

**Minutes**  
**Bristol Select Board**  
**June 4, 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 530-1765 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 (remotely); Anita Avery (remotely); JP Morrison; Les Dion (remotely); and Nik Coates, Town Administrator.

**Absent:**

**Public Session:** Chair Anderson opened the public meeting at 6:02 PM by having Mr. Milbrand lead the Pledge of Allegiance. Mr. Milbrand asked for a moment to remember NH State Representative Vincent Paul Migliore who recently passed away. Mr. Milbrand thanked him for his service to the community.

**Others Present:** Mark Bucklin, Highway Superintendent; Christina Goodwin, Land Use Manager/Health Officer; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Manager; and Steve Moore (all remotely).

**Meeting Minutes:** Mr. Milbrand made a motion to accept the minutes of May 21, 2020 as written, seconded by Mr. Morrison. Roll call vote taken; Ms. Avery, yes; Ms. Dion, yes; Mr. Morrison, yes; Mr. Milbrand, yes; Chair Anderson, yes. No discussion. The Board voted 5-0-0, 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 with the addition of Mary Messier to the Downtown Decorating Committee, seconded by Ms. Dion. Roll call vote taken; Ms. Dion, yes; Ms. Avery, yes; Mr. Milbrand, yes; Mr. Morrison, yes; Chair Anderson, yes. No discussion. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

**Tax Warrant:** Christina Goodwin reviewed the tax warrant for spring taxes. Ms. Goodwin reported that tax bills were sent to the mailing company and should be out in the mail by Monday, June 8, 2020. The due date for tax bills to be paid is July 14, 2020. Ms. Goodwin alerted the Board to the possible delay of Fall tax bills. This delay may be one week later than normal.

**Loader Quotes:** Mark Bucklin spoke about the purchase of a front-end wheel loader. This loader was up for purchase last year according to the CIP (Capital Improvements Program) Committee. The quotes, performance, pros and cons of all four front-end loaders were discussed. Mr. Milbrand made a motion to purchase the Hyundai HL940 loader for \$104,900.00, motion seconded by Ms. Avery. Roll call vote taken; Ms. Avery, yes; Ms. Dion, yes; Mr. Milbrand, yes; Mr. Morrison, yes; Chair Anderson, yes. No further discussion. The Board voted 5-0-0, the motion passed.

**Cummings Beach Railings:** Mr. Coates let the Board know that Halls Excavation was scheduled to put in the railings at Cummings Beach. The railings have been put on hold until a quote from RP Williams is received to compare prices.

### **Branding Project Update:**

**Website and Graphics-** The Town's branding company Chum (formerly Stebbings Partners) was scheduled to do \$30,000.00 worth of work for the Town this year on three main items: Websites (Town website and Economic Development subsite), Graphics (Shop Bristol, Dine Bristol, Hike Bristol, etc.) and Signage. Departments are going to start budgeting to replace their logos on vehicles over the course of the next several years. Mr. Coates felt the best way to proceed with this endeavor was to chunk the projects into separate contracts and to do the important projects first, which were agreed to be the website and graphics. The cost of work for the website and graphics is \$18,000.00.

### **COVID- 19 Update and Response:**

**Town Office Reopening Plan-** Mr. Coates presented a plan to reopen the Town Offices to the public in a phased way. The first phase is to open the Town Offices up on July 6 for appointments only: no more than two people per Town Clerk lobby, no more than one person per Land Use lobby, and no more than one person per upstairs lobby. If the first phase goes well, then the second phase could go into effect a month after phase one's opening. Other precautions were outlined in the plan by Mr. Coates, including scheduling of staff, wearing of masks, and disinfecting. Mr. Coates reviewed the Town of Bristol- Temporary Telecommuting Policy and Procedure and Select Board's Directives on COVID-19 Response. Mr. Coates pointed out changes to the Board's Directives and changes in language to the Telecommuting Policy. A phased opening of the Town Offices would help ensure having enough cleaning products on hand and the safety of staff in the building. The Town Offices don't want to have to close again because staff are sick.

**Summer Events Planning Update-** Ms. Dion wanted to correct a quote given to the Board at the May 21, 2020 Board meeting regarding the grassing in area of the T-Ball project. The cost of this project was quoted at \$2,600.00 and the bid included: removing four inches of infield mix, removing it for later use, leveling and compacting the area, adding topsoil and grass seed. However, the quote was only \$2,600.00 if the Town provided all the materials. The actual quote for the project is \$4,000.00 to complete the project without the Town providing the materials. Consensus was made by the Board to move forward on the Kelley Park grassing project.

Ms. Dion reported that The Penny Sale has been cancelled for this year due to COVID-19. Concerts at Kelley Park will start on July 2nd. She explained that if concerts had to be cancelled due to rain or COVID, bands should get paid regardless of whether they played or not because the bands are taking a risk in being placed on the concert schedule this summer. It was suggested that if the bands could not perform live and they were being paid to play that they set up and perform in the Town Office Conference Room and that their performance be recorded or lived streamed.

