

Bristol Select Board
Meeting Minutes
February 15, 2024

Approved: Approved minutes, March 7, 2024

Present: Select Board members: Shaun Lagueux (remotely), Scott Sanschagrín, Carroll Brown, Jr., and Rob Glassett; Town Administrator: Christina Goodwin

Absent: Les Dion

Others Present: Cade Overton, Media Manager and Ben LaRoche, Fire Department Chief

Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c) Mr. Glassett 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. Sanschagrín. Roll call vote to enter nonpublic session: Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The motion passed 3-0-0. The nonpublic session was entered at 5:10pm.

Mr. Glassett motioned to return to the public session at 6:10pm. Mr. Sanschagrín seconded the motion. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The motion carried 4-0-0.

Public Session: Mr. Brown opened the public meeting at 6:13pm by having Chief LaRoche lead the Pledge of Allegiance.

Public and Nonpublic Meeting Minutes: Mr. Glassett made a motion to accept the public and non-public meeting minutes of February 1, 2024, as written. The motion was seconded by Mr. Sanschagrín. No discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Sanschagrín, yes. The Board voted 4-0-0. The motion passed.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on February 15, 2024, as it may adversely affect the reputation of any person other than a member of this Board or render a proposed action ineffective. The motion was seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Consent Agenda: Mr. Glassett made a motion to approve the February 15, 2024, Consent Agenda, to include the items named therein, motion seconded by Mr. Sanschagrín. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. The Consent Agenda is attached to the minutes as an Appendix.

NHDES Waiver and Requirement Updates: Ms. Goodwin noted the New Hampshire Department of Environmental Services (NHDES) waiver and decision of waiver filed were available for the Board to review. The waiver was denied and the requirement for employees of the Water and Sewer Departments still stands. The Department's coverage of two (2) employees will remain in effect until

employees become certified, decreasing coverage to one (1) certified technician, including on weekends. Ms. Goodwin and Mr. Chartier are working with the NHDES to meet the certification requirements for employees and have a plan in place moving forward. Ms. Goodwin noted there is an open position budgeted within Mr. Chartier's department and will be updating the Water and Sewer Technician job description to reflect the certification required for the position.

Public Safety Building Updates:

Change Orders

Ms. Goodwin informed the Board that there are three (3) Change Orders for the Public Safety Building to review and approve before moving forward. Chief LaRoche reviewed Change Order #9 which was to relocate a door that is legally required for those leaving an interview or interrogation room and segregation of evidence rooms for the Police Department. This Change Order is an additional cost of \$692. Change Order #10, adding 17 additional wireless access points through the ceiling, at an additional cost of \$4,422. Chief LaRoche then reviewed Change Order #11, adding new circuits that can handle high voltage energy running the Service and Radio equipment which will be in the server room, at an additional cost of \$7,506.47. Chief LaRoche stated the Change Orders are necessary additions and the costs will be paid for with the interest earned on the initial bond for the building. Mr. Glassett made a motion to approve Change Orders #9, #10, and #11, motion seconded by Mr. Brown. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Ms. Goodwin reminded the Board of a discussion that took place in December of 2023 regarding a Purchase Order for AllComm Technologies, Inc. A copy of the invoice was provided for the Board to review the quote from AllComm to provide the equipment and installation of the Security Cameras and Door Access Controls, in the amount of \$57,248.20. Ms. Goodwin stated the purchase order had not been approved and would need the Board's approval before proceeding with the work. Motion by Mr. Glassett to approve Purchase Order #004739 for the equipment and installation of the Security Cameras and Door Access Controls in the amount of \$57,248.20, motion seconded by Mr. Sanschagrín. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed. The Purchase Order was approved.

Chief LaRoche stated the Public Safety Building is approximately four (4) months away from occupancy and other Change Orders as needed will be brought to the Board for approval. Potential Change Orders would consist of radios, antennas, lockers, signage, and a PA system. Chief LaRoche discussed concerns over the school sized lockers approved by the Public Safety Building Committee that would not meet the needs of the departments, and that he is doing additional research on options.

