

**Minutes  
Bristol Select Board  
May 21, 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 are 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](http://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.

**Roll Call Attendance:** Select Board members: Chair Wayne Anderson; Vice Chair Don Milbrand; Anita Avery; JP Morrison (tardy for roll call); Les Dion; and Nik Coates, Town Administrator.

**Absent:**

**Public Session:** Chair Anderson opened the public meeting at 6:04 PM by leading the Pledge of Allegiance.

**Others Present:** James McIntire, Chief of Police; Ben LaRoche, Chief of Fire; Wendy Smith, Executive Assistant; Deb Tivey, Administrative Assistant; Raymond Courchaine and 6 members of the public (all remotely)

**Meeting Minutes:** Ms. Dion made a motion to accept the minutes of May 7, 2020 as written, seconded by Mr. Milbrand. Roll call vote taken; Ms. Avery, yes; Mr. Morrison, not yet present; Ms. Dion, yes; Mr. Milbrand, yes, Chair Anderson, yes. No discussion. The Board voted 4-0-0, motion passed.

**Consent Agenda and Manifests:** Mr. Milbrand made a motion to approve the consent agenda and manifests dated May 21, 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.

**COVID-19 Update:**

**Acceptance of Unanticipated Revenue:**

Mr. Coates gave a brief update on funds available through the Federal and State governments for COVID relief and asked for a motion to accept the \$74,086.00 allowed to help offset COVID expenses. Approximately \$12,000.00 has been spent in preparing for COVID. The first request for revenues would go in next week with funds having to be spent by August 31, 2020. Mr. Milbrand motioned to accept the unanticipated revenue from the State, 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.

Mr. Coates continued with the second group of revenues, number uncertain, purpose for First Responders to receive hazard pay stipends. The stipends would be \$300.00 per week for full time responders and \$150.00 a week for part time and on call responders. Payment effective dates are May 4-June 30. The Police and Fire Chiefs have been working with the Finance Director on the best way to administer the stipends and the details. They have decided the best way to distribute is a lump sum by the deadline of September 30. There was a question if the stipend effected overtime and the answer is, yes. Municipalities can apply to the Municipal Relief Fund, just approved, to offset the difference of overtime costs. It is estimated that \$5,000.00 to \$10,000.00 in total from the Police and Fire Departments will be due to the stipends. Chairman Anderson made a motion to accept the unanticipated revenue for First Responders stipend in the amount of \$300.00 per week for fulltime and

\$150.00 per week for part time, effective May 4-June 30 for both Fire and Police, seconded by Mr. Milbrand. Discussion took place that departments would account for these funds so the Town wouldn't have to owe the government any funds when the program ends. Chief LaRoche explained how overtime pay comes into play with the stipend funds and what FLSA stands for: Fair Labor & Standards Act. Roll call vote taken; Ms. Avery yes, Ms. Dion yes, Mr. Milbrand yes, Mr. Morrison yes, Chair Anderson yes. The Board voted 5-0-0 in favor of the motion.

#### **Grant & Loan Programs for Businesses:**

\$400 million dollars is available to businesses from the Main Street Relief Fund. The program was released on Friday and preapplications are being taken right now. Rules have not been fully written, but for profit businesses are eligible. Mr. Coates did research to see if some of the Municipal Relief Fund of \$74,000.00 could be used for microgrants for businesses for COVID related expenses. The Town's attorney said it was possible, but when Main Street Relief Fund program became available Mr. Coates decided to hold off on using the Municipal Relief funds for that purpose. The deadline for the preapplication for the Main Street Relief Fund is May 29.

#### **Downtown: Seating, Parking, and Restrooms:**

**Seating** -The State is allowing flexibility of outdoor seating for restaurants and similar type businesses like wineries and breweries. Ten restaurants in the Bristol area have applied to have outside seating. This started on Monday, May 18. There were three downtown restaurants that didn't have their own space to do outdoor seating: Shackett's Brewing Company, Gina's, and Lin-cross. The Town reached out to these three businesses to see if they were interested in putting outside seating in and if they were interested in working with the Town to use public space. Gina's is going to stay with take out only. Both Lin-cross and Shackett's were interested in using public space for outside seating. Town department heads met with these businesses. Solutions: Lin-cross is proposing to put seating on the side of the building and move a dumpster onto TD Bank parking. Shackett's solution, based on discussions had, is that they will propose putting seating on the sidewalk and jersey barriers would be placed in parking spaces to serve as the sidewalk. Chief McIntire was pleased with the outcome of this solution; it conforms with the law and the Town's ordinances.

