



**Selectmen's Meeting
MINUTES**

Bristol Town Office, February 5th, 2020

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Clyde Pendleton (Parks Commissioner) and Lara Sargent (Parks Director); Paul Leeman, Jr. (Fire Chief); Candy Congdon (Lincoln County News); Alfred Ajami, Alex Beaudet, Mike Cheney, Rob Davidson, Richard Francis, Charles Hanson, Terry Lowd and Pat Porter (members of the Budget Committee); John Stolecki, David Caron and Rick Poland Jr. (members of the Harbor Committee); Chuck Farrell, John Lappen, Sandra Lucore, Mary Piasecki and Pat Porter (members of the Byways 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 January 22nd meeting. Motion passed 3 – 0.

Old Business:

Discussion resumed on the petition on restricting the use of inorganic chemical pesticides, weed-killers and fertilizers, tabled on January 22. Town Administrator Hall reported that he had spoken with the sponsor of the petition, Karl McLetchie, that day. McLetchie sent his apologies for being unable to attend due to business travel, but had asked that a Warrant article continue to be on the Town Meeting Warrant, although he appreciated that it may be appropriate to establish a Policy rather than an Ordinance, for matters solely relating to Town property.

Hall also reported that the School Board meeting immediately preceding the Select Board meeting had agreed to draft a Policy covering the School's grounds for consideration at their meeting on March 4, and that the School had agreed to absorb the increased costs of switching to organic treatments for their ball fields within the existing School budget.

Beaudet, from the floor, noted that McLetchie had sent a draft Policy, based on that adopted in Rockland, for consideration by Selectmen. Hall will circulate this to the Board and also to the School for their possible use. The matter was then tabled to the next Selectmen's meeting.

Town Meeting Warrant

Selectmen then took up further consideration of the Warrant for Town meeting.

Harbor Committee (Article 23): Hall reported that in July 2017, the Board had agreed to a request from the Harbor Committee to ask Town Meeting for \$5,000 each year for the Harbor Committee Capital Reserve Fund, until further vote of the Harbor Committee. The Harbor Committee members present wished to assure the Board that they did not intend to ask for such funding this year, only for the carryforward of the balance in their account.

Poland asked if they had in fact voted to that effect, to which they replied in the negative but that it is on their next meeting agenda. In the light of that, Poland proposed, seconded by Yates, that the Selectmen vote to Recommend the carryover, but to Not Recommend any appropriation for the Harbor Capital Reserve Fund. Motion passed, 3 – 0. Hall will add the appropriate wording to the Warrant.

Pedestrian, Bicycle and Road Safety (Byways Committee) (Article 13): Porter asked to present a summary of the proposed uses of the funding. These included physical purchases such as bicycle racks and a unit for recording vehicle speeds, but the largest amount would be for legal, engineering and planning studies necessary to get DoT and other grants for paved or gravel trails and sidewalks.

In response to questions from Davidson and Hanson, Porter stressed that the funds, if approved, would be controlled by the Selectmen as if they were part of the regular Roads budget. Davidson challenged the total long-term costs estimated by the Byways Committee, asking the source of the estimates (consultant Bob Faunce, the former County Planner) and also how much the Committee had cost to do (around \$5,000 in fees to Mr. Faunce, absorbed in the Town office budget). He stressed that he supported the objectives of the Committee but wanted to be clear what the financial commitment would be. Porter stressed that major capital funding would be sought from sources other than the Town's taxpayers.

Beaudet questioned the idea of a sidewalk connecting the School and the Library. Chief Leeman explained that this is the primary evacuation route for children from the School in the event of an emergency.

Hanson requested that the Byways Committee present a detailed breakdown of their plans for the \$25,000 in time for the Budget Committee's review on Tuesday, February 11.

It was moved by Yates, seconded by Poland, to Recommend the article. Motion passed, 3 – 0.

