

**Minutes
Bristol Select Board
June 18, 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). If a member of the public has a problem accessing the meeting, they should call 603 530-1765 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; Anita Avery; JP Morrison; Les Dion; and Nik Coates, Town Administrator.

Absent:

Public Session: Chair Anderson opened the public meeting at 6:07 PM and lead the Pledge of Allegiance.

Others Present: Christina Goodwin, Land Use Manager/Health Officer; Deb Tivey, Administrative Assistant; Ray Courchaine, Media Consultant; Robert Blanchette, Finance/Human Resources Director; Dan Stebbings, Chum Studio LLC; Jeff Chartier, Water/Sewer Superintendent; James McIntire, Chief of Police; Ben LaRoche, Chief of Fire; Bill Dowey, Economic Development Committee Chair; and members of the community (all remotely).

Meeting Minutes: Ms. Dion made a motion to accept the minutes of June 4, 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 June 18, 2020; to include the items named therein, 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.

Finance Department Update: Robert Blanchette, Finance/Employee Human Resources Director updated the Board on where the Town currently stands financially mid-year. Finances look positive in terms of underspending on the budget and being ahead of revenue projections. If need be, Department heads have submitted proposals of where they think money could be saved if they need to hold off on spending. Mr. Milbrand wanted to know when the Town receives Rooms & Meals Tax funds. Mr. Blanchette answered, in December and Mr. Coates informed the Board that the Governor has stated that Rooms and Meals Tax funds will be fully funded.

Mr. Coates let the Board know that a taxpayer requested that he ask the Board if they would be willing to waive credit card fees for people paying their tax bills by credit card. After discussion, the Board was not in favor of waving credit card fees for taxpayers to pay their taxes using their credit cards.

Water & Sewer Department Update: Jeff Chartier, Water/Sewer Superintendent gave an update on Water and Sewer Regulations. He presented the changes in the document provided to the Board and discussed the intent of the proposed language changes.

Water Rules and Regulations Update: Mr. Chartier gave an annual review to the Sewer Ordinance. He pointed out the minor changes that are being recommended be made to the ordinance.

Sewer Use Ordinance Update: Superintendent Chartier reported to the Board that he has been working on rate scenarios for the sewer extension project. He gave a brief high-level overview introduction of the scenarios so the Board could come up with ideas as to how to fund the project. At the July 6, 2020 Select Board meeting Tim Puls, Underwood Engineers; Donna Lane, Grant Writer; and Mr. Chartier will give an update on where the grant writing stands. A Public Hearing will be held, which is required for the Community Development Finance Authority grant. Next steps to move forward with this project will be discussed at the July 6, 2020 Select Board meeting.

Branding Project Update: Dan Stebbings from the Town's marketing and branding company, Chum Studio LLC, did a presentation on the website work and graphics he has been doing since March 2019. He presented the Badge Series purpose, "To connect private business to the Town's broader promotional efforts and to one another." The advantages of the badges are they are self-contained, pair with existing branding/marketing and suggest unifying membership. Each badge was presented and additional options for badges were discussed. Mr. Morrison suggested to incorporate the Town of Bristol's old emblem into the badges. Mr. Stebbings then presented changes to the Town's website keeping the theme of Stay, Work, Play as a reference. He suggested expanding the Town's social media from Facebook to include Instagram.

Request to Incorporate 501 (c) (3) Nonprofit Economic Development Corporation: Bill Dowey introduced the idea and concept to start a business accelerator and build and equip an incubator in the storage room of the Town Office. Mr. Dowey wasn't ready to make a formal request to incorporate a 501 (c) (3). He is still working on a grant to the US Economic Development Administration to ask for \$500,000.00 for help in funding some of this project. His objective with his presentation was to introduce the Board to this idea and the concept.

