Bristol Select Board
Meeting Minutes
September 3, 2026

Approved: September 17, 2026

Present: Select Board members: Shaun Lagueux – Chair, Scott Sanschagrin – Vice Chair, Scott Severn, John Miller, and Town Administrator: Christina Goodwin

Absent: Don Milbrand

Work Session-Public Safety Building Tour: The Select Board members and the Town Administrator visited the Public Safety Building. Chief Bean, Lieutenant Woodward and Chief LaRoche guided them through the Public Safety Building updating any changes since they moved into the building, looking at potential concerns and answering questions.

Work Session-The Select Board members met Cade Overton in Central Square to take pictures for the Select Board profiles that will be in the Buzz.

Others Present: Jeff Chartier, Water & Sewer Superintendent; Steve Moore, Community Member; Ben LaRoche, Fire Chief; Aaron Heath, Deputy Fire Chief

Nonpublic Session per RSA 91-A:3, II (a), (b), and (c): Mr. Miller made a motion to enter into the nonpublic session under NH RSA 91-A:3, II (a), (b), and (c). The motion was seconded by Mr. Severn. Roll call vote to enter the nonpublic session: Mr. Sanschagrin, yes; Mr. Lagueux, yes; Mr. Miller, yes; Mr. Severn, yes. The motion passed 4-0-0. The nonpublic session was entered at 5:15pm.

Mr. Miller motioned to return to the public session at 6:03pm. Mr. Sanschagrin seconded the motion. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Miller, yes; Mr. Severn, yes. The motion passed 4-0-0.

Pledge of Allegiance: Mr. Lagueux opened the public meeting at 6:09pm by having Mr. Moore led the Pledge of Allegiance.

Non-public and Public Meeting Minutes: Mr. Miller made a motion to approve the public and non-public meetings minutes from the Select Board's August 20, 2026, meeting. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 4-0-0, the motion passed. Ms. Goodwin reported that there was an issue with the recording from August 13, 2026, and those minutes will be delayed until the next meeting.

Sealing Non-Public Minutes: Mr. Miller made a motion to indefinitely seal the nonpublic meeting minutes from September 3, 2026, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. The motion was seconded by Mr. Severn. No further discussion. The Board voted 4-0-0 in favor of the motion. The motion carried.

Consent Agenda: Mr. Miller made a motion to approve September 3, 2026, Consent Agenda, including the items listed therein. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted in favor of the motion. The motion passed 4-0-0. The Consent Agenda is attached to these minutes as Appendix A.

Water & Sewer Updates: Ms. Goodwin and Mr. Chartier reviewed a proposed amendment to the engineering agreement with Underwood Engineering related to the sewer infrastructure project. The amendment requested an additional forty thousand nine hundred fifty dollars ($40,950.00) for construction administration and resident project representation. The increase due to project delays, schedule extensions, and redesigned work required after the directional drill method was replaced with open-cut installation and increased on-site engineering oversight and project management requirements. Mr. Chartier recommended that funding for the amendment come out of the Sewer Capital Reserve Fund. Mr. Miller motioned the approval of the Amendment of the Engineering Agreement in the amount of forty thousand nine hundred fifty dollars ($40,950.00), authorizing the use of Sewer Capital Reserve to fund, and authorizing the Town Administrator to execute any necessary documents related to the project update. The motion was seconded by Mr. Severn. No further discussion. The Board voted 4-0-0, the motion passed.

Mr. Chartier reported to the Board that asbestos was discovered during preparation for demolition activities with the project. Pricing was obtained for the removal of the asbestos, and two (2) quotes were received. The general contractor's recommended provider submitted an estimate of approximately fourteen thousand dollars ($14,000.00) and the other quote from a local contractor quoted approximately six thousand five hundred dollars ($6,500.00). Mr. Chartier reiterated that this expense was not included in the original project budget because the asbestos condition was unknown prior to testing. Ms. Goodwin indicated the purchase was within her administrative authority but both she and Mr. Chartier wanted the Board to be aware of the issue to maintain transparency. The Board came to consensus allowing the Town Administrator to use her authority to sign the necessary document for the removal of asbestos.

