Anderson. The Board voted 5-0 in favor, motion carried.

**Public Session:** Bids were received for the Fiber project. The one from FiberNext was for an amount lower than what was approved on the grant application. Mr. Anderson made a motion to accept the proposal from FiberNext as written, seconded by Mr. Milbrand. After further discussion, the Board voted 5-0 in favor of the motion.

Mr. Milbrand made a motion to adjourn public session at 7:52 PM, seconded by Mr. Anderson. The Board voted 5-0 in favor, motion carried.

Respectfully submitted,

Wendy Smith