Site Visit Discussion: Ms. Goodwin asked the Board members' availability to attend the site visit on March 7, 2024, at 4:00pm, the same date as the Select Board Meeting. Mr. Brown stated he was not available on that date, but the Board unanimously agreed to still hold the site visit. Ms. Goodwin will ask Department Heads to attend the site visit.

Grand Opening Ceremony Discussion: Ms. Goodwin stated the Public Safety Building Committee discussed the Grand Opening Ceremony and possible dates in July or August. Discussion by the Board on availability to attend the Grand Opening, with a date of July 31, 2024, was agreed upon by the Board for

the Opening Ceremony. Ms. Goodwin noted she will confirm the date with the Public Safety Building Committee and bring it back to the Board at the March 7 meeting.

Executive Office: Ms. Goodwin asked the Board to consider splitting the two (2) open Executive Office positions as previously discussed: Finance Officer and Human Resources Officer/Finance Assistant. Ms. Goodwin presented proposed job descriptions for each position. Ms. Goodwin noted there are edited copies with job description changes and clean copies of the finalized details. The signature page for Board Members will be available to sign once the positions and descriptions are approved. Changes made to the job description responsibilities include Personnel, Risk Management, and Finance and adjustments made to the pay grades to align with the Select Board's priority of retaining current employees and attracting new employees with competitive wages. Ms. Goodwin noted that a copy of the Executive Assistant job description is available to the Board to compare to the open positions. Ms. Goodwin stated that the department is not hiring additional employees but rather to fill the vacant positions already budgeted.

- *Finance Officer Job Description:* Finance Officer responsibilities listed under Human Resources/Finance Assistant were added into the position. Ms. Goodwin noted responsibilities including creating the Town Report, planning the Employee Holiday Party, and supporting the Select Board were removed and added into the Executive Assistant's job functions.
- *Human Resource Officer/Finance Assistant Job Description:* Ms. Goodwin stated accounting responsibilities were added back into the job description and that outsourcing invoicing to the appropriate departments. The Finance Officer responsibilities were removed from the Human Resource Office/Finance Assistant description and added under Finance Officer.

Discussion by the Board regarding the Finance Officer and Human Resource/Finance Assistant Job Descriptions. The Select Board approved posting the positions as updated.

Final Warrant Article Vote: Ms. Goodwin explained that the Board needed to determine where to place the petitioned Warrant Article, vote on the petitioned Warrant Article and vote on the final budget numbers. She recommended to the Board that the Town Meeting begin with the petitioned Warrant Article to give Town residents time to discuss before the budget. Discussion followed about the Petition Warrant Article 9 to eliminate the vote counting machine. The Board stated unanimously the importance of the vote counting machine. The maintenance of the machine itself is \$400 per year though \$6,000 is budgeted for the possible new machine. There is another line in the budget for election equipment, but this does not pertain to the vote counting machine. Mr. Glassett made a motion to recommend the petitioned Warrant Article 9. The motion was seconded by Mr. Sanschagrin. No further discussion. Roll call vote taken: Mr. Lagueux, no; Mr. Sanschagrin, no; Mr. Brown, no; Mr. Glassett, no. The Board voted 0-4-0, not in favor of the motion. The motion failed.

The Board asked Ms. Goodwin what cuts the Budget Committee made to decrease the bottom line of the 2024 Budget. Ms. Goodwin noted budget cuts in sections of the Town Clerk/Town Tax Collector, Financial Administration, Assessing, Cemeteries, Streets and Bridges, Solid Waste Disposal, Vendor Payments, Parks, Library, Conservation Commission, Outside Agencies, and Water and Sewer Reserves. Ms. Goodwin stated the Budget Committee acknowledged the hard work of the Select Board to keep the

budget increases down, with the proposed increase in wages. Mr. Glassett made a motion to recommend Article 10 that the Town will raise and appropriate the Budget Committee's recommended sum in the amount of \$9,144,789.68 for General Municipal Operations and the Select Board recommends \$9,233,665.68. The motion was seconded by Mr. Sanschagrin. Roll call vote taken: Mr. Lagueux, yes; Mr. Brown, yes; Mr. Glassett, yes; Mr. Sanschagrin, yes. The Board voted 4-0-0. The motion passed.

