



**Selectmen's Meeting  
July 25<sup>th</sup>, 2018  
MINUTES**

Selectmen Present: *Chad Hanna, Terry Lowd, Paul Yates.*

Also Present: *Chris Hall (Town Administrator); Jessica Picard (Lincoln County News); Charles Hanson, Sandra Brackett.*

The meeting was called to order by the Chair, Chad Hanna, at 7.00 pm, followed by the Pledge of Allegiance.

It was moved by Lowd, seconded by Hanna, to accept the Minutes of the Selectmen's meeting of July 11<sup>th</sup>. Motion passed 3 – 0.

In a matter arising from the Minutes, Hall noted that Calderwood Engineering are available to meet with the Selectmen on August 29<sup>th</sup>. He suggested that the Board resume meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday during August, being the 1<sup>st</sup> and 15<sup>th</sup>, and reserve the 29<sup>th</sup> (the fifth Wednesday) for a special meeting with Calderwood on the bridges in Bristol Mills.

The Special Town meeting on July 24<sup>th</sup> having voted decisively to maintain the Bristol Mills Dam and upgrade the fish passage there, Selectmen discussed likely next steps. Hanna believed it is important to maintain the level of community interest and support shown by the turnout for the vote, and noted that Selectmen should give consideration to how best to have citizen input and to keep the public informed. He added that the pool-and-weir design, similar to that of the Damariscotta Mills fish ladder, seemed to have gained broad support and that the fish ladder used prior to the installation of the Denil design in the 1970s was a type of pool-and-weir structure. Selectmen agreed that this design should be pursued, subject to determining its costs.

Hall was directed to begin discussion of permitting with the DEP and DMR, and to identify what federal permits may be required, if any. A key driver for design of the new fish ladder is the optimal volume of water to attract fish, which will govern the size of the pools and connecting chutes and therefore

the likely cost. Hall will contact Inter-Fluve, a national firm of hydrological engineers with an office in Damariscotta, to get a sense of the budgetary requirements for design and drawings needed for permitting. Assuming the work is likely to exceed \$10,000, the work will be the subject of a public bid.

On the related matter of dam repair and safety improvements, Hanna believed work could proceed without additional permits. He suggested contacting the firm that undertook the grouting work in 2016 on the downstream side of the dam, to see their availability for similar work on the upstream side. He also asked Hall to contact wright-Pierce to get an estimate for new steel gates and controls to replace the wooden boards.

Selectmen reviewed the financials for the Bristol Consolidated School for its financial year ended on June 30th. Hall noted that the outcome closely tracked the budget in most categories.

### **New Business:**

Selectmen signed the annual Municipal Valuation Return to Maine Revenue Services.

On behalf of Chuck Hanson and Town Clerk Rachel Bizarro, Hall asked whether the policy requiring a petition by Bristol voters to place non-profit requests on the town warrant needed to be revisited. It had been discussed around five years ago, when Selectmen decided to make no change. However in response to comments by several of the non-profits, Hanson had contacted neighboring towns and – which exact policies differed – the most common policy was not to require a new petition in cases where there was no change in the amount requested. The Town Clerk was concerned about the safety of signature-collectors outside the polls on the edge of the main road, and also reported concerns expressed by some voters that they do not like the sense of running a gauntlet of petition-collectors when exiting the polls on election day.

Hanson, from the floor, suggested that there be uniformity in the financial information requested from non-profits, but Hall felt that the Budget Committee could set its own requirements for information, while Selectmen should set policy for articles to be placed on the warrant.

After discussion, it was moved by Hanna, seconded by Lowd, that the Town will waive the requirement for a petition from non-profit provider agencies whose requests were approved by the Town in the previous year, and who are not asking for an increase in the amount requested. In discussion it was

noted that an organization which had previously been supported by the Town but had lapsed in its requests for a year or more – such as the YMCA – would have to petition anew. The motion was then voted and passed, 3 – 0.

Hall distributed a draft Website Disclaimer and Privacy Policy that had been drawn up by Jessica Westhaver. It was agreed to study this at home and the matter was tabled until Wednesday, August 1<sup>st</sup>.

### **Old Business:**

HR Policies: the amendments to the Town's HR Manual, tabled on July 11<sup>th</sup> to allow time for study, were brought back for consideration. Yates will take a copy to the Transfer Station and discuss with manager David Poland whether the Transfer Station needs to update its own HR manual.