Ms. Goodwin identified a previously approved but unfunded project cost of forty thousand five hundred dollars ($40,500.00) for engineering costs that had been included in the overall project but was never formally assigned a funding source. The Board discussed funding options and agreed with Mr. Chartier's recommendation for the expense to be paid from the Sewer Capital Reserve Fund. Mr. Miller made a motion to approve the previously authorized forty thousand five hundred dollars ($40,500.00) engineering expense with funding to come from the Sewer Capital Reserve Fund, and to authorize the Town Administrator to execute related documents. No further discussion. The Board voted 4-0-0, the motion passed.

Mr. Chartier updated the Board on the Sewer Force Main Project. He stated that the bypass system has been installed to allow work to proceed. However, contractors have encountered large boulders, ledge, and other underground utility challenges, contributing to delays. Anticipated completion is November 30, 2026. Mr. Chartier let the Board know that the old pump station is expected to be demolished and site restoration completed before the project closes out. He reported that the Central Street road crossing has hit ledge and is delayed until a drill can be brought to the site.

Mr. Chartier informed the Board that maintenance work is underway at the wastewater treatment plant, including building repairs and painting. His crew is scheduled to complete hydrant flushing in mid-October and backflow prevention device testing is ongoing. Mr. Chartier talked about the repairs being made to equipment, including a utility truck and excavator. He provided updates on an oil spill cleanup process in the upper ditch and propane tank replacement at the Pleasant Street pump station.

Fire Department Updates: Chief LaRoche reported that the Fire Department is fully staffed with recent hires nearing the end of probation. He reported that the year-to-date call volume has exceeded one thousand (1,000) calls, keeping the Fire Department at pace for approximately fifteen hundred (1,500) calls for the year. Chief LaRoche highlighted the successful response to the Manor Estate Fire, and he recognized the role of training, staffing, and mutual aid partnership. He touched on the ambulance remount project and adjustments to the ambulance and heavy equipment revolving fund to better align deposits with future equipment purchases. The Board discussed transitioning the fund deposits to a monthly schedule beginning in a future fiscal year and agreed additional analysis would be presented at a later meeting.

Chief LaRoche discussed the Fire Department planning for the replacement of Engine 2. The planning process has been going on for nearly two years, and now the process is ready to move forward. Engine 2 serves as the department's primary attack engine and first apparatus. The truck has been in service for approximately twenty-one (21) years and currently has more than fifty thousand (50,000) miles on it. The replacement truck will be similar in function and overall design to the current Engine 2, reflecting the success of the original specifications, while incorporating modern improvements based on operational needs and advancements in technology. Proposed upgrades include:

- Increased water capacity to improve firefighting capability and support mutual aid response times.
- Lower rear hose bed height to improve safety and ease of hose deployment.
- Improved lighting and electrical systems through LED lighting, low-voltage systems, and inverter technology, eliminating the need for aging hydraulic generator components.

He discussed proposals from multiple manufacturers. SMEAL, the current apparatus manufacturer, was effectively eliminated from consideration due to pricing and service support concerns, despite prior satisfaction with its vehicles. The evaluation has been narrowed to two (2) manufacturers with very similar pricing and specifications. One proposal was received later than expected but may offer a lower overall cost and is still under review. Chief LaRoche anticipates returning to the next meeting with a recommended vendor and a Sales Agreement for approval so the new truck can be ordered. He explained that the Town has applied for a NH Department of Environmental Services (NHDES) grant that could provide up to two hundred fifty thousand dollars ($250,000.00) toward the purchase. If awarded, the grant would require the current Engine 2 to be retired and disposed of rather than retained as a reserve apparatus. Discussion also focused on financial planning and the revolving fund. Chief LaRoche expressed concern that shorter fire apparatus delivery timelines could result in vehicles arriving before sufficient funds have accumulated under the current annual deposit schedule. The Chief recommended transitioning to monthly transfers of EMS billing revenue into the revolving fund to improve cash flow, increase investment earnings, and ensure funds are available when future apparatus and ambulance replacement payments become due. Board members generally supported the concept of monthly deposits and agreed to continue discussions, including determining an appropriate transfer amount and implementation plan, at a future meeting.

