



**Selectmen's Meeting  
MINUTES  
Bristol Town Office, January 8th, 2020**

*Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates*

*Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Assessing Clerk); Paul Leeman, Jr. (Fire Chief); Clyde Pendleton (Parks Commissioner) and Lara Sargent (Parks Director); Candy Congdon (Lincoln County News); Alfred Ajami, Charles Hanson, Karl McLetchie, Sandee Brackett, Pat Porter and Alex Beaudet (members of the Budget Committee).*

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 Poland, seconded by Yates, to accept the minutes from the December 18<sup>th</sup> meeting. Motion passed 3 – 0.

**Liquor license renewal:**

It was moved by Hanna, seconded by Poland, to approve the renewal of the liquor license for Next Adventure, Inc., doing business as The Bradley Inn. Motion passed, 3 – 0, and Selectmen signed the application for renewal.

**Tax-acquired properties:**

1. Hall asked approval to seek sealed bids on an undeveloped lot on Nahanada Road (Map 029, lot 012-8), acquired in 2018. Hanna asked that he give one more notice by letter to the last owner of record, with a final date for payment in full of January 31. Immediately thereafter, if payment is not made, bids should be solicited by public notice.
2. Hall reported that the father of the former owner of a property on Bristol Road (Map 006, lot 042-A) had offered to pay off the delinquent taxes over six months. Noting that a Land Purchase Contract would have to be with the former owner of record, not his father, the Selectmen signed a contract for payment of \$3,720 by July 31, 2020, upon completion of which the property will be released to the former owner.
3. The former owners of a mobile home (Map 004-154-2A-LEASE) a partial payment to clear the 2015 and 2016 arrears. In line with guidance given by the Board in this case on August 14, 2019, Westhaver had prepared Abatements for the years 2017, 2018 and 2019, which would clear the account of taxes due; and a Release Deed to return the mobile home to its resident. The resident will now

submit for a homestead exemption application which will reduce their tax liability to zero for the 2020 tax year.

It was moved by Hanna, seconded by Yates, to approve Abatement Warrant # 2019-0014, in the amount of \$91.88. Motion carried, 3 – 0.

It was moved by Yates, seconded by Poland, to approve Abatement Warrant # 2019-0015, in the amount of \$91.88. Motion carried, 3 – 0.

It was moved by Poland, seconded by Hanna, to approve Abatement Warrant # 2019-0016, in the amount of \$99.23. Motion carried, 3 – 0.

Selectmen then signed a Release Deed to convey the property back to the former owner.

### **Town Meeting Warrant:**

Hall presented new wording required by the state for the annual warrant article authorizing the Selectmen to sell tax acquired property. State law now requires that in the event of sale of a tax-acquired property lived in by certain qualified senior citizens, a licensed realtor must handle the sale.

A petition had been delivered by Karl McLetchie, with 179 valid signatures, requesting placement of an Article on the warrant prohibiting the use of chemical herbicides, pesticides and fertilizers on Town-owned property. In discussion, it was reported by the Parks Director that Parks has changed its policies to go to 100% organic methods of weed and pest control; and the Highways Department does not use herbicides. Selectmen felt that in general, matters regulating the actions of Town departments should be handled by a Policy, while Ordinances – which have the effect of law – should be used where control of actions by the public are concerned.

After considerable discussion, the Board directed the Town Administrator to survey all Town departments' current practices regarding herbicides, pesticides and fertilizer. Based on the findings, he will coordinate with the circulators of the petition to see if one or more new written policies can be crafted that will meet their wishes. Failing agreement on this, the petition wording (which is not in the form of a draft ordinance) will be placed on the Town Meeting warrant with the question, 'Shall an Ordinance be drawn up to give effect to the petition?,' which draft would have to go to a future Town Meeting.

Hall noted that a committee is now being formed to organize Maine Bicentennial activities in Bristol, including Pat Porter (who was present), Laura Moskwa of the Bradley Inn, and Russ Lane and Bobby Ives of the Old Bristol Historical Society. He asked the Board to include funding in the Warrant for seed money for Bicentennial activities. Poland suggested that 2020 would be a good year for Olde Bristol Days to take a year off, and be absorbed into a Bicentennial celebration. Activities within the Olde Bristol Days framework, such as the antique car show and the Merritt Brackett lobster boat races, could continue under the Bicentennial umbrella. Hall will put \$10,000 in the draft budget for Bicentennial activities, and will contact the organizers of and donors to Olde Bristol days to

discuss its future. The item will remain on the Board's agenda for future meetings.

