

**Minutes
Bristol Select Board
May 7, 2020**

Announcement: Chair Wayne 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 6:00 PM with Mr. Morrison leading the Pledge of Allegiance.

Others Present: Nancy Dowey, Sustainability Committee Chair; Wendy Smith, Executive Assistant; Deb Tivey, Administrative Assistant; Christina Goodwin, Land Use/Assessing Manager/Health Officer (all remotely)

Meeting Minutes: Mr. Morrison made a motion to accept the minutes of April 2 and April 16, 2020 as written, seconded by Ms. Dion. 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 May 7, 2020; to include the items named therein, seconded by Mr. Morrison. 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.

Sustainability Committee Update: Sustainability Committee Chair Nancy Dowey gave an update on the Sustainability Committee. This new committee has met three times and has some very passionate members. They have been focusing on educating the public, with one member writing a "Green Tips" article in the Newfound Landing each week. They are also planning on doing some projects with the schools in the future. She went over the pros and cons of recycling and composting. There are grants available which provide bins for composting. Mr. Morrison noted that residents can compost on their own. Ms. Avery added that the Town could sell the soil which is produced. Mr. Milbrand said the committee has some great ideas and that it may be more affordable to work with neighboring towns. Mr. Anderson asked Ms. Dowey to write a synopsis on this update and send it to Mr. Coates for distribution to the Select Board members. The Board thanked Ms. Dowey for her update and the good work the committee is doing.

COVID-19 Update:

Acceptance of Unanticipated Revenue: EMS Funds

Mr. Coates informed the Select Board that the Town has received a stimulus check from US Department Health and Human Services for \$11,708.99 to supplement potential revenue loss in EMS services this year. Mr. Milbrand motioned to accept the unanticipated revenue of \$11,708.99 from the US Department Health and Human Services, seconded by Ms. Dion. 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.

Finance Update: Mr. Coates provided the Select Board with a financial update on strategies to reduce non-wage spending, increase revenue supplementation and pursue available grants. Department Heads have been asked to hold back on non-COVID related spending and to hold back on non-essential projects. The Town currently has a healthy fund balance of \$800-850 thousand which can be used in the fall if necessary, for reducing the tax rate. When the re-valuation is completed, we should see higher home values as currently they are undervalued. This will increase tax revenue in the future.

Municipalities are continuing to advocate for more revenue supplication from the State. Finance/Human Resources Director Mr. Blanchette informed Mr. Coates that we are slightly ahead on revenue than our projections had indicated.

Mr. Chartier Water and Sewer Superintendent has reported that the Water and Sewer reserve account is healthy with projected revenues indicating that they may be able to stay within their budget despite any potential revenue decrease.

The State recently released its COVID relief grant program for municipalities and Bristol is eligible to apply for approximately \$74,000. The guidelines are still being released and clarified, but it appears the expense window will be March 1 to August 31. At the end of August, the State will evaluate whether to release additional grant funds for municipalities. These grants cannot be used to supplement revenue loss. They are to be used for COVID related expenses such as cleaning supplies, technology, communications, unemployment claims, and overtime. These expenses are being tracked and currently we are up to approximately \$12,000 in COVID related expenses.

Communication/Letter to SAU4 School Board Re: Special Meeting Request: Chair Anderson has drafted a letter to the SAU4 School Board requesting a special meeting be held to discuss the possibility of reducing the current school year budget. Chair Anderson has spoken to the other towns in the school district regarding this. Mr. Milbrand responded that the schools are only allowed to retain a certain percentage of the fund balance and that there isn't enough time left in the school year to change their budget. Mr. Milbrand does not see the need for a special meeting but can request that the school reduce their spending. Mr. Morrison agrees that a special meeting would not be necessary though he appreciates the effort and hopes the schools will be curbing their expenses. It was decided to table this for the time being.

