Bristol Select Board
Meeting Minutes
August 20, 2026

Approved: September 3, 2026

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

Absent: Scott Severn

Others Present: Kristopher Bean, Police Chief, Victor Greenwood, Highway Superintendent

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. Sanschagrin. Roll call vote to enter the nonpublic session: Mr. Sanschagrin, yes; Mr. Lagueux, yes; Mr. Miller, yes. The motion passed 3-0-0. The nonpublic session was entered at 5:04pm.

Mr. Milbrand motioned to return to the public session at 6:00pm. Mr. Miller seconded the motion. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Miller, yes; Mr. Milbrand, yes. The motion passed 4-0-0.

Pledge of Allegiance: Mr. Lagueux opened the public meeting at 6:15pm by having Mr. Sanschagrin lead the Pledge of Allegiance.

Consent Agenda: Mr. Sanschagrin made a motion to approve August 20, 2026, Consent Agenda, including the items listed therein. The motion was seconded by Mr. Milbrand. 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.

Police Department Updates: Chief Bean reported to the Board on the Beach season closing with very few issues that his department had to deal with this summer. He let the Board know that this was one of the department's busier summers dealing with juveniles with E-bikes, scooters, and enforcement with riders under sixteen (16) years of age not wearing helmets. The Chief discussed holding a joint meeting with the Wellington Beach Manager, Fish and Game and Marine Patrol next year before the start of the beach season to help address issues at Wellington State Park. The Chief let the Board know of some of the long-term parking issues happening in various lots and suggested having a parking time limit in Central Square so officers could enforce vehicles that are parked there all day. He reported that the Police Department is currently fully staffed and that members of his department recently attended two training courses held at the Public Safety Building: narcotic training and wilderness tactical training. He spoke about the vandalism in Kelley Park and the department doubling up on patrols to deter spray painting in the dug outs and breaking of plastic chairs on the tennis courts. Chief informed the Board that the department has received the new Ford Explorer and that the vehicle is waiting to be detailed.

Highway Safety Grant: Chief Bean and Ms. Goodwin presented and discussed the Highway Safety Grant Agreement. Chief Bean clarified that this grant would be budgeted for 2027 and included speed, DUI, and pedestrian patrols. Mr. Milbrand made a motion to approve the Select Board Chair to execute documents

for the Grant Agreement, by majority vote, accepting the terms of the Highway Safety Grant as presented in the amount of six thousand nine hundred dollars ($6,900.00). Mr. Sanschagrin seconded the motion. No further discussion. The Board voted 4-0-0, the motion passed.

Draft Parking Ordinance: Ms. Goodwin, Chief Bean and Superintendent Greenwood presented a Draft Parking Ordinance document to see if the Board was on board with the proposed changes and additions to the ordinance. They reviewed language for general provisions, definitions, commercial and emergency vehicles, winter parking, and overnight municipal property. A discussion ensued regarding renaming town parking lots and adding the Breck-Plankey Spring parking lot to be included in the Town's Parking Ordinance and expanding overnight parking regulations for the purpose of discouraging camping in vehicles. The group ended their discussion by stating that more research was needed to complete the ordinance, but they were committed to doing the research and bringing the draft Parking Ordinance back to the Board later for their approval.

Highway Department Updates: Superintendent Greenwood reported on the significant progress the Highway Department has made since May, including completion of road painting, maintenance of dirt roads, ditching and drainage improvements, minor road repairs, culvert replacement on Batten Road, bike path repairs near Riverdale Road, and paving projects. He discussed an emergency failure of the seventy-eight (78) year-old Bristol Hill Road culvert that required immediate action. Letting the Board know that the Highway Department monitored conditions for approximately one month before completing the repair. He let the Board know that the contractor hired worked closely with the Town, completed the project efficiently, followed all engineering and permitting requirements, and came in substantially under anticipated bid costs due to the Town supplying materials and performing part of the work in-house. Other work completed by the Highway Department included improvements on Danforth Brook Road and maintenance on Jeffers Road, Schaefer Road, and Batten Road despite staffing shortages and vacation schedules. Mr. Greenwood let the Board know that his crew has maintained a high level of productivity, and he recognized the highway staff for their flexibility, teamwork, and response to equipment failures and emergency projects. An example Superintendent Greenwood gave was the vacuum truck being fully repaired in-house, resulting in substantial cost savings, and avoiding a lengthy repair delay. Mr. Greenwood reported on the municipal parks, beaches, green spaces, the bike path that continued to be maintained despite drought conditions. He let the Board know of the vandalism and repair work completed at Kelley Park noting that Highway Department staff addressed the damage promptly to discourage repeat incidents.

Mr. Greenwood reported a gearbox failure on the roadside mower used with the Holder unit. He let the Board know that replacement parts were estimated at approximately six thousand dollars ($6,000.00), compared to roughly thirty thousand dollars ($30,000.00) for a new mower attachment. A discussion was held regarding funding options for the repairs, including vehicle maintenance, contingency funds, and equipment reserve accounts.