**Parking**-Chair Anderson talked about parking in the downtown to address some of Mr. Morrison's concerns, parking in Central Square. Chair Anderson talked with shop owners about some of the Town's ideas and to get their ideas regarding parking. The Baptist church might be able help with parking. Also, the Town could survey employees to see what is needed for parking and some parking might be available at the Town Office for shop owners. Mr. Coates plans to speak to the owners of Cielito's Restaurant to see if they would be willing to make an alternative lot that they own for additional parking. He thinks the Town Office can lend four parking spaces to business owners to park in.

**Restrooms**- Mr. Coates said the Town has been approached, several times, to make restrooms available in the downtown area. The porta-potty company the Town uses was contacted. Mr. Coates suggested that if a porta-potty is placed in the downtown area it should be placed in the Bristol Falls Park/Pemi Trail head area. Ms. Dion and Mr. Milbrand agreed. Chair Anderson suggested that a visible sign be placed near the porta-potty letting people know that it is not regularly maintained. Discussion took place between Board members as to why it is the Town's responsibility to provide a restroom for the public. It was articulated that it is more about being a welcoming community. Mr. Milbrand asked if the porta-potty was because of COVID or long term. Mr. Coates would like to see the Town try it for this year and see how it goes. A suggestion was made by Mr. Milbrand to place the porta-potty down by the pump station and when the pump station is rebuilt consider building a municipal bathroom. There was agreement by Board members that a porta-potty would be useful for use in the downtown area at this time.

Another idea presented was for the picnic tables made by an Eagle Scout, usually placed at the Millstream, could be placed in Central Square so people might take out food from downtown restaurants and sit in the green area. Ms. Dion's only concern was who would clean the picnic tables at least once a day. Mr. Milbrand suggested that several restaurants might volunteer to clean the picnic tables. Chairman Anderson will talk more with restaurants downtown to see if they would be willing to do that.

#### **Summer Events Planning Update:**

Mr. Morrison asked if there is a Memorial Day Parade. Ms. Dion stated, no Memorial Day Parade.

Mr. Morrison let the Board know that if anyone has flags that need to be disposed of, they can leave them at the Transfer Station.

Ms. Dion reported that the Events Committee met last week, and they are looking for guidance on concerts this summer. Uncle Steve's Band is willing to live stream or have a recorded concert shown on July 2. Other bands scheduled said that they can be flexible, but they preferred to perform live in person. She stated that some communities have cancelled concerts all together and others are having drive through concerts where people stay in their cars. Both Chairman Anderson and Mr. Milbrand believe that concerts should go as usual, letting community members decide if they want to attend or not. Also, the Town should look into live streaming or Facebook Live these concerts so community members who didn't want to attend could enjoy them from home. Ms. Dion stated the restrooms and playground are still an issue. The Governor has not given permission for the use of playgrounds at this time. Mr. Milbrand stated to look at data and move forward. Mr. Anderson stated, this about liberty and people can exercise that with social distance and common sense. Let people make their own decisions.

Ms. Dion reported that the committee recognizes there will not be a 4<sup>th</sup> of July Parade. She asked if it is be a good idea to do a "Decorate Your Car Parade" that picks a route that a lot of people can watch from their houses? Chief McIntire has been dealing with a lot of parades and would like to see as much as possible open. He will support a parade if safety is kept in mind.

The last topic Ms. Dion discussed were summer camps. Ninety percent of families polled would like their kids to go to camp. An issue that is being struggled with is if camps can be opened safely and their location. It was hoped that a school building could house summer camps but that isn't a possibility. The Old Town Hall came up as a potential site for running summer camps. Ms. Dion asked for guidance from the Board. Governor's Task Force has come out with a recommendation for summer camps to open and Ms. Dion stated she is waiting to see that recommendation. The Town did purchase the electrostatic cleaners that could be used in cleaning the summer camp site. The cleaning could be designated a COVID expense and summer camps have been designated as an Emergency Child Care Site and will take essential workers children first and then children of two parents working.

