Minutes
BRISTOL SELECT BOARD
Monday, December 21, 2020

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, the Select Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, this is to confirm that the meeting is open to the public and can be accessed in the ways described below.

We are utilizing the Zoom platform for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through the following ways.

Join Zoom Meeting on a computer or laptop:
https://us02web.zoom.us/j/81941498683

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If there are problems with access, please call (603) 530-1765.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

At the end of the meeting, there may be a nonpublic session. The Chair will announce this, take Roll Call vote and will then ask that all members of the public adjourn from the meeting.

Present: Select Board members: Chair Wayne Anderson, Vice Chair Don Milbrand, JP Morrison, (Les Dion, Anita Avery, and Town Administrator, Nik Coates attended remotely)

Absent:

Others Present: Ray Courchaine, Media Manager; Christina Goodwin, Land Use/Assessing Manager; Deb Tivey, Administrative Assistant; Mark Bucklin, Highway Superintendent; Jim McIntire, Police Chief (remotely)
**Public Session:** Chair Anderson opened the public meeting at 5:37PM by leading the Pledge of Allegiance.

**Meeting Minutes:** Vice Chair Milbrand made a motion to accept the minutes of December 3, 2020, as written, seconded by Ms. Avery. No discussion. The Board voted 5-0-0, motion passed.

**Consent Agenda and Manifests:** Mr. Milbrand made a motion to approve the consent agenda dated, December 21, 2020 to include the items named therein, with the removal of #15 SNHS Elderly Housing, motion seconded by Mr. Milbrand. Mr. Morrison led a discussion questioning the tax exception and wanted more information. Ms. Goodwin explained that the exception was statutory. The Board voted 5-0-0 in favor of the motion. Motion passed.

**Consideration of Disposition of Certain Town Roads:** Mr. Bucklin requested the Board consider discontinuing the following roads that are actually “driveways” and are areas that the Highway Department has to invest a lot of time in for plowing and summer maintenance: Remick Road, Locke Road, Schaefer Road, Benz Road, Towne Road, Gray Street, Carr Terrace, Jeffers Road and Barron Road. Mr. Coates led a discussion informing the Board of any concerns other departments; Land Use, Water & Sewer, Fire and EMS had relating to operational impacts if maintenance of any of these roads were to be discontinued by the Highway Department. The Board agreed that the following road should be kept on the discontinuing list: Remick Road, Locke Road, Schaefer Road, Towne Road, Gray Street, and Carr Terrace. Mr. Coates informed the Board of the steps they would need to take to prepare the roads for discontinuance votes at the Town Meeting. The Board agreed that one warrant article would be drafted for discontinuance of these roads and that would occur at the January 7, 2021 work session.

**Prestige Drive Request Update:** Due to the December 17, 2020 site walk being cancelled, due to the storm that brought over 29 inches of snow, this item was tabled until Spring.

**Update Utilities Reval Contract:** Per the Select Board’s request in November, an alternative contract was sought from Skip Sansoucy for the utility work in 2021. Mr. Sansoucy’s revised contract was for one year and this changed the rate from $12,000.00, plus $2,500.00 for the Vertex cell tower, to $27,000.00. In addition to Mr. Sansoucy’s proposal, Ms. Goodwin received a proposal from Brian Fogg for the 2021 year not to exceed $17,500.00 and for 2022-2024 not to exceed an increase of over $2,000.00 per year. In was made clear that Mr. Sansoucy would have to continue being paid to be the Town’s expert witness with court cases involving the utilities for 2020 and before, but if the Board went with Mr. Fogg that he would do the valuations for utilities starting in 2021 and would be the Town’s expert witness for any cases involving 2021 valuations and for any years he is contracted by the Town. Ms. Dion made a motion to accept Brian Fogg’s contract for one year in the amount of $17,500.00. Mr. Milbrand seconded the motion. No discussion. The Board voted in favor of the motion 5-0-0. Motion passed.

**Town Policy Updates:** Mr. Coates reported to the Board that he had rewritten the following policies dealing with COVID based on the latest federal and state laws and guidance after reviewing policies with Attorney Mansfield: Temporary Leave Due to Coronavirus Policy, Telecommuting Policy, The Town Standard Operating Procedures Policy and Employee Quarantine and Travel Guidance. Mr. Morrison suggested that the Telecommuting Policy be kept in place until July 1, 2021 and others on the Board thought that was a good idea. Mr. Milbrand made a motion to enact the changes and approve the COVID policies. Ms. Avery seconded the motion. The Board voted 5-0-0 in favor of the motion. The motion passed.
Mr. Coates reminded the Board that at the December 3, 2020 Select Board meeting the auditor had recommended the rewriting of several financial policies. Mr. Coates rewrote the following policies and ran the rewritten policies by Robert Blanchette, Finance Officer/Human Resource Director and the finance team: Grants and Donations Policy, Capital Assets and Depreciations Policy, and the Cash Receipts Policy. Mr. Coates highlighted the changes in policies to the Board. He informed the Board that he was still working on the Code of Ethics Policy and hoped to have that policy ready for the Board to review at their January 7, 2021 Select Board meeting. Mr. Milbrand made a motion to accept the financial policies as presented. Ms. Avery seconded the motion. The Board voted 5-0-0 in favor of the motion. Motion passed.

