

**Minutes
Bristol Select Board
April 16, 2020**

Announcement: Chair Anderson read announcement to inform the public that this meeting is authorized to take place virtually on the Zoom platform and is not in a physical location due to the COVID-19 pandemic and Executive Order #12 pursuant to Emergency Order 2020-04. Public access and participation is provided via telephone with additional access by video and other electronic means. Information on how to observe and participate is located on the front page of the Town of Bristol website (townofbristolnh.org). If a member of the public has a problem accessing the meeting, they should call 744-3354 and if they still cannot access, the meeting will be cancelled. Chair Anderson read the Zoom address for public access.

Roll Call Attendance: Select Board members: Chair Wayne Anderson; Vice Chair Don Milbrand; Anita Avery; JP Morrison; Les Dion; and Nik Coates, Town Administrator. Each member was alone.

Absent:

Public Session: Chair Anderson opened the public meeting at 6:15 PM with Mr. Milbrand leading the Pledge of Allegiance.

Others Present: Wendy Smith, Executive Assistant; Christina Goodwin, Assessing Manager/Health Officer; Raymah Simpson, Town Clerk/Tax Collector (all remotely)

Meeting Minutes: Mr. Milbrand made a motion to accept the minutes of March 19, 2020 as written, seconded by Ms. Avery. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. No discussion. The Board voted 5-0-0, motion passed.

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated April 16, 2020; to include the items named therein, seconded by Ms. Avery. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. No discussion. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

Fowler Well Roof Contract: Water and Sewer Superintendent, Mr. Chartier solicited quotes for replacing the failed roof at the Fowler Well pump house. He received two bids, one from Kelley Builders for \$8,850 and one from Master Builders for \$9,465. Mr. Chartier recommends the quote from Master Builders because they have significantly more experience. The funds will come out of the Water and Sewer Capital Reserve funds. The Select Board is the agent to expend on the Capital Reserve funds as they are the Water and Sewer Commissioners. Ms. Dion made a motion to approve the proposal from Master Builders for the Fowler Well roof replacement, seconded by Mr. Milbrand. Mr. Morrison asked if they will be installing a metal roof and Mr. Milbrand answered that it will be membrane. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0 in favor of the motion.

Chip Seal Contract: Highway Superintendent, Mr. Bucklin is planning on having three areas chip sealed, Camelot Acres, Grandview and Wulamat Road. This project was budgeted for \$50,000 and a quote for \$46,264.80 was received from All states Asphalt, Inc. Mr. Anderson made a motion to accept All States Asphalt, Inc. bid of \$46,264.80 for chip sealing, seconded by Mr. Milbrand. Mr. Morrison noted that chip sealing adds years to a road's surface. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0 in favor of the motion.

COVID-19 Update:

Finance/Operations Revenues and 90 Day Plans: Mr. Coates informed the Select Board that Governor Sununu will be meeting with NH Municipal Association (NHMA) to discuss the financial impacts to municipalities. NHMA put out a survey on potential revenue loss and increased expenditures due to the pandemic which we submitted to NHMA. Federal stimulus revenue for EMS services are currently being received by municipalities and Chief LaRoche is projecting to receive approximately \$10,000 to \$15,000.

Mr. Coates went over the Town's financial revenues with the biggest losses coming from Water & Sewer, beaches and tourism. Expenditures have increased due to COVID-19 such as laptops, cleaning, and legal fees. Ms. Simpson gave an update on Town Clerk revenues. There is an increase in vehicle purchases right now, therefore she feels there won't be a decrease in motor vehicle registration income this year.

Mr. Blanchette is recommending to not borrow from the Water & Sewer Department because Freudenberg has had to lay off of employees, decreasing Water & Sewer revenues. He recommends borrowing \$1.25 million through a Tax Anticipation Note (TAN) to deal with cash flow. Mr. Coates said that the Town has obtained TAN's in the past and has borrowed from the Water and Sewer Department at market rate between tax billings. Discussion ensued on the topic of the TAN borrowing. The TAN is from Northway Bank and has a 1.99% (APR) interest rate and the repayment period is four months. Ms. Dion made a motion to authorize borrowing \$1.25 million through a TAN from Northway Bank, seconded by Mr. Morrison. Mr. Morrison asked if this was a buffer in case it is needed. Mr. Coates answered it will be needed as the Town revenues won't be where they should be, and we may need to borrow more if necessary. Mr. Morrison asked if the interest rate is already accounted for in the budget. Mr. Coates confirmed that interest debt has been budgeted. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0 in favor of the motion.