Ms. Dion recommend that Kelley Park be open for singles tennis play only and placing a porta-potty by the courts. Adult Softball and Older Babe Ruth Leagues are asking if they can use Kelley Park and start late June-July. Chairman Anderson stated, they are outside in the sunlight. Morrison agreed. Ms. Dion's recommendations are that the leagues not use the dug outs and that they sit outside.

Ms. Dion updated the Board on the T-Ball project of grassing the area in. The cost of this project would be \$2,600.00 and the bid includes; removing four inches of infield mix, moving it somewhere else to be used, leveling the area and compacting it, adding topsoil and grass seed. It was stated that this would be a good time to do this project where the area isn't used a lot now. This is in the Kelley Park budget to do. General consensus of the Board was to move forward with the project.

**Beach Management:**

Mr. Coates reviewed the document that outlined three options for the beaches to operate this summer. Town Managers around the state are split about 50% on the opening and management of beaches around the state. The other piece of information that will impact beaches is how Wellington opens and stays open this summer. This could put pressure on our beaches and if Bristol has no management of this beaches this could be an issue. Mr. Coates then discussed how sales might work if the beaches were opened and managed; sales of permits will be at just the Town Office covered by a beach attendant not working the beach, these permits would be for taxpayers and residents only, with two guest passes that could also be purchased at the Town Office. Beaches generate, on a good year, \$15,000.00 to \$17,000.00 which pays for the beach staffing. Mr. Coates's recommendation would be to open the beaches to generate revenue in a safe manner and essentially go status quo with 3 attendants full time, annual passes and guest passes being sold, no day passes, and porta-potties put out at each beach with signage. With Wellington having a soft opening, Mr. Coates recommended that attendants start on the beaches on the weekends in early June to manage and educate those at the beaches of the changes for this summer. No parking without a permit would not be enforced at the beaches until June 17. Discussion on the clarification of passes sold was given by Deb Tivey and Mr. Coates. Mr. Coates wanted to make clear for the record that there would be a lot of signage at the beaches explaining social distancing, and other things discussed previously regarding the parks. Chief McIntire stated that there would be a six-hour detail out at Wellington with police visibility at Town beaches on Memorial Day weekend. The Chief also reported that parking along the State highway is restricted and posted "No Parking" for two miles and that the church has closed their parking lot to the public. With restricting parking in these areas, it is hoped that foot traffic into the beaches will be limited.

**LULA Grant:**

Mr. Coates reported that the Town received the USDA Rural Development grant to match the Town's funds for the LULA lift at the Town Office. The grant is in the amount of \$31,075.00.

**Town Administrator's Report:**

The US Census information given to Mr. Coates, via email, was that the county response level is about 44% and currently, Bristol has about 35% response rate. He would like to encourage everyone to take the Census.

**Select Board Items:**

Ms. Avery wishes the residents, taxpayers and businesses in Bristol a happy Memorial Day holiday. She encouraged people to visit the beaches and businesses in town safely.

Mr. Morrison reiterated his request for the Select Board to start their meeting earlier than 6:00 PM.

Mr. Milbrand hoped that people enjoy the attractions but to do "the right thing."

Ms. Dion echoed Ms. Avery's message.

Chair Anderson stated that he would be seen in public wearing a mask. He also asked that our local businesses and restaurants be supported.

**Public Comments:**

Steve Moore asked how he could get in contact with a person at the Town Office. He has tried but has been unsuccessful. Town Administrator Nik Coates stated that the Town Office is open by appointment by calling 744-3354 and using option 2 or by emailing Raymah Simpson at [rsimpson@townofbristol.org](mailto:rsimpson@townofbristol.org). Mr. Coates also stated that the Town's phone system for the Town Clerk went down and when it was recovered 18 voice messages had been left. Mr. Moore informed Selectman Morrison that he felt that the 6:00 start time to Select Board meeting was to allow for maximum public participation.

**Non-Public Session: not held**

Motion made by Mr. Milbrand to adjourn public meeting at 7:43 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.

Respectfully submitted,

Deborah A. Clarke-Tivey