Superintendent Greenwood informed the Board that winter sand storage preparations have been completed ahead of schedule.

Backhoe Purchase Discussion: Three (3) proposals were reviewed for a replacement backhoe, including Case, CAT, and John Deere options. Mr. Greenwood let the Board know that the Highway Department staff recommended the John Deere model due to pricing, compatibility with existing attachments, and absence of required modifications. Maintenance records showed increasing repair costs on the existing 2013 backhoe, with approximately twenty-four thousand dollars ($24,000.00) spent on major repairs over

the past three (3) years. A discussion ensued regarding retaining the existing backhoe after purchase of the replacement unit. Mr. Greenwood proposed using the older machine for lighter-duty work and to evaluate whether it improves operational efficiency by allowing crews to work simultaneously on separate projects. Board members discussed equipment utilization and long-term costs with retaining additional equipment. Consensus emerged to reevaluate the usefulness and utilization of the existing backhoe after approximately one (1) year. Mr. Miller raised concerns about the potential expansion of services. They reviewed usage hours on the current backhoe. Mr. Miller was also concerned that a second backhoe would double vehicle maintenance and fuel costs etc. Mr. Greenwood disagreed, stating the backhoe would be used for lighter-duty work, but felt that he could not accurately confirm this. The Board discussed the potential for reviewing the viability of keeping the backhoe after the first year. Mr. Sanschagrin made a motion to purchase a 2026 John Deer 310 Backhoe Loader for one hundred forty-one thousand four hundred fifty dollars ($141,450.00), using funds from the Highway Department Capital Reserve Fund, and authorizing the Town Administrator to sign all purchase documents. The motion was seconded by Mr. Milbrand. No further discussion. The Board voted 3-1-0, the motion passed.

Requests were made to have the Facilities Maintenance crew power wash the Town Office building, Public Safety Building vestibule, and Historic Town Hall ramp area and have tree trimming done near the Beck-Plankey Spring on the department's work schedule.

2027 Corrected Holiday Schedule: The Board reviewed the Transfer Station's days of operation for 2027. After a brief discussion it was decided that any holiday falling on a Monday will result in the Transfer Station being closed on Monday and open on Tuesday. The only holiday that created a potential conflict was Christmas, and the Board agreed that the Transfer Station will close on Saturday, December 25, 2026, and reopen on its next normal operating day.

Welfare Guidelines and Application Updates Preliminary Discussion: Ms. Goodwin let the Board know that Ms. Merwin, Human Resource/Welfare Officer, has completed a comprehensive overhaul of the Town Welfare Guidelines and Application materials. The guidelines were reduced from seventy-four (74) pages to thirty-six (36) pages and updated to reflect current New Hampshire Municipal Association (NHMA) guidance and recent legislation changes. Ms. Goodwin informed the Board that revised documents will be distributed to the Board for review with anticipation that the documents can be approved at the next Select Board meeting.

Certificate of Vote-NH Department of Environmental Services (NHDES) Wastewater Asset Management Grant: Ms. Goodwin presented a document for the Board to review for the NHDES Wastewater Asset Management Grant. Mr. Milbrand made a motion for the Town Administrator to execute documents for the NHDES Wastewater Asset Management Program Grant and authorized the Select Board Chair to sign the Certificate of Vote. 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.

Utility Pole Transfers (SB16 / NHMA Update)- The Board had previously discussed ongoing issues with double utility poles awaiting line transfers. The Town received notification that Bristol has been selected as a "next-to-go" municipality under the SB16 initiative, which was enacted to address delays in utility pole transfers. A stakeholder group was established in February 2025 to develop solutions. No contact has yet been made with the Town, but communication is anticipated in the coming months.

Crosswalk Safety and Flashing Beacon Discussion-Additional information was received regarding a previously discussed twenty-two-thousand-dollar ($22,000.00) quote for crosswalk safety improvements. The quote includes two installed solar-powered Rectangular Rapid Flashing Beacon (RRFB) signs, solar units, light bars, push buttons, and signage and a "Safe Walk Illuminator" package that lights the crosswalk from both sides. The Board discussed potential applications at the middle school, Central Square, library area, and other crossing locations. Concerns were raised regarding balancing pedestrian safety with excessive signage or flashing lights. Additional pricing information for systems with and without crosswalk illumination and explore options for multiple locations and any installations on state roads would require NHDOT approval.

Crosswalk and Pedestrian Safety Concerns-Discussion included existing pedestrian crossings near the Minot-Sleeper Library, Dollar General, the church, and the bike path. There was frustration expressed with prior NHDOT decisions removing crosswalks deemed unsafe, noting that pedestrians continue to cross those locations. The Board discussed the need for a broader conversation regarding safe crossing locations and pedestrian traffic patterns.