Summer Planning: The Governor's Emergency Order #40 issued last week contained guidelines for Inland State Beaches which we can look to for guidance since our beach is similar. These guidelines include limiting occupancy, placement/cleaning of picnic tables, restroom rules, and the implementation of social distancing. Mr. Coates is recommending that picnic tables and portable toilets be not put out this year. Mr. Coates consulted with Attorney Chris Fillmore regarding whether we can limit beach parking to just taxpayers, he was informed that parking can be limited along Shore Drive and at the parking lots, but access to the beach cannot be limited. In other words, people can walk in. The discontinuation of the sale of day parking passes would help to reduce the beach occupancy and the eliminate selling passes at the beach. Beach attendants would be issued hand sanitizer. Ms. Dion said that other towns are not allowing portable toilets this summer. Mr. Morrison agrees that picnic tables should not be put out and that the sale of beach passes be limited. It was agreed that this discussion will be on going and decisions do not have to be made at this time.

Swim With a Mission has cancelled this year and will be back next year. Ms. Goodwin said that the fireworks vendor will allow us to use the deposit next year if the fireworks are cancelled this year. Mr.

Anderson said that it is unlikely that a large group will want to gather in July. It was agreed that August 29, Old Home Day would be a good day for rescheduling the fireworks.

There was discussion on how concerts at Kelly Park would happen. There is a lot of space at the park for the crowd to spread out, though the state crowd limitation (currently at less than ten people) must be considered. A concurrent live feed from the park is not technically possible at this time.

Ms. Dion said that the Mask Mobile will be at the middle school this weekend. This has been made possible by Alex Rae of the Common Man and the Rotary Club. Mr. Anderson suggested the Navy SEALs be invited to Old Home Day to speak.

Downtown Parking Request from Purple Pit/Pizza Bene: The owners from the Purple Pit and Pizza Bene contacted the Town Office regarding obtaining more parking. Possible solutions were presented for downtown parking limitations, such as parking time limits. Mr. Anderson suggested that shop owners be allowed to park at the Town Office parking lot which would free up spaces downtown. Mr. Coates said there was a Parking Committee study a few years ago which suggested the possibility of utilizing the Bristol Baptist church's parking lot. Chair Anderson will contact the church to discuss this. The plan for making Spring Street a one way has happened and striping will be happening with Highway Superintendent Mr. Bucklin planning on marking spots soon. Cielito's restaurant will also be contacted regarding the land they purchased for expanding parking. Mr. Coates will contact Cielito's regarding this other possibility to increase downtown parking.

Select Board Items:

Mr. Morrison asked if the Select Board can meet earlier than 6:00 PM. Reconvening Select Board meetings at the Town Office was agreed upon with a 5:00 PM nonpublic start and 6:00 PM as the public.

Mr. Milbrand suggested having a Town block party when the pandemic is behind us.

Ms. Avery wished all the businesses starting to open up well.

Ms. Dion said the Kelly Park Committee met on Monday and they are planning on returning the T Ball area to a grass area for the concerts. The cost is \$4,000 and would like the Select Board's ok on this. Chair Anderson said it would be a good idea to put that on the agenda for the next Select Board meeting.

Chair Anderson thanked the Town employees for continuing working to serve the Town.

Public Comments: Mr. Courchaine stated that he appreciates the work Mr. Coates is doing in responding to issues arising at this time.

Maryanne Parkhurst spoke on the parking issues and outdoor seating for downtown restaurants. Discussion followed and it was determined that Ms. Parkhurst and Ms. Goodwin will discuss this further.

Non-Public Session: Chair Anderson made a motion to enter nonpublic session per RSA 91-A, II (c) at 8:02 PM. Seconded by Ms. Avery. 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. Milbrand to leave nonpublic session at 8:06 PM. Seconded by Ms. Avery. 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.

Ms. Dion made motion to seal the minutes of May 7, 2020, seconded by Ms. Avery. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, yes; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes.

Motion made by Mr. Milbrand to adjourn public meeting at 8:12 PM, seconded by Ms. Dion. 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