



Town of Bristol
5 School Street
Bristol, NH 03222
—
townofbristolnh.org
(603) 744-3354

April 1, 2020

RE: Emergency Order #23 and its impacts on municipal operations

To the Residents, Business Owners and Taxpayers of Bristol,

Governor Sununu issued Emergency Order #23 this afternoon.

<https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-23.pdf>

The purpose of this communication is to give some highlights and context as to what it means to the Town Office operations of Bristol. This is not meant to be an exhaustive list.

Item 1. Accounts Payable and Payroll manifests can be signed outside of meetings and it allows for electronic approvals of such.

Response on potential impacts to you: These are already practices of the Select Board, but this codifies these practices during this emergency period. This allows the Select Board to continue to pay employees and bills in a timely fashion. If you have any questions, please contact Town Administrator Nik Coates at (603) 744-3354 ext. 128.

Item 2. It provides relief for statutory requirements to meet. This directly impacts the Planning Board which is required by law to meet at least once a month. During this time, that requirement is waived.

Response on potential impacts to you: Staff will continue to make every effort to communicate ahead of time with applicants to help them through the processes they need to follow and boards will continue to meet, if possible, virtually to ensure the important business of the Town and applicants is being carried out. If you have any questions, please contact Land Use/Assessing Manager Christina Goodwin at (603) 744-3354 ext. 112.

Item 4. The Town can over-expend the operating budget due to a need for emergency spending for COVID-19. The unreserved fund balance can be tapped into after permission is given by the State.

Response on potential impacts to you: At this time, we do not anticipate the need to over-expend the operating budget as we have great Department Heads who watch their budgets closely. That said, with a lot of uncertainty of how long this pandemic will last and what pressures it will put on department budgets, there may be a time in the fall and winter where the Select Board will need to make some tough decisions on this. If you have any questions, please contact Town Administrator Nik Coates at (603) 744-3354 ext. 128.



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Item 5. Relief is provided from statutory deadlines to act on items from land use boards, code inspections, and meeting minute availability.

Response on potential impacts to you: Same response as Item 2. If you have any questions, please contact Land Use/Assessing Manager Christina Goodwin at (603) 744-3354 ext. 112 or the Fire Department at (603) 744-2632.

Item 7. Marriage license extensions.

Response on potential impacts to you: Congrats, you got married! If you have any questions, please contact Town Clerk/Tax Collector Raymah Simpson at (603) 744-3354 ext. 115.

Item 9. All operations can be moved to phone, online and by appointment.

Response on potential impacts to you: We are already in a hybrid office in which the Town Office is being staffed in person minimally and instead employees are servicing your needs mostly remote, online and by phone. We will continue to support your needs in a timely fashion regardless of whether we are in the office or not. You can review our “Virtual Town Office” efforts here:

<https://www.townofbristolnh.org/home/news/bristol-town-office-closed-public-beginning-monday-march-23-2020-until-further-notice>

Best wishes for you safety and health. We are a strong and resilient community and we will make it through this together if we stick together.

Sincerely,

Nicholas J. Coates (Nik)
Town Administrator