Select Board Member Profiles- Board members were reminded to complete community profile questionnaires and participate in individual photographs for Board member profiles for the Bristol Buzz.

Community Conversation Event- There will be a Community Conversation event scheduled for September 12, 2026, from 1:00pm to 3:00pm, at the Tapply-Thompson Community Center. The event is being facilitated by the Community Development Finance Authority (CDFA) and New Hampshire Humanities. The conversation is a required component of grant funding efforts supporting the Tapply-Thompson Community Center project. Goals include community engagement, civic participation, and gathering public input on community priorities.

Seasonal Water/Sewer Penalty Warrant-The Board approved the Seasonal Bristol Water and Sewer Penalty Warrant totaling two hundred sixty dollars ($260.00). Mr. Milbrand motioned. Mr. Sanschagrin seconded. The motion carried 4-0-0.

Upcoming Events-

- Old Home Day: August 29, 2026

Volunteer Appreciation Event: September 18, 2026, 6:00pm to 8:00pm – Board members were asked to assist with gift card donations for the Volunteer Appreciation Event.

Cemetery Trustees "Walk and Talk"-Cemetery Trustees will host an employee workshop and cemetery tour on September 10, 2026, at 10:00am. The event will include an overview of Trustee responsibilities, cemetery operations, headstone care, and a question-and-answer session.

Short-Term Rentals and Accessory Dwelling Units (ADUs)-A discussion around property values and the growth of short-term rentals ensued. Concerns were raised about the potential use of ADUs as short-term rentals and the long-term impact on housing availability. Interested in receiving legal guidance and coordinating with the Planning Board on future policy considerations was expressed.

DOT Bridge Projects Update -The New Hampshire Department of Transportation (DOT) has on their Red List bridges crossing the Newfound River, one near Central Square and one near the bike path crossing (North Bridge). The projects are still in the planning stage, and DOT has not finalized whether the bridges

will be fully replaced or repaired. Current timelines indicate construction bidding is not expected until 2033, following several years of design work and public engagement.

- Tentative public involvement schedule:
  - Select Board update: November.
  - Public meetings: February 2027 and August 2027
  - Public hearing: Summer 2028
  - Construction advertisement: October 2033

DOT is exploring options to construct both bridge projects simultaneously. The project is expected to be federally funded, with no direct town cost for the bridge work itself, although utility-related expenses may remain the town's responsibility. Estimated project cost for both bridges is approximately thirteen million dollars ($13,000,000.00).

Franklin Falls Update-The Army Corps of Engineers notified the Town of an upcoming Franklin Falls Dam Master Plan Open House on August 26, 2026, from 4:00 to 6:00pm in Franklin. The open house will provide information on draft revisions to the Master Plan, allow public interaction with project staff, and collect public feedback. Town staff will post and share information about the event. The Challenge Partnership Agreement remains under review by the Army Corps, with no anticipated issues reported.

Employee Updates- Shannon Wharton, Administrative Assistant to the Executive Office and Transfer Station, submitted her resignation effective August 28, 2026. The Town will not immediately fill the position and will re-evaluate staffing needs before returning to the Board with a recommendation in approximately one month. Bryan Tracy, part-time police officer, submitted his resignation effective immediately, due to relocation. The Board expressed appreciation for both employees' service and contributions to the Town of Bristol.

Select Board Items: Mr. Lagueux and other Board members discussed creating a more formal employee recognition program, potentially including gift cards or other incentives for exceptional service and cost saving efforts.

Public Comments: None

Mr. Sanschagrin 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. Milbrand. Roll call vote to enter the nonpublic session: Mr. Sanschagrin, yes; Mr. Lagueux, yes; Mr. Miller, yes; Mr. Milbrand, yes. The motion passed 4-0-0. The nonpublic session was entered at 9:32pm

Mr. Sanschagrin motioned to return to the public session at 9:55pm. Mr. Milbrand seconded the motion. No further discussion. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrin, yes; Mr. Miller, yes; Mr. Milbrand, yes. The motion passed 4-0-0.

Sealing Non-Public Minutes: Mr. Sanschagrin made a motion to indefinitely seal both nonpublic meeting minutes from August 20, 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. Milbrand. No further discussion. The Board voted 4-0-0 in favor of the motion. The motion carried.

Motion to adjourn the meeting at 9:56pm by Mr. Milbrand. The motion was seconded by Mr. Sanschagrin. No further discussion. The motion passed 4-0-0.

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

Consent Agenda

08.20.26

1. Accounts Payable Corrected Payment Manifest dated 08.20.26

2. Accounts Payable Payment Manifest dated 08.20.26

3. Certificate of Yield Taxes and Timber Tax Warrant for Timber Intent #25-059-02-T, Map/Lot #102-018 and 102-050 in the amount of $1,199.05

4. Intent to Cut 26-059-05-T for Map/Lot #114-059 and 114-059-001

5. Request for Advance from the Bond Anticipation Note for the Central Street and Forced Main Project in the amount of $392,000