Fire and Rescue (Article 20): Chief Paul Leeman, Jr., presented the Fire and Rescue budget with an amendment from the version reviewed in January, adding

\$20,000 to the Dry Hydrants line. Leeman explained that initial bids for the work on the Munro Bridge hydrant were much higher than had been hoped for.

It was moved by Poland, seconded by Yates, to Recommend Article 20. Motion passed, 3 – 0.

Hall then asked Selectmen to consider a lengthy list of requests from certain members of the Budget Committee to the Fire Chief, as shown in emails. It appeared to him, he said, that this was a fishing expedition aimed at causing trouble for the Fire Chief and would take many days to generate responses to the requests. Poland stressed that there is no legal requirement to create information that does not exist, and that the Chief is entitled to say “no” to such requests; but she hoped that where information is easily available, it will be furnished to the individuals as it would be to any member of the public.

Borrowing Authority (Article 37): Parks Commission Chair Pendleton reported that after meeting with the auditors, the Commissioners believed they may be able to complete the Beach Pavilion project with existing Parks funds. However they wished to take out a reduced Line of Credit to give a margin of safety. They were now asking for approval of a Line of Credit of just \$50,000.

Hall asked the Selectmen to recall the discussions on January 8 and 22 about the funding of the Fish Ladder. An alternative to deferral of part of the Roads paving work to fund the ladder, would be to borrow the money by increasing the Line of Credit. After discussion of which roads needed urgent paving and which could be deferred, it was agreed that the best option for closing the funding gap for the Fish Ladder was indeed from Surplus with the deferral of paving work, rather than borrowing.

It was therefore moved by Poland to Recommend Article 37 as written, with just the \$50,000 for Parks, seconded by Yates. Motion passed, 3 – 0.

It was further moved by Poland, seconded by Yates, to Recommend the Roads and Bridges Budget, Article 26, as written. Motion passed, 3 – 0.

Revised Parks Budget (Article 38): In the light of the Line of Credit decision, and at the recommendation of the Auditors, two amendments had been made to the Parks Budget previously approved and Recommended on January 22nd. These were to add \$11,500 on the expense side, for partial repayment of the Line of Credit if used; and to add \$30,000 on the income side, as a transfer from the Zwicker legacy to cover operating expenses at the Lighthouse Park.

It was moved by Poland, seconded by Yates, to Recommend the revised Parks Budget. Motion passed, 3 – 0.

Having covered the major Town budget lines, Poland asked that consideration of the rest of the Warrant be Tabled to allow more time for consideration and proofreading. Hall asked that a Recommendation be voted on the Town financial articles as guidance to the Budget Committee at their meeting on February 11. It

was therefore moved by Poland, seconded by Yates, to Recommend the remaining Town Budget Articles as written. Motion passed, 3 – 0.

The Warrant was then tabled to Wednesday, February 12, to allow time for further consideration of the wording of the Warrant.

Other Business:

Contract for Fish Ladder: Becker Construction had submitted a contract in the amount not to exceed \$550,000 for construction of the Bristol Mills Dam fish ladder. Poland asked to table this to allow further time for consideration, and to see if Mark Becker and Deb Wilson would be available to attend. Item tabled to February 12th.

Financials: the Management Discussion and Analysis letter was reviewed and approved. Hall presented a draft of the Selectmen's Financials which he asked be Tabled to February 11th pending resolution of two outstanding questions with the Auditors.

Hall asked the Selectmen to set a date for a Public Hearing on two Ordinance Amendments, previously approved by the Planning Board and the Select Board. It was moved by Hanna, seconded by Poland, to advertise a Public Hearing on Amendments to the Addressing Ordinance and the Land Use Ordinance, to be held at 7.00 pm on Wednesday, March 5th.

A question on payroll for salaried staff had been referred to the Selectmen by Jessica Westhaver. There is an inconsistency between the monthly paychecks to most Town salaried staff (the Town Administrator, Fire Chief and Code