



**Selectmen's Meeting  
June 7<sup>th</sup>, 2017  
MINUTES**

Selectmen Present: *Chad Hanna, Harry Lowd III, Paul Yates.*

Also Present: *Chris Hall (Town Administrator); Clyde Pendleton, Laurie Mahan and Sandra Lane (Parks and Recreation Commissioners); Joe Rose (Code Enforcement Officer).*

Selectmen were called to order by chair Chad Hanna at 7.04 pm, followed by the Pledge of Allegiance.

It was proposed by Yates and seconded by Lowd to accept the Minutes of the meetings of May 17 and May 24; passed 3 – 0.

Liquor License applications:

Selectmen reviewed and approved the renewal of a liquor license for King Ro Market, and a catering permit for Damariscotta River Grill.

An application by the new owners of The Harbor Room was scheduled for hearing at the next Selectmen's meeting on June 21.

**Matters Referred from Other Town Bodies:**

- Code Enforcement

CEO Joe Rose reported that he had this day met with the parties involved in the code enforcement matter on Benner Road. A draft Consent Agreement had been discussed and will be prepared for signature on June 9<sup>th</sup>.

Selectmen thanked Mr. Rose for his diligence and hard work in resolving this matter and hoped that it will not now be necessary to go to court to resolve the problem.

- Parks and Recreation Commission matters

- (1) Operations Manual:

- Administrator Hall had prepare a supplementary signature page which Selectmen signed, for incorporation in the Manual.

(2) Health Insurance for employees:

Commissioners led a discussion on the costs of health insurance, in the context of negotiations for hiring a new Parks and Recreation Director. The Parks and Recreation budget did not stretch to paying the costs of participation in the Towns' plan for employees with families; using one example, an employee with a salary of \$32,000 and a family of four could cost the Town \$27,000 a year in health insurance premiums. Administrator Hall pointed out that the current Human Resources Policy Handbook contained wording that suggested that any seasonal employee, if they worked full-time during that season, would be eligible to claim participation in the Town's employee health insurance plan. This was not the Parks Commission's practice or intent, and Hall therefore proposed a wording change to the Handbook to insert the words "year-round" ahead of "full-time employee" in each incidence referring to insurance.

It was proposed by Yates and seconded by Lowd to accept the proposed changes to the Handbook; the motion carried 3 – 0.

(3) Electronic sign for Ellingwood Park

This matter, tabled from May 17<sup>th</sup>, was the subject of disagreement between the Commissioners and Selectmen as to whether such a sign is appropriate for the character of the Town, and whether in the absence of a sign ordinance) it could trigger emulation by many businesses in town.

The Commissioners reported that they had verified that the sign would comply with Shoreland Zoning and DOT setback regulations, and that they were committed to its installation.

Commissioners agreed to set parameters for the use of the sign including its being switched off between 9 pm and 7 am in the summer (and an earlier evening shutoff in winter); no use of the sign's flashing function; and monitoring its brightness level so as not to cause a nuisance to neighbors.

The Selectmen determined that the Town would not contribute to the costs of installation, which will be borne by the Parks Commission and Bristol Fire and Rescue.

(4) Bristol Fire and Rescue:

Selectmen received a request from the Department to enter its vehicles in the Round Pond July 4<sup>th</sup> parade. It was moved by Yates and seconded by Lowd to approve the request; passed 3 – 0.

(5) Planning Board:

The Planning Board had considered the question of regulation of recreational marijuana sales, referred to them by Selectmen on April 5<sup>th</sup>.

They recommended that the Town establish, by ordinance, a ban on retail marijuana businesses, to last for a limited period until the state

establishes definitive regulations or, failing that, to allow the Town time to discuss whether to allow such businesses and to establish appropriate regulations. Selectmen noted that such a move would require the calling of a special town meeting, and that a hearing with appropriate public notice should be held.

Hall offered a draft ordinance for Selectmen to review. It was moved by Hanna, seconded by Yates, to direct the Town Administrator (1) to confirm that the draft ordinance meets the wishes of the Planning Board, and (2) to schedule a date for a public hearing on the draft ordinance. Motion carried 3 – 0. Chair Hanna asked that, if possible, a hearing be scheduled prior to his expected absence from the Town beginning July 21, and a special town meeting in August after his return.

(6) Harbor Committee:

The Harbor Committee sent the Selectmen a reply to their communication of May 17<sup>th</sup>, requesting that Selectmen attend their next meeting on June 22, to discuss matters including (i) maintenance of the Hanna Landing ramp and floats; (ii) whether the Harbor Committee should take over responsibility for float storage; and (iii) procedures for authorizing disbursements from the Harbor Committee account. Selectmen agreed to attend if their work schedules so permit.

## **Old Business**

- (1) In a matter tabled from May 17<sup>th</sup>, Selectmen reviewed the MDOT standards for mailbox installation on highways. They then signed the contract for snow removal for 2017 through 2020 with O.W. Holmes, Inc.
- (2) Bridge engineering: Administrator Hall had drafted a Request for Qualifications (RFQ) for engineering services on the three town bridges in Bristol Mills: Benner road, Redonnett Mill Road and Upper Round Pond Road. Each has different needs for repair or replacement and each has some degree of historic and aesthetic value. Hanna pointed out that some of the solutions previously discussed by Selectmen, such as the “Bridge in a Backpack” patented by the University of Maine, are restricted to certain licensees. Going the route of a RFQ would allow consideration of different options, and allow Selectmen to choose among alternative solutions in a way that a detailed Request for Proposals (RFP) would not.

Selectmen directed Administrator Hall to go ahead with Public Notice of the Request for Qualifications, and to mail it to the firms who do regular municipal bridge work in Maine.

## **New Business:**

Selectmen reviewed the cash balance and expected cash flow in June and July, and authorized Administrator Hall to negotiate a Tax Anticipation Note or credit line for up to \$500,000, so as to avoid holding up payments to vendors until the tax collection receipts begin in mid-July. He will attempt to get a

credit line rather than a fixed note. A written Authorization to that effect was signed by Selectmen.

**Other regular business:**

- Selectmen reviewed and approved two Building Permit applications.
- Accounts Payable and Payroll Warrants were approved for the Town, Fire and Rescue, Parks and Recreation, Bristol Consolidated School, and the Bristol-South Bristol Transfer Station.
- There were no Public Comments.

Notice was given of the forthcoming public meetings:

- Special referendum election: Tuesday June 13<sup>th</sup>, 8 am to 8 pm, at the Town Hall
- Bristol Mills Dam Advisory Committee: Tuesday, June 13<sup>th</sup>, 6 pm at the Bristol Congregational Church Hall, and Tuesday, June 27<sup>th</sup>, 6 pm at the Town Office
- Parks and Recreation Commission, Tuesday June 20<sup>th</sup>, 6 pm, Ellingwood Park Information Center
- Selectmen, Wednesday, June 21<sup>st</sup>, 7 pm, Town Office
- Harbor Committee, Thursday, June 22<sup>nd</sup>, 6 pm, Town Office

Motion to adjourn at 8.45 pm: prop. Hanna, seconded Yates, carried 3 – 0.