



**Selectmen's Meeting  
January 30<sup>th</sup>, 2019  
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Paul Leeman, Jr. (Fire Chief); Chuck Hanson, Pat Porter.*

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 Yates, to accept the Minutes of the Board of Selectmen's Meeting of January 16<sup>th</sup>, 2019. Motion passed 3 – 0.

**Matter Referred from Other Town Bodies**

**Bristol Fire and Rescue:** Fire Chief Leeman presented the Fire and Rescue Department's 2019 budget for consideration.

In discussion, it was noted that the overall Fire & Rescue budget will be reduced by 9% due to the payoff of the 2009-18 Fire Truck Note. This is partly offset by an increase of \$20,000 in the sum set aside in the Fire Truck Reserve fund, and Operations are increased by a little less than \$35,000, reflecting the hiring of the Chief on a full time basis.

It was moved by Lowd, seconded by Yates, to recommend the Fire and Rescue budget as presented, as Article 35 on the 2019 Town Meeting Warrant for adoption. Motion passed 3 – 0.

Life and Safety Code: This matter had been tabled on January 2<sup>nd</sup>. Chief Leeman stressed that it was not his intention, or that of CEO Joe Rose, that this should be the basis for an ordinance, but rather that the Code be the basis for guidance given to contractors and developers when applying for building permits. This would give greater clarity and avoid the appearance that the CEO and Fire Chief were making things up selectively or arbitrarily.

It was moved by Lowd, seconded by Yates, "that the Town use the National Fire Protection Association's NFPA 101 Life and Safety Code as the basis for making recommendations for fire safety standards when granting building permits for new residential and commercial structures." Motion carried, 3 – 0.

### **Harbor Committee:**

The Chair reported that the Harbor Committee had held a hearing on the proposed Ordinance Amendment, after which they had discussed further changes in the wording. Hall noted public comments reflecting the need to give Harbormasters some discretion in the temporary assignment of moorings. The Harbor Committee is now expecting to hold a second public hearing on February 14<sup>th</sup>, after which the final wording could be reviewed by Selectmen on February 20<sup>th</sup> before signing the Town meeting Warrant.

### **New Business**

Administrator Hall noted that members of the Bicycle-Pedestrian Committee which had produced the Town's Bicycle-Pedestrian Plan in 2009 were interested in reviewing and updating the Plan now that it appeared that funding for implementation of bicycle and pedestrian projects might be made available with a change of administration in Augusta.

Hall noted that the costs would be limited to possible overtime hours for the Town staff member appointed to support the Committee.

It was moved by Lowd, seconded by Yates, to re-establish the Bristol Bicycle-Pedestrian Committee, not to exceed seven members, to report back to Selectmen not later than January 31, 2020. Motion carried, 3 – 0. Hall will bring names of candidates for appointment to the selectmen in February.

### **Old Business**

Selectmen resumed discussion of the March town meeting Warrant articles covering the Town Budget for 2019.

Article 22, General Government: Hanna questioned the purchase of mapping software in the IT software line. Hall will ask Jessica Westhaver to make a presentation on the software package that is being offered us through Lincoln County. Article tabled until February 6<sup>th</sup>.

Article 23, Liability Insurance and Workers' Compensation: it was moved by Lowd, seconded by Yates, to recommend appropriating \$3,399.30 from balances carried, and \$26,600.70 from surplus, for a total of \$30,000. Motion carried 3 – 0.

Article 24, Building Repairs and Maintenance. It was moved by Hanna, seconded by Lowd, to recommend appropriation \$10,000 from surplus for Building Repairs and Maintenance. Motion carried, 3 – 0.

Article 25, Buildings Capital Reserve Account. It was moved by Lowd, seconded by Yates, to recommend raising \$5,000 from taxation for the Buildings Capital Reserve Account. Motion carried, 3 – 0.

Article 26, Assessment. It was moved by Lowd, seconded by Yates, to recommend raising \$27,000 from taxation for the Assessment reserve (\$15,000) and the Annual assessment maintenance contract (\$12,000). Motion passed 3 – 0.