Town Clerk/Tax Collector Liens and Deeding: Mr. Coates spoke on NH Executive Order #25 which allows the Select Board to make blanket abatements on property taxes and interest, removing the good cause requirement. Based on information from what other towns have been doing, he recommended preparing the lien paperwork now. The interest question can be handled on a case by case basis as it is done now. He also suggested the Overlay line be increased in response to anticipated requests for abatements. Ms. Simpson would like the 2019 tax year liens to go out by the end of May so they will be received before the taxes are sent in June. Mr. Coates added that the deeding process cannot start during the Emergency Order which is ending on May 4, 2020. The order does not address Water and Sewer payments though that department has waived interest. Ms. Simpson said that abatements can be done on a case by case basis as it has been done in the past. Mr. Morrison asked if the Town could forgive the credit card transaction fee. Mr. Coates answered that the Town would have to absorb that cost. Chair Anderson asked if there were any more comments. There was a consensus to move forward on liening at the end of May. Ms. Simpson will contact the residents who have agreements with the Town.

Summer Planning: Mr. Coates reported that the governor will most likely base the decision as to when to reopen depending on when Massachusetts does. If New Hampshire opens up before Massachusetts does, there will be an even larger influx of tourists. There will likely be another emergency order which would go to the end of May. There is the possibility that things may slowly open up within four to eight weeks after that, which would mean the beaches may be able to be opened the week before July 4th. Mr. Coates recommended that the Select Board not make any decisions on reopening until the next Select Board meeting. There are three scenarios, A-same as usual, B-postponement of events, C-No opening. If postponement occurs, we will need to chart out a course of action on when to promote the events. Mr. Coates has spoken with the Swim with a Mission organizers who are discussing postponing the event. If the beaches open, Mr. Coates suggested the attendants only use the credit card reader and

handle no cash as they don't have the ability to wash their hands frequently. Ms. Dion added that the numbers at the beaches can be limited if necessary. The state beaches are currently closed, and we have to consider that more people will want to go to the Town beaches if Wellington State Park remains closed. Fireworks for the Fourth of July were discussed, with the possibility of moving them to August. Chair Anderson said to make sure the firework contract includes an escape clause in case they can't be held this summer. Ms. Dion requested that Old Home Day stay the same with this year's date being August 29th. Ms. Goodwin said the firework vendor would be willing to move the Fourth of July show if necessary and is willing to give us the July 4th date if his other customer cancels. She added that we need to give him a deposit and the vendor has stated if it is not possible for fireworks to happen this summer, the deposit can be used for next summer.

The COVID-19 Select Board Directives for employees were reviewed by Town Attorney Doug Mansfield who recommended that employees wear masks when they are in the building. Mr. Coates is not comfortable mandating that policy except when staff have to meet with the public which is the current policy. It was decided to change the mandate to "may where face masks" instead of "shall where face masks" on the directives.

Select Board Items:

Ms. Dion informed the Select Board that the Bristol Rotary Club is having a banner made up in support of the Newfound Area. As the Town has purchased one for the downtown area, it was decided the Rotary banner can be placed near the North Main Street sign or between the Minot-Sleeper Library and the Masonic Hall. Mr. Morrison suggested that people support local businesses to show support.

Ms. Avery expressed her appreciation of the local business efforts in keeping our residents safe.

Chair Anderson thanked Hannaford's and the Post Office for all they are doing. He also thanked Mr. Coates for writing the open letter to Bristol in response to the New York Times article.

Public Comments: None

Non-Public Session: Ms. Dion made a motion to enter nonpublic session per RSA 91-A, 3 II (a), (b), and (c) at 7:37 PM. Seconded by Mr. Morrison. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0, motion passed. Motion made by Mr. Morrison to leave nonpublic session at 8:03 PM. Seconded by Mr. Milbrand. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0, motion passed. Motion made by Ms. Dion to adjourn public meeting at 8:05 PM, seconded by Mr. Milbrand. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Wendy Smith