Ms. Goodwin and the Board discussed Article 13 but did not need to vote on the Article.

Town Administrator's Report:

Ms. Goodwin reported on the following:

Employee/Department Updates:

Assessing / Land Use Department:

An employee of the Assessing Firm was bitten by dogs when visiting a property and fell while being chased. The Police Department and Ambulance were dispatched to investigate and check on injuries. The incident report and the Police report will be given to the Assessing Firm.

Land Use discussed the portable unit found in the flooded area of the property on West Shore Road. The owners have agreed to move to higher ground, but this cannot happen until spring.

Ms. Goodwin noted the Land Use Department has created "Congrats on your property purchase" cards to give to new property owners in the Town to alert them of permit requirements. We are also reviewing options for "Take part in your community" to solicit additional volunteers with new Town residents letting them know of the opportunities in the community.

Executive Department:

Ms. Goodwin wanted to follow up on the Board's thoughts about any additional dedications in memory of Barbara Greenwood. The Minot-Sleeper Library has an area named "The Barbara Greenwood Genealogy Area." She asked the Board if they had an interest in naming the Meeting Room, The Barbara Greenwood Meeting Room, or the Greenwood Conference Room and getting a nice sign for the door. Discussion by the Board continued regarding multiple areas that could be dedicated to Mrs. Greenwood. Mr. Glassett has a Town resident reaching out to him with the idea of dedicating the Historic Town Hall. After more discussion, Ms. Goodwin will contact the family for further feedback.

Ms. Goodwin informed the Board the Auditors will be at the Town Offices on April 15, 2024, through April 19, 2024, to begin the audit for 2023 in case any forms are needed from the Board.

Ms. Goodwin stated that evaluations by the Department Heads are due by March 1, 2024. Ms. Goodwin asked the Board if they wished to see a self-evaluation done for her review and if the Board wished to schedule a review similar to how her 6-month evaluation was conducted. The Board agreed to review her evaluation at their March 7, 2024, meeting and there was no need for a self-evaluation.

From November 2023, Ms. Goodwin had a note from the Select Board meeting about extra lighting down North Main Street and wanted to clarify if there is a request for extra lighting or consideration to

look at moving the lighting and spreading it out down North Main Street. The Board discussed the prior concern but deemed it not necessary.

Additional notes from November 2023 mentioned that there are several Committees and concern over committees that were not invited to the All-Committees Meeting. Ms. Goodwin looked to the Board for feedback on the number of Committees, should sub-committees be formed, and should this be addressed before the next All Committee meeting. Ms. Goodwin suggested reviewing the full Committee/Other list with the Board to consider, sending the survey out to the new groups not invited, and to invite all groups, so as not to leave anyone out, such as the Zoning Board and Library Trustees, with the April meeting. With no further discussion, the Board decided to address these topics at their next meeting on March 7, 2024. Ms. Goodwin also noted that she is working on creating a page on the Town's website for All Committees to access and communicate, share documents, and display minutes of their meetings.

Ms. Goodwin recommended the review and editing of the Committee guidelines for the Committees under the Board's purview. The basic guidelines should be fine, but there should be an appendix potentially that is reviewed yearly with the Committee to provide guidance on each year's projects. With no further discussion, the Board agreed to review the guidelines.

Ms. Goodwin informed the Board there is no Energy Policy as presented in the Power Plan and did the Board want to invite the Energy Committee to their next meeting to discuss it. Discussion followed, resulting in the Board's agreement to invite the Energy Committee to speak at the Board's March 7, 2024, meeting.