**Charter Commission Warrant Vote:** Mr. Coates reminded the Board that in order to put the Charter Commission question on the warrant the Board is required by state RSA to vote on putting the Charter Commission question on the warrant. He also discussed with the Board placing the question, “Shall a Charter Commission be established for the purpose of establishing a municipal charter?” on the Official Ballot (Tuesday voting) or the Saturday ballot. He explained that the Official Ballot would be voted on the Tuesday Town Meeting session and the ballot would be discussed and voted on the Saturday Town Meeting session. Mr. Milbrand made a motion to place the Charter Commission question on the warrant for the Tuesday Official Ballot. Ms. Avery seconded the motion. No discussion. The Board voted 5-0-0 in favor of the motion. Motion passed.

**Central Street Pump Station Contracts:** Mr. Coates presented to the Board a draft contract from Underwood Engineers, Inc. for the final design for Central Street Pump Station. He explained that the contract for the Preliminary Design of the entire sewer extension project is not ready yet and that the CDBG grant had not been officially awarded but was expected to happen in January when the Governor & Council meets. The Board reviewed and discussed how the design for the Central Street Pump Station would be funded by the Sewer Capital Reserves. Chair Anderson made a motion to accept the Underwood Engineers, Inc. contract for $66,500.00 for the final design for Central Street Pump Station pending the Town being awarded the CDBG grant by the Governor and Council and to allow the Town Administrator to be the signer. Motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0 in favor of the motion. Motion passed.

**Town Administrator’s Report:** Mr. Coates reminded the Board that there will be several Public Hearings for the Fox Run Road Discontinuance. The first hearing is scheduled for January 7, 2021; the second hearing is scheduled for 14 days after that on January 21, 2021; and the third meeting is scheduled for February 4, 2021, 14 days after the second public hearing. Ms. Goodwin reminded the Board that if any of the public hearing dates had to be changed or postponed because of inclement weather the process would have to completely start over.

Mr. Coates asked the Board for some clarity on three items: the Bristol United Church Parking Lot, 2020 Employee Evaluation Process and the January Scheduling of Select Board meetings. Mr. Anderson has had with Brian Shedd of the Bristol Baptist Church Board. Discussion on some expenses the Town would have were outlined. The Board felt that this was not a priority of theirs at this time and would like to put this off until the end of Winter or until Spring.

Mr. Coates discussed that the employee evaluation process would start in January. He reviewed the current scoring system and discussed how each department could choose what they want to emphasize for scoring and goal setting. Chair Anderson made some suggestions on how to revamp the form and process for evaluation. Chief McIntire felt the process works well for the Police Department and didn’t think with everything going on in the world this would be a good time to change the document or process. Ms. Goodwin stated that her department meets quarterly to set goals and the current
evaluation process works fine. Chair Anderson agreed that changes to the process and document should not happen for this coming evaluation cycle, that changing the rules mid cycle was unfair and that total changes to the document and process could take a few years to fully implement.

Mr. Coates let the Board know that Chair Anderson floated the idea to change Select Board meetings in January. If the Board agreed to the proposed changes the Board would meet on January 14 and 28 instead of January 7 and 21. He reminded the Board that public hearings would be pushed out another month and warrant article work would need to be rescheduled. The Board agreed to keep the scheduled January 7 and 21 Select Board meeting schedule.

Mr. Coates asked the Board to revisit the consent agenda and the removal of #15 - SNHS Elderly Housing. After discussion regarding the fact that these funds would not be applied to the 2020 fiscal year if this item was delayed and that the exception given was statutory, Mr. Milbrand made a motion to move ahead with the consent agenda as presented, with the addition of #15 SNHS Elderly Housing in the amount of $16,508.31. Ms. Avery seconded the motion. No discussion. The Board voted 5-0-0 in favor of the motion. Motion passed.

Select Board items: Ms. Avery wished everyone a Happy Christmas and New Year.

Mr. Milbrand wished everyone happy holidays and good health in 2021.

Chair Anderson sent out kudos to the Highway Department for cleaning up the roadways covered with 29+ inches of snow and the Police Department and Fire Department who worked out on the roadways during the storm and stayed safe.

Public Comments: none

Nonpublic Session Per NH RSA 91-A, II (a) and (c) Mr. Milbrand made a motion to enter into non-public session under NH RSA 91-A, II (d) motion was seconded by Ms. Avery. Roll call vote to enter nonpublic session: Ms. Avery, yes; Vice Chair Milbrand, yes; Ms. Dion, yes; Mr. Morrison, yes, Chair Anderson; yes. Motion passed 5-0-0. Entered nonpublic session at 6:59PM.

Motion to leave nonpublic session and return to public session was made by Mr. Morrison, seconded by Mr. Milbrand. Roll call vote taken. 5-0-0 in favor, the motion passed. Public session reconvened at 7:28PM.

Motion made by Mr. Milbrand to adjourn public meeting at 7:28PM, seconded by Ms. Dion. The Board voted 5-0-0, motion passed.

Respectfully submitted,

Deborah A. Clarke-Tivey