Chief LaRoche and the Board reviewed outstanding Public Safety Building issues. The previously reported restroom issue was resolved after the installation of a higher-performance toilet. The HVAC unit failures have been corrected, and replacement units have been installed. Ongoing issues remain regarding drainage in the Police Department sally port area, with both short-term and long-term solutions under consideration, a carbon monoxide detection unit in the sally port area that requires calibration or maintenance, topcoat discussions for the parking lot, and phone systems repairs.

Cleaning Request for Proposal (RFP): The Board reviewed three (3) bids that were received for municipal building cleaning services. Ms. Goodwin recommended further review of the lowest and second-lowest bidders so that the Town can refine the cleaning frequency assumptions before making a final recommendation. A discussion included contract terms, service expectations, and potentially starting with a one-year agreement before considering a longer-term contract.

Welfare Guidelines and Application-Update: Ms. Goodwin reported that the Welfare Guidelines were reviewed by the Town Attorney, New Hampshire Municipal Association (NHMA) updates were incorporated, and changes reflecting new state laws. She let the Board know the only recommendation not adopted from the Attorney was removal of residency verification language because it was determined that recent statutory changes support retaining the residency requirement language. Ms. Goodwin pointed out minor corrections that were made including RSA references and how the Welfare Application was significantly streamlined from its previous length. Members of the Board raised questions regarding their responsibilities under the guidelines and compliance with emergency response requirements. Ms. Goodwin confirmed that the Town meets all requirements, including responding to emergencies within seventy-two (72) hours. She let the Board know that operational improvements are being made to ensure welfare calls are answered directly during business hours Monday through Friday. Mr. Miller made a motion to approve the Welfare Guidelines and Welfare Application for the Town of Bristol, effective September 3, 2026. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 4-0-0, the motion passed.

Town Administrator's (TA) Report:
Ms. Goodwin noted items from the Information Only folder for the Board to review.

Employee Recognition - *Executive Department* - Ruby Hill: 1 year of service
Fire Department - Ingrid Heidenreich: 7 years of service; Nicholas Marsh: 6 years of service.
Police Department - Harold Boemher: 24 years of service

Kelley Park Sidewalk Project - Phase 2 sidewalk work has been cut in and brought to subgrade in preparation for paving. Paving schedule is being coordinated with GMI. Sidewalk and Danforth Brook Road paving projects are anticipated to begin within the next one to two weeks.

Volunteer Appreciation Event - Invitations have been distributed. Select Board members will assist with cooking preparations around 5:00-5:30pm. Music, games, recognition activities, and raffle prizes are planned.

Transfer Station Stickers - Sample sticker designs and signage from other communities were reviewed. Discussion focused on signage notifying residents that permits are required, clarifying proper sticker placement on vehicles, and sticker design options using Town branding. Continued refining design concepts and obtaining proof before ordering are ongoing. A discussion occurred regarding potentially eliminating sticker fees in the future; no changes were made at this time.

"Inside Scoop"-Internal Newsletter - Highlights to the employee newsletter were department updates, employee features, wellness information, and community highlights.

Fireworks Committee - The Fireworks Committee closeout is scheduled for September 9, 2026. The Financial and event summary will be presented on September 17, 2026, at the Select Board meeting.

Pemigewasset River Project Update - The Army Corps of Engineers is finalizing edits to the draft Partnership Agreement. The Archaeological review remains in public comment through September 21, 2026.

Election Preparations - Voting will take place at the Historic Town Hall. Ballot testing has been completed, and election setup is underway. Select Board members discussed staffing needs for election day. Arrangements have been made for meals and logistics for election workers.

Brownfields Grant Opportunity - Lakes Region Planning Commission is hosting a Brownfields Information session. Potential redevelopment sites were discussed, including areas near the bike path and former industrial properties.