Article 27, Legal Fees. It was moved by Lowd, seconded by Yates, to recommend carrying balances of \$1,014.33, and appropriating \$8,985.67 from surplus, for Legal Fees. Motion passed 3 – 0.

Article 29, Town Road Management. It was moved by Yates, seconded by Lowd, to recommend carrying the balance of \$47,410.09 unspent funds from the 2018 Road Management budget, to 2019 to complete work contracted in 2018 and not yet completed. Motion carried 3 – 0.

Article 30, Town Road Management. In discussion, it was noted that the largest item in the 2019 road budget is the proposed replacement of the Upper Round Pond Road culvert over the Pemaquid River. Engineers have forecast a construction cost of \$375,000, plus an additional \$100,000 to finish the bridge in granite to echo the appearance of the original stone arch bridge replaced at this location by a steel culvert in 1984. The additional cost would not be borne by the Town but be covered by a foundation grant. However, Hanna noted, if the bids exceed the funds available from this article plus funds in the bridge capital reserve, this project would likely be deferred to a future year.

It was moved by Lowd, seconded by Yates, to recommend a 2019 Town Road Management budget totaling \$946,000.00, to be funded as follows:

- \$100,000.00 from a foundation grant for the Upper Round Pond bridge;
- \$ 46,496.00 from the Department of Transportation block grant;
- \$151,884.99 from surplus; and,
- \$642,619.01 from excise tax.

Motion carried, 3 – 0.

Article 31, Town Garage. It was moved by Lowd, seconded by Yates, to recommend appropriating \$16,119.01 from surplus, and \$7,380.99 from excise tax, for a total of \$23,500.00 for the Town Garage and Highway Equipment. Motion carried, 3 – 0.

Article 32, Solar Array. It was moved by Yates, seconded by Lowd, to recommend appropriating \$10,000.00 from surplus for the Solar Array Capital Reserve account. Motion carried, 3 – 0.

Article 36, Ordinance Administration: It was moved by Yates, seconded by Lowd, to recommend appropriation of \$15,000 from surplus for Ordinance Administration. In discussion, it was noted that this is to add to the proceeds of fees collected for building permits and plumbing inspection, estimated at a further \$33,000, for a total budget for this department of \$48,000. Motion passed, 3 – 0.

Article 40, Fish Ladder: It was moved by Yates, seconded by Lowd, to recommend appropriation of \$300,000 for the proposed new fish ladder, plus \$1,000 for the work of the Fish Committee, as follows:

- Balance Carried from the Fish Committee, \$965.00;
- Surplus, \$ 25,035.00;
- Transfer from the Fish Ladder Capital Reserve Fund, \$ 71,000.00;
- Grants received, \$204,000.00;

for a total of \$301,000.00

Motion carried, 3 – 0.

Article 41, Dam Repair: Hana noted that this year it is intended to do all the in-water concrete work not completed in 2016, during the time the dam is drained for work on the fish ladder; plus such work on water controls as may be possible given the funding. Completion of automatic controls and a pedestrian bridge will be deferred pending future funding.

It was moved by Lowd, seconded by Yates, to recommend raising \$30,000.00 from taxation, and to transfer \$20,000.00 from the Bristol Dam Capital Reserve Fund, for a total of \$50,000.00 for dam repairs. Motion passed, 3 – 0.

Article 43, Cleanup of the Lower Pemaquid River Watershed. It was moved by Lowd, seconded by Yates, to recommend appropriating \$10,000 for the 2019 work of the Lower Pemaquid River Watershed cleanup, being conducted by the Shellfish Committee and the Pemaquid Watershed Association, as follows:

- \$1,631.24 in balances carried from the 2018 DEP grant;
- \$2,500.00 from the Shellfish Committee's license revenues; and,
- \$5,878.76 from surplus, for a total of \$10,000.00.

Motion passed, 3 – 0.