Ms. Goodwin and the Board discussed preparation for the March elections and closed out concerns and issues from the preliminaries. The Police Cruiser and the Water/Sewer Vehicle will be used for shuttle services to and from the Historic Town Offices and designated parking lots. The shuttle services will be advertised in advance. Due to concerns of the School Street traffic control, an officer will be directing traffic during the day which should decrease traffic back up during school and after school hours of operations. Mr. Fellows, a member of the public, had brought to the Board's attention the broken handrail at the Historic Town Hall at the last election. Ms. Goodwin and the Board will address the handrail before the Town Meeting Elections.

Flow Charts will be updated after the Town Meeting. Ms. Goodwin is considering sharing flow charts in simplest form and asked if the Board have any concerns or feedback with the flow charts being shared. Information that it would be beneficial to share is titles, number of employees, pay grades, etc. The folders for the Select Board members, if not already at the Town Offices, need to be returned to the office by the March 7, 2024, meeting, so they can be updated for the first meeting after the Town Meeting.

Town Beaches: Ms. Tivey is beginning to advertise for Town Beach Attendants. Anyone interested can visit the Town website to review the job description under Job and Board Opportunities or can contact Deb Tivey at the Town Offices or TOAssistant@bristolnh.gov.

The Town has posted on the Town Website, Facebook and will add to the next Bristol Buzz, a thank you to the Homestead and the McDonough Family. The Town of Bristol sends out thanks and recognition to the Homestead Restaurant and the McDonough Family for their ongoing generosity to the Town. Their continued support allows the Town to reach new heights and achieve Town goals. Ms. Goodwin noted a

card was sent to them that more specifically points out the donation of the Blu Box and the hosting of the holiday party.

Unfortunately, Bristol was not selected as a recipient of the Reaching Rural: Advancing Collaborative Solutions grant. Out of the many applications received, there were 11 teams and 13 individuals that were selected. The group would like the Board to know, "Even though they weren't funded, they truly appreciate the Town's willingness to be the fiscal agent and lead for this project."

Three (3) artists are on display in the three (3) reception areas of the Town Office Building: Lauren Therriault, Sue Bean and Dineke Van Derven. Please stop by and check out the pictures and artwork. Anyone interested in displaying or purchasing displayed artwork should reach out to Deborah Clarke-Tivey in the Executive Office.

Ms. Goodwin received a concern about the Public Hearing of the Budget Committee. The Budget Committee reviewed the budget but did not touch base on the Warrant Articles. The claim was that under the RSA the Budget Committee had to discuss the Warrant Articles. Ms. Goodwin spoke with the Attorney and as long as they were disclosed, which they were before the meeting and handed out at the meeting, then the Budget Committee was covered. Ms. Goodwin also spoke with the Budget Committee Chair to let him know the concern and that best practice would be to discuss during the public hearing but to vote on everything during deliberations.

Ms. Goodwin asked the Board if they were moving forward with conducting the impromptu survey on the 85 Lake St Fire Station at Elections and Town Meeting and if so, creating a survey with one question and a checkbox. Discussion by the Board regarding questions and options and the Board agreed to do their due diligence, the survey should have the check box options to include "Sell," "Keep" and a "Suggestion of Use" line for feedback on what the Town residents would like to see happen to the Old Fire Department Building. Discussion followed regarding the possible sale of the building and the funds placed back in the General Fund.

Fire Department:

The Town received a phone call from a member of the public in November 2023, which Ms. Goodwin shared with the Fire Chief, however, never shared the comment with the Select Board or public. There was an incident in November for this person's neighbor who suffered a heart attack and they wanted to share with the First Responders that they felt they went above and beyond and did a great job handling the situation.

Highway Department:

Ms. Goodwin discussed concerns raised by Mr. Fellows regarding the Beech Street drainage. She confirmed that it is not part of the Beech Street project this year. Superintendent Bucklin did report that drainage from the development at the end of the road goes into a drain and down to the river. The drain crosses under the road and the storm drain system starts just before entering the development but will be investigated for potential blockages.