It was moved by Lowd, seconded by Yates, to accept the updated Manual as presented. Motion passed, 3 – 0. The new Manual will be distributed to all employees and posted on the web site.

Bristol Mills watering trough: Hall reported that the Bristol Mills Village Improvement Society had now signed the Bill of Sale transferring the trough to the Town, and Hall understood that a new Grant of Water Rights from the Claxton well had now been signed (per Lorinda Claxton's attorney, Robert Gregory) though the Town Office had not received the signed copy.

Hall was asked to make sure that periodic water quality testing continues.

Capital Projects: The Bristol Consolidated School parking lot project had run into the problem of additional, unforeseen ledge obstructing the drainage works. Blasting will be undertaken in the week of July 30. It is still hoped that the parking lot will be available for use by Olde Bristol Days, though it will be a gravel surface, the hardtop being expected to be applied the following week.

Given the additional cost for the ledge removal, in order to stay within the budget, the School Board may have to defer acquisition of new solar-powered speed limit signs until next year.

The Parks and Recreation Commission has now received the balance of the \$300,000 grant for the new beach pavilion. They have agreed that Theodore + Theodore Architects will undertake the design for a fee of 8% of the construction budget.

Hanna noted that the solar array at the Transfer Station is well under construction, after two panels had to be relocated to conform to the 50-foot setback ordinance. Hall added that the solar array at the school had been turned on on Monday, July 13, and that there will be a small ceremony at the

school in September to raise awareness in the school community of this initiative.

Also at the school, Hall had held preliminary discussions with contractors about the ballfield project which led him to understand this will likely cost in the \$200,000 range, before seeding, lighting and fencing.

Legal matter: a letter had been sent by the Town's attorney to the abutter of the Beach Park who had constructed an unauthorized driveway onto the access road. He is requested to take remedial action within 10 days, or the Town will act unilaterally to restore the blocked drainage and close off the unauthorized access.

### **Regular Business:**

Selectmen reviewed and approved three building permit applications, for structures at Map 005, lot 023; Map 007, lot 049; and Map 007, lot 072-G.

Hall presented Abatement Warrants covering three years for a property whose assessment had been based on an incorrect acreage. This had been surveyed to the satisfaction of the Assessors and refunds are in order. It was therefore proposed by Yates, seconded by Lowd, to sign Abatement Warrants 006, 007 and 008 for Map 004, lot 100, for the years 2016, 2017 and 2018. Motion carried, 3 – 0.

Three Release Deeds were signed for properties acquired by the Town, whose former owners had fulfilled payoff agreements.

Selectmen reviewed and signed warrants for payroll and accounts payable for the Town Office, Fire, and Parks and Recreation departments, and the Bristol – South Bristol Transfer Station.

Under correspondence received, Calderwood Engineering sent their latest updates on work on the Varney, Upper Round Pond and Benner Road Stone Arch bridges.

Hall notified the Selectmen, pursuant to the HR handbook's policy on hiring of relatives, that he had approved the casual hiring of Parks Director Lara Sargent's husband as an occasional contractor for landscape services. James Sargent is an experienced contractor who has worked, amongst others, for the Bush and Taft estates in York County. Hall will monitor his invoices and work performed.

Chair Hanna gave notice of forthcoming meetings as follows:

- School Board: Wednesday, August 1st, 5.30 pm at the Bristol School library.

- Selectmen: Wednesday, August 1st, 7 pm at the Town Office
- Parks & Recreation Commission, Tuesday, August 7th, 6 pm at the Ellingwood Information Center
- Planning Board: Thursday, August 2nd, 7 pm at the Town Office

At the request of Sandra Brackett, it was moved by Hanna, seconded by Yates, to move into Executive Session to consider a personnel matter under MRS Title 1, section 405.6.A. Motion passed, 3 – 0 and the Board entered executive session at 8.08 p.m.

The Board left Executive Session at 8.22 pm. Hall was directed to arrange for the acquisition by the Town of the Pemaquid Beach Facebook page developed and maintained by Sandra Brackett.

The Board then adjourned at 8.25 pm.

Respectfully submitted,  
Chris Hall  
Town Administrator