COVID-19 Update and Response

Fireworks: Christina Goodwin, Fireworks Committee Chair; presented three options the Fireworks Committee created and reviewed in depth. The Firework Committee members were split on all three options. Ms. Goodwin gave an update on the Governor's most recent orders/guidelines on fireworks and let the Board know that there is nothing in these recent orders that states Bristol can't hold Fireworks on July 4th. She let the Board know that firework crowds would still need to social distance, wear masks, etc. Mr. Coates and Mr. Milbrand questioned if it was financially responsible to move forward using taxpayers' money for fireworks when the Towns' Department Heads were asked to look at their spending and make recommendations to cut spending in their departments if necessary. Mr. Morrison and Mr. Anderson didn't believe finances was a reason to cancel the July 4th fireworks. They believed that holding the fireworks would be a boost to Bristol and it would show that Bristol is open for business. Ms. Dion would like to air on the side of caution and stands firm that she is not in favor of the Town holding July 4th fireworks. Ms. Dion made a motion to cancel the July 4, 2020, Fireworks, motion seconded by Ms. Avery. Roll call vote taken; Ms. Dion, yes; Ms. Avery, yes; Chair Anderson, no; Mr. Morrison, no; Mr. Milbrand, no. No further discussion. The Board voted 2-3-0, the motion failed.

Summer Events Planning: Ms. Dion let the Board know that bands scheduled to perform this summer do not wish to perform in the Town Offices, if it rains. The bands, however, have offered to perform outside on another night, if scheduling allows, or carry their performance over to the following summer. Ten concerts are scheduled for this summer. Ms. Dion reported on the July 4, 2020 Car Parade and the route the parade will follow. She let the Board know that the parade will be publicized and there will be no fire trucks, trailers or walking allowed. Three Scavengers Hunts, a "What Is It Wednesday" event and two Drive In Movie Nights are being planned for the summer. If the high school parking lot or soccer field is available, two Drive In Movie Nights will be held in July and August. Ms. Dion gave a list of summer events in the area that have been cancelled or postponed. Ms. Dion reported that the \$10,000.00 improvements needed at the baseball and softball fields had been placed on hold because of spending cuts. She let the Board know that the Newfound Babe Ruth would like to see these improvements happen and are willing to pay for them or complete the projects and ask the Town for reimbursement. It was decided that this topic be placed on the July 6, 2020 Select Board Meeting agenda.

State of Emergency Order Update: Mr. Coates let the Board know that large groups could now gather under this order following social distancing, wearing masks and that businesses still need to follow guidelines as they open and continue to stay open. The "Stay at Home" order has been replaced with a "Safer at Home" order from the state.

Town Administrator's Report: Mr. Coates reported that the next Select Board meeting is scheduled for Monday, July 6, 2020, at 5:00 PM at the Town Offices. He reminded the Board that they will hear a presentation on the Sewer Project and that the first Kelley Park Concert is scheduled for July 2, 2020.

Select Board Items: Mr. Milbrand would like to see the Transfer Station open their lower dump brush collection more than once a week. He would like to know if Mr. Bucklin could work out a schedule to make this happen and asked if Mr. Bucklin could come to the next Select Board meeting to discuss this and the recycling of cardboard.

Ms. Avery thanked the towns' people and businesses for their efforts during the shutdown due to COVID. She and her husband are both back to work and following the guidelines set forth by the Reopening Task Force. She knows how challenging these guidelines can be and applauds businesses who have been following these orders. She is happy to be back to work and in the company of her friends, co-workers and customers.

Mr. Morrison, Ms. Dion and Chair Anderson passed any further comments.

Mr. Coates, after a brief discussion with the Board, announced that the Transfer Station will be closed for the July 4th holiday.

Public Comments: None

Nonpublic Session Per NH RSA 91-A, ii (a), (c), (e), (I): Mr. Milbrand made a motion to enter in non-public session under NH RSA 91-A, ii (a), (c), (e), (I), motion was seconded by Mr. Morrison. Roll call vote to enter nonpublic session: Mr. Dion, yes; Mr. Morrison, yes; Ms. Avery, yes; Mr. Milbrand, yes; Chair Anderson, yes. Motion passed 5-0-0. Entered nonpublic session at 7:10 PM.

Motion to leave nonpublic session and return to public session was made by Mr. Milbrand, seconded by Ms. Avery. Public session reconvened at 7:30 PM.

Motion made by Ms. Avery to adjourn public meeting at 7:30 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,

Deborah A. Clarke-Tivey