Ms. Dion reported that the Events Committee met and discussed a Drive-In movie night. She discussed some of the costs associated with this event and the possibility of the proceeds going to some groups like Rotary. She also talked about three family scavenger hunts and "What Is It Wednesday?" being planned by the committee. Ms. Dion reported that Uncle Steve Band will kick off the Summer Concert Series on July 2nd, and that the Information Booth will be closed. She showed the Board a copy of the Summer Event brochure but let the Board know that no brochures had been printed at this time. The Events Committee will meet again next week. Ms. Goodwin and Ms. Dion talked about the Fireworks Committee meeting on June 11, 2020. Discussion took place about Drive In Fireworks following the Governor's Orders and if the Committee should revisit this issue in a couple of weeks. After discussion, a motion was made by Mr. Milbrand to move forward with fireworks on July 4<sup>th</sup> at the beach, motion seconded by Mr. Morrison. Roll call vote taken; Mr. Milbrand, yes; Ms. Avery, no; Ms. Dion, no; Mr. Morrison, yes; Chair Anderson, yes. The motion passed 3-2-0.

**Trash Barrels-** Mr. Coates discussed the reopening guidelines from the State that says trash barrels that are put out should be without lids. The barrels that the Town currently has have lids. He asked the Board if the Highway should put out the barrels the Town has or purchase new ones? The consensus of the Board was to put out the barrels as is.

#### **Town Administrator's Report:**

**Next meeting-** Mr. Coates reported, that the next Select Board meeting is scheduled for June 18, 2020, Chair Anderson would like the Board to meet in person. Mr. Coates reminded the Board that the State prohibits groups of more than 10 to meet in person. The CDC guidelines call for people to wear a mask indoors when you cannot be six feet apart. The Town has paper masks available for anyone that doesn't have one and can space out tables. Mr. Coates recommended that if the Board wants to meet in person, that the building still be closed to the public for the meeting and the public be given the opportunity to attend the meeting through Zoom or conference call line. Mr. Milbrand stated that any Board member who wishes to attend the meeting via Zoom should have that option. Mr. Morrison asked the Board to consider starting Board meetings at 5:00 PM. brief discussion took place. A motion was made by Mr. Morrison to begin Board meetings at 5:00, the motion was seconded by Mr. Milbrand. Roll call vote taken; Ms. Avery, yes; Ms. Dion, yes; Mr. Morrison, yes; Mr. Milbrand, yes; Chair Anderson, yes. The Board voted 5-0-0, motion passed.

The Board discussed cancelling the Summer Town Meeting due to low attendance and the Governor's Guidelines of groups less than 10 gathering. The Board unanimously consented to cancel the Summer Town Meeting.

**Branding Project Update-** Dan Stebbings has been invited to meet with the Board on June 18, 2020, to talk about the branding project. He cannot join in person but has agreed to join the meeting via Zoom.

**Purchase Recommendations from Bicentennial Committee-** Janet Cote from the Bicentennial Committee will be coming to the June 18, 2020 Select Board meeting. There is approximately \$15,000.00 remaining in the Bicentennial Capital Reserve Fund. The committee has met to discuss how to spend the remaining funds. Janet will present a list of projects and costs for the Board to consider.

**Public Hearing for Pemi Shores Road-** A request has been submitted for then Town to accept Pemi Shores Road as a public road. Mark Bucklin, Highway Superintendent agrees with making Pemi Shores Road a public road. A Public Hearing will be held on June 18, 2020 for the Board to consider this request and take comments from the public.

**Public Hearing for CDFA and EDA Application Update-** Donna Lane, grant writer for CDFA projects, will be joining the June 18, 2020 Select Board meeting along with the Town's Engineer Tim Puls. Donna Lane and Mr. Coates have been working on a \$500,000.00 grant application. This grant would be for the Central Street Pump Station, which is long overdue for replacement. CDFA requires that before you apply for the grant a public hearing be held.

**Fire and Police-** James McIntire, Chief of Police and Ben LaRoche, Chief of Fire, will be present at the June 18, 2020 Board meeting to discuss EMS Contracts and other topics dealing with operations.

Mr. Coates reminded the Board that in the months of July and August, Select Board meetings will switch to Monday evenings.

**Select Board Items:**

Ms. Dion wanted to know if there was a way to place Select Board members' email address on the Town's website. Someone from the public tried to find the email links and said the process was cumbersome.

Ms. Avery thanked everyone involved with The Black Lives Matter march for their peaceful demonstration. She recognized local businesses and restaurants for their wonderful service.

Mr. Morrison stated he would like one master key for the Town Office. He too appreciated the peaceful demonstration of the marchers but believes that all lives matter.

Mr. Milbrand and Chair Anderson passed on any comments.

**Public Comments:**

Ray Courchaine was given clarification that the room discussed earlier for bands to perform in the event of livestreaming was the Select Board meeting.

Steve Moore called into express that he didn't support not holding a Summer Town Meeting. He asked for clarification if the Select Board's intentions were to cancel the Summer Town meeting all together or just this summer due to COVID. He was alright with supporting not having the Summer Town Meeting once he knew it was only cancelled for this summer. Mr. Moore informed Selectman Morrison that he felt that the 6:00 PM start time to Select Board meeting was to allow for maximum public participation and was not in favor of a 5:00 PM start to Select Board Meetings.

**Non-Public Session:** Not held

Motion made by Mr. Morrison to adjourn public meeting at 7:44 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.

Respectfully submitted,

Deborah A. Clarke-Tivey