Ms. Goodwin asked the Board's interest in scheduling a Work Session with Mr. Bucklin and Victor Greenwood to discuss the future of the road maintenance plan and where the Board would like to confirm future projects such as more road reconstruction, chip sealing, or any other related projects.

Ms. Goodwin noted that the Laconia Department of Public Works is hosting a Public Works Truck parade in recognition of a fallen public works employee from Laconia. The Town will have one of the Public Works truck driving in the parade next Tuesday, February 20, 2024.

Minot-Sleeper Library:

Ms. Goodwin stated the Minot Sleeper Library will be offering new programs for children and adults in the Spring. More information on the new programs will be posted on the Minot Sleeper Library website.

Police Department:

Ms. Goodwin discussed the final update on the summer for the Wellington Boat Ramp. There were a couple of altercations over people holding parking spots for others instead of waiting in line by setting up chairs in parking spots and refusing to move, but the weather is believed to lessen the impacts.

Water / Sewer Department:

Mr. Chartier spoke with Mr. Maggio on February 2, 2024, regarding Batten Road. They have agreed to the third week of April to work on the changes as Mr. Chartier previously proposed.

Mr. Chartier confirmed that there are no adopted salt restriction areas, but he would be interested in the Town doing this. With further discussion, the Board agreed to pursue and move towards adopting salt restriction areas for next winter.

Events:

Ms. Goodwin noted the Community Power Presentation Overview and Discussion will be held at Minot-Sleeper Library on Tuesday, February 20, 2024, at 6:30pm.

Ms. Goodwin stated that the Minot-Sleeper Library Trustees are hosting a Meet the Candidates Event at the Historic Town Hall on Saturday, March 2, 2024, at 1:00pm. Flyers for the event will be posted on the Town's website.

Ms. Goodwin stated that the Town Elections and Zoning Amendments will be voted on, on Tuesday, March 12, 2024. The list of open offices, names of those running and the Zoning amendments are listed on the website, though Ms. Goodwin noted there are still a few positions with no one running.

The Town Meeting will be held on Saturday, March 16, 2024, at the Newfound Regional High School Auditorium starting at 9:00am. Concession food, snacks, and drinks will be provided as a fundraiser to support the Freshman Class and childcare will be available thanks to the Newfound Regional High School Honor Society. The Board reviewed what other items will be needed, including a microphone and meeting setup.

Communications:

Newsletters:

Ms. Goodwin informed the Board that a copy of the NH Department of Energy Newsletters for February were available to review.

Other:

Ms. Goodwin informed the Board that Breezeline sent notification of price changes, effective March 1, 2024. The Media Management Services are covered under the Breezeline.

Ms. Goodwin informed the Board that the Newfound Lakes Region Association reached out with information regarding fielded calls from property owners and Town residents with concerns of consistent flooding on Shore Drive and around Avery-Crouse Beach and drainage. Ms. Goodwin and Mr. Brown will attend a meeting with the association on Friday, February 23, 2024, for a current understanding and review the preliminary stormwater assessment, providing possible solutions. Mr. Brown added that he is working with the Conservation Commission Chair to draft the Lake Water Quality Report addressing similar topics.

Ms. Goodwin shared with the Board communication from Mr. Dowey, Economic Development Chair, asking the Board permission for immediate approval to move forward with the grant application for the Pemi Path, with a deadline of March 1, 2024. Ms. Goodwin inquired if the Board would like to meet with Mr. Dowey to discuss further details. The Board discussed the request concerning unknown stipulations or requirements pertaining to the application for grant funding and agreed to grant permission for Mr. Dowey to assemble information needed for the application and to meet with Mr. Dowey on Thursday, February 29, 2024, if needed.

Ms. Goodwin received communication from the Army Corp with an offer to enter into a partnership instead of leasing the land, which would alleviate some requirements placed on the Town. She will be reaching out to the Army Corp to further discuss.

