

Bristol Select Board-Budget Work Session  
Meeting Minutes  
September 28, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrin, Les Dion, Rob Glassett, Carroll Brown, Jr., and Christina Goodwin, Town Administrator

**Absent:** none

**Others Present for Work Session:** Joanne Bailey, Land Use/Assessing Manager; Kristopher Bean, Police Chief; Christopher Carter, Detective Sergeant; Ben LaRoche, Fire Chief

**Consent Agenda and Manifests:** Ms. Dion made a motion to approve the September 28, 2023, Manifests to include the items named therein, motion seconded by Mr. Glassett. No further discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached as an Appendix with these minutes.

**Work Session-Budget Reviews:**

The following 2024 Annual Budgets for the General Fund, including expenditures were reviewed by the Select Board with the Department Heads:

*4152- Revaluation of Property:* Ms. Bailey discussed with the Board COLA and Step increases, the added position of the Administrative Clerk to cover for the Administrative Assistant's maternity leave, Over Time and Contracted Services.

*4191- Planning Board:* Ms. Bailey stated that there was no change to this budget but for transparency the Planning Board plans to contract out the completion of the Land Use Chapter. Six thousand (\$6,000.00) to be spent or encumbered from 2023 budget and the \$6,000.00 in the 2024 Budget will complete the Land Use Chapter and begin work on the Economic Development Chapter.

*4192- Zoning Board:* Ms. Bailey presented an increase in the cost of advertising and postage due to the increase in the Zoning Board's cases. However, this increase will be offset by revenue.

*4193-Tax Map:* Ms. Bailey discussed the \$3,300.00 Annual Maintenance Contract, the \$3,000.00 Web GIS Hosting, and the \$1950.00 Annual Axis GIS Editor. The \$550.00 planning map fee that was eliminated due to the Town doing the full GIS conversion in 2023 which over time would have had a steady increase by 20%-25%.

*4411-Health/Land Use:* Ms. Bailey let the Board know that she was looking to make the Land Use/Health Officer's position full-time by adding five (5) hours. Other payroll changes include COLA and Step increases. She reviewed the Overtime line which is new for 2024 for the Land Use/Assessing Department. She pointed out the increase in supplies and postage due to her department's team size increasing and enforcement efforts.

*4611-Conservation Commission:* Ms. Bailey discussed the Conservation Commission's wish to send one child to the 4H/Fish and Game Summer Camp. Sponsorship 2023 rates were \$600.00 week/child and included in the budget.

*4612-Historic District Commission:* This budget decreased in areas.

*4210-Police Department:* Chief Bean presented pay increases and associated costs. He informed the Board that State law has increased training hours by 16 hours and that overtime is needed to send officers to training or back fill shifts when officers are at training. He explained the increase in the prosecution assistance from the Grafton Attorney Office and the increase for uniforms and boots. Chief Bean discussed the cost increased to \$1,290.00 for three (3) replacement vests, done yearly, and the increase in the budget for moving into the new Public Safety Building and restocking items the Police Department moved to the Town Office. Chief Bean highlighted the need to add a Civic Events line back to the budget. The Chief and Detective Sergeant Carter discussed the cost of the contract for Worn Cameras and Tasers along with the Town's portion of the Radar/Signs Grant.

*4220-Fire Department:* Chief LaRoche reviewed payroll lines of his department. He highlighted an anticipated reduction in electric usage with the move into the Public Safety Building for at least six (6) months, along with the decrease in summer usage of oil and the accounting of a lower building temperature in the fall. He discussed the Ambulance Service Billing increase in revenue projecting over \$500,000.00 for 2023.

*4230-Forestry:* Chief LaRoche discussed with the Board the possibility of doing away with this section of the Town Budget and making it part of the Fire Department's budget. He kept this section low as most of the costs had been transferred already to Fire.

*4290-Emergency Management:* Chief LaRoche pointed out that there was an increase for supplies in this budget due to call volume being up.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Sanschagrín made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Brown. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 7:30pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:00pm.

Mr. Brown motioned to seal the non-public minutes indefinitely as it was determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board and render a proposed action ineffective. The motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to adjourn the meeting at 8:05pm, seconded by Mr. Brown. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah Clarke-Tivey

## Appendix

### Consent Agenda 9/28/23

1. Accounts Payable Payment Manifest dated 9/28/23
2. Payroll Payment Manifest dated 9/28/23