Budget: Parks Commission Chair, Clyde Pendleton, and Parks Director Lara Sargent presented a draft Parks Budget. They reported that the operations budget was complete and had been approved by the Commissioners on January 7<sup>th</sup>, but the capital budget (including the set-aside of reserves for the Pavilion) is awaiting final audit numbers to show how much surplus can be set aside. 2019 had been a very successful year financially for Parks, with a (pre-audit) \$51,000 gain over the forecast budget surplus. Parks could in theory fund the balance of the Pavilion's costs from reserves, but they do not wish to drain their reserves completely, so will be asking on the Warrant for approval of opening a line of credit for up to \$100,000. Repayment of this borrowing would be from increased revenue by raising the admission fee for the Beach Park from \$4 to \$5. Residents' passes will remain unchanged at \$5 for a season. Selectmen directed inclusion of the borrowing article in the Warrant, but will vote their recommendation upon it (and on the overall Parks budget article) at their budget review on February 5<sup>th</sup>.

In other budget matters, Yates reported that the Board of the Transfer Station had met in January 7<sup>th</sup> and agreed to increase the bulk waste fee from 6 cents to 8 cents per pound. This increase makes it possible to continue the present Town contribution to the Transfer Station unchanged, while covering the higher fees for landfill and transportation contracts.

Hall asked the Board if they wished to put the funding requested by the Byways Committee on December 18<sup>th</sup> in the budget, and if so, in the Highways Budget. Poland asked that it be a separate warrant article, which the Board agreed upon.

Hanna reported that the Highway Department is considering purchase of a new mower attachment for the tractor, to replace the sickle bar that is currently approaching the end of its life. He asked if this could be funded from the Highway Equipment Capital Reserve fund, to which Hall reported that it can be, but suggested that the amount to be voted to that reserve be increased so that it can still fund a replacement truck in four years' time. It was agreed to increase the article for Highway Equipment Reserve from \$5,000 to \$7,500.

Hanna asked if the amount for snowplowing is sufficient, given the expectation of a new plow contractor from next winter with the withdrawal from that work by O.W. Holmes. Hall noted that there is a \$20,000 increase in that budget line, which should (along with the Contingency line) cover the two months of a new contract (November and December 2020).

### **Regular Business:**

Selectmen reviewed and approved two Building Permit applications, for work at map 004, lot 148-A, and Map 009, lot 074.

Selectmen reviewed and approved Warrants for accounts payable and payroll for the Town Office, Fire Department, Parks and Recreation, and the Bristol – South Bristol Transfer Station.

Under Correspondence Received, the audit engagement letter from William Brewer, CPA was reviewed. The data collection phase of the audit had been completed this day.

Under Public Comments, Chuck Hanson questioned whether the Parks budget would be affected by depreciation write-downs on the Pavilion.

Chair Hanna gave notice of forthcoming public meetings as follows:

- Bristol Byways Committee, Monday, January 13<sup>th</sup>, 6.30 pm at the Town Office, meeting with representatives of Maine DoT and Lincoln County Regional Planning Commission
- Bristol School Committee: Tuesday, January 14<sup>th</sup>, 5.00 pm at the Town Office: public hearing on Bristol School Budget
- Budget Committee: Tuesday, January 14<sup>th</sup> at the Town Office (immediately following the School Budget hearing): 6.30 pm, hearing on the Transfer Station budget; 7.00 pm, requests from service organizations
- Broadband Committee, Thursday January 16<sup>th</sup>, 7.00 pm at the Town Office: meeting with Tidewater Telecom
- Parks and Recreation Commission: Tuesday, January 21<sup>st</sup>, 6.00 pm at the Ellingwood Information Center
- Harbor Committee, Thursday, January 23<sup>rd</sup>, 5.00 pm at the Town Office
- Planning Board: Thursday, January 23<sup>rd</sup>, 7.00 pm at the Town Office
- Selectmen: Wednesday, January 22<sup>nd</sup>, 7 pm at the Town Office

It was noted that the Town Office will be closed on January 20, 2020, in honor of Martin Luther King Day.

### **Executive Session:**

It was moved by Poland, seconded by Yates, to enter Executive Session to consider personnel matters, subject to M.R.S. 13, §405.6.a.1. Motion passed, 3 – 0, and the Board entered Executive Session at 8.29 pm.

The Board came out of Executive Session at 9.30 pm. No action was taken arising from the Executive Session.

There being no further business, the meeting adjourned at 9.31 pm.

Respectfully submitted,  
Chris Hall  
Town Administrator