Ms. Goodwin stated the Town approved hiring Bill Corliss as a Transfer Station Attendant, working 27 hours a week starting January 26, 2024.

Select Board Items:

Mr. Lagueux and Ms. Goodwin met with the Historic District Commission (HDC) to present and discuss the Warrant Article on purchasing the parsonage and parking lot. The Historic District Commission was not receptive to the potential purchase due to lack of planning for trees and landscaping, concerns that the building visually slows people down and that the structure is in the Historic District. Mr. Lagueux reiterated the Board's desire to be cost effective with the purchase, demolition, and construction. Ms. Goodwin recommended the Board to schedule a walk-through of the building to identify potential historical aspects of the building per questions posed by the Historic District Commission before a decision of support on the matter.

Mr. Lagueux also noted a discussion on the trees removed in Central Square. He explained to HDC that the removal of the dead and dying trees had taken place and there was no plan yet to replace them. He offered services to give his input on purchase and plant seedlings or trees for this area. Mr. Glassett asked if a permanent tree could be planted where the Christmas Tree is in the Town Square.

Mr. Lagueux expressed interest in meeting with Mr. Bucklin and Mr. Greenwood to discuss the future of road maintenance and identifying what roads and culverts need patching up compared to fixing completely. Mr. Lagueux was interested in obtaining a detailed inventory of roads and GPS locations. Ms. Goodwin noted that a survey was completed by the Lakes Region Planning Commission but could be outdated, though the Town mapping can, under the staff log, document roads and culvert information. Discussion followed regarding the option of a subcommittee with Mr. Bucklin, Mr. Greenwood, Mr. Lagueux, and Mr. Glassett as a Board Representative. The Board will discuss this further.

Mr. Sanschagrín stated the Planning Board met on Wednesday for a brief meeting. Neighbors on Ten Mile Brook Road made a lot line adjustment to share future access. Mr. Sanschagrín noted that the North Main Street crossing was sunken in again even though it was re-graded by the homeowner after the street was dug up. He also received positive feedback for the Warrant Article on purchasing the parsonage and hopes that it will inspire business owners and residents to attend and support it at the Town Meeting. Ms. Goodwin and the Board discussed adding a section for the background on the Warrant Article and its importance.

Mr. Glassett let the Board know that he attended the Public Safety Committee Meeting last week.

Mr. Brown relayed a Town resident's question about the cards to Veterans sent by the Land Use Office and about spending Town funds for this. This will be reevaluated before any cards are purchased in the future. Mr. Brown also discussed the benefits of a digital sign to notify drivers as they pass by Town Office closures and other events. Ms. Goodwin noted it would be difficult to put a digital board at the current Town Office as this is within the Historic District. Mr. Brown discussed making the lake more handicapped accessible. Ms. Goodwin stated the Town will be working on updating handicap parking locations and will review locations for easier access for people with disabilities. Mr. Brown informed the Board of a \$5 million dollar emergency fund bill that has been passed through the House to loan funds immediately for road and bridge repairs. The bill was ratified to include up to \$100,000 per Town instead of the original \$5 million.

Discussion by the Board to request the National Anthem be performed at the Town Meeting. Mr. Sanschagrín recommended a violinist who played at the Girl's Senior Varsity Basketball game and will contact her to perform at the Town Meeting.

Public Comments: None

Mr. Glassett made a motion to adjourn the meeting at 9:30pm, seconded by Mr. Sanschagrín. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Mr. Brown, yes; Mr. Glassett, yes. The Board voted 4-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Shannon Wharton

Appendix

Consent Agenda 2/15/24

1. Accounts Payable Payment Manifest dated 2/8/24
2. Accounts Payable Payment Manifest dated 2/15/24
3. Payroll Payment Manifest dated 2/15/24
4. Certificate of Yield Taxes and Timber Tax Warrant for Report #23-059-01-T
in the amount of \$1,061.54