Article 44, Animal Control. It was moved by Lowd, seconded by Yates, to recommend appropriating \$11,050 from surplus for Animal Control. Motion passed, 3 – 0.

Article 45, General Assistance. It was moved by Yates, seconded by Lowd, to recommend appropriating \$7,500.00 from surplus for General Assistance. Motion carried, 3 – 0.

Article 46, Cemeteries. It was moved by Lowd, seconded by Yates, to recommend appropriation of \$10,500 from surplus for the Town's Cemeteries. Motion passed 3 – 0.

Article 47, the Bristol/South Bristol Transfer Station, was tabled until February 6<sup>th</sup> to allow Yates to confirm the final numbers with the Transfer Station Manager.

Article 48, Olde Bristol Days: it was moved by Lowd, seconded by Yates, to recommend the appropriation of \$6,000.00 from surplus as the Town's contribution of seed money for Olde Bristol Days 2019. Motion carried, 3 – 0.

Article 49, Use of Land for School Ballfield. It was pointed out by Hanna that the provision of a new ballfield on Town land involves a change of land use that is appropriately voted by the Town.

Yates moved, seconded by Lowd, that the Selectmen recommend that the Town authorize utilization of approximately 1.5 acres of Town-owned land, adjacent to the Bristol Consolidated School, for the construction of a regulation sized girls' softball field. Motion passed, 3 – 0.

Article 54, Contingency: It was moved by Lowd, seconded by Yates, to recommend appropriating \$20,000 from surplus for Contingency. Motion passed, 3 – 0.

Hall noted that the customary last date for taxes to be paid without penalty, September 15<sup>th</sup>, is a Sunday in 2019. Article 56 will therefore show September 16<sup>th</sup> as the date from when interest shall be charged.

### **Regular Business:**

Selectmen reviewed and approval a Liquor License Renewal application for 2019 for the Bradley Inn.

Selectmen reviewed a request for abatement which had been reviewed by the Assessors who recommended denial. It was moved by Lowd, seconded by Yates, to sign Denial Warrant number 2019-0001. Motion passed 3 – 0.

One building permit, for Map 21, lot 032-B, was reviewed and approved.

Selectmen reviewed and signed Warrants for payroll and accounts payable for the Bristol-South Bristol Transfer Station, Bristol Consolidated School, Bristol Fire and Rescue, Parks & Recreation and the Town Office.

### **Public Comments:**

Chuck Hanson asked when the Audit Report from William Brewer, CPA, would be available. Hall replied that he had just received the draft report at 3 pm that day and had not yet digested it. He would welcome a chance to go over it with the Vice-Chair of the Budget Committee on Friday.

Chair Hanna gave public notice of the following scheduled meetings:

- Shellfish Committee, Monday, February 4<sup>th</sup>, 6.00 pm at the Town Office
- Parks and Recreation Commission, Tuesday, February 5<sup>th</sup>, 6.00 pm at the Ellingwood Park Information Center
- School Board, Wednesday, February 6<sup>th</sup>, 5.30 pm at the Bristol Consolidated School Library, a Budget meeting with Selectmen and members of the Budget Committee invited.

- Selectmen, Wednesday, February 6<sup>th</sup>, 7.00 pm at the Bristol Consolidated School gym, following the School Board's budget meeting.

**Executive Session:**

It was moved by Hanna, seconded by Lowd, to enter Executive Session to consider a personnel matter under MRSA Title 1, Chapter 13, section 405.6.A. Motion passed, 3 – 0. The Board entered Executive Session at 8.59 pm.

The Board left Executive Session at 9.04 pm. In a matter arising from Executive Session, it was moved by Yates, seconded by Lowd, to accept and sign an Employment Contract with Hall as Town Administrator for the years 2019, 2020 and 2021. Motion passed, 3 – 0, and Selectmen signed the contract.

There being no further business, the meeting adjourned at 9.06 pm.

Respectfully submitted,  
Chris Hall  
Town Administrator