Short-Term Rentals/ADUs - Attorney comments on short-term rental draft ordinance were received late this afternoon. The comments need to be reviewed, and further discussion is expected at the next Select Board meeting. Board members discussed how accessory dwelling units (ADUs) relate to short-term rental regulations and future zoning considerations asking that Mr. Severn and Ms. Goodwin check with the Planning Board on the proposed changs.

Property Legal Matters - The Town's Attorney prepared a Notice to Vacate regarding a property that was taken by tax-deeding. A Service of Notice is expected to occur through the Police Department, and a thirty (30) day notice period is anticipated before further any further legal action can take place.

*Bridge Project Documentation – Project consultants will be provided any h*istorical documentation related to the South Main Street Bridge Project.

Old Home Day Feedback - The event was viewed as highly successful and vendors expressed interest in returning.

Lawn Care Contract - Mr. Lagueux and Ms. Goodwin raised concerns brought to them regarding the performance of the current lawn care contractor. It was decided to issue Request for Proposals for lawn care services for 2027.

Capital and Technology Planning - Potential future projects for Capital Improvement Program were briefly discussed including upgrading the Town phone system due to ongoing service issues.

Select Board Items: Board members discussed adding an additional public comment period earlier in the meeting to improve public participation opportunities.

Mr. Miller asked that performance metrics be developed for evaluating the Highway Department backhoe over the next year.

Mr. Miller and the Board reviewed concerns regarding lake water levels being below target management curves during boating season. The discussion focused on communication with NHDES and stakeholder organizations regarding lake level management practices and local economic impacts.

Mr. Miller discussed that the Economic Development Committee (EDC) reviewed a potential Opportunity Zone-related grant, but Mr. Dorner, Mr. Miller and Ms. Goodwin determined it was not currently beneficial based on community priorities and available redevelopment opportunities.

Mr. Lagueux shared positive feedback he received regarding the Transfer Station's cleanliness and customer service. He also shared the positive feedback he received regarding the Land Use Office and particularly Ashley Bureau's customer service.

Public Comments: Mr. Moore complimented improvements to the Town Square. Mr. Moore expressed appreciation for the Fire Department's response to the Round Top Fire. He encouraged consideration of smaller Transfer Station stickers to reduce public concerns.

Mr. Miller made a motion to enter into the nonpublic session under NH RSA 91-A:3, II (a), (b), and (c). The motion was seconded by Mr. Severn. Roll call vote to enter the nonpublic session: Mr. Sanschagrin, yes; Mr. Lagueux, yes; Mr. Miller, yes; Mr. Severn, yes. The motion passed 4-0-0. The nonpublic session was entered at 9:10pm.

Mr. Sanschagrin motioned to return to the public session at 9:26pm. Mr. Severn seconded the motion. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Miller, yes; Mr. Severn, yes. The motion passed 4-0-0.

Mr. Sanschagrin motioned to indefinitely seal the nonpublic meeting minutes of the second nonpublic session from September 3, 2026, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. The motion was seconded by Mr. Severn. No further discussion. The Board voted 4-0-0 in favor of the motion. The motion carried.

Motion to adjourn the meeting at 9:27pm by Mr. Sanschagrin. The motion was seconded by Mr. Severn. No further discussion. The motion passed 4-0-0.

Respectfully submitted,
Deborah A. Clarke-Tivey
Meeting minutes were created with the assistance of AI.

Appendix A

Consent Agenda
09.03.26

1. Accounts Payable Special Batch Manifest 08.25.26
2. Accounts Payable ACH Payment Manifest 08.27.26
3. Accounts Payable Payment Manifest 08.27.26
4. Accounts Payable Payment Manifest 09.03.26
5. Accounts Payable ACH Payment Manifest 09.03.26
6. Accounts Payable Special Payment Manifest 09.03.26
7. Payroll Payment Manifest dated 08.27.26
8. Removal of Veterans Credit for Map/Lot #116-089 as it no longer qualifies
9. Removal of Veterans Credit for Map/Lot #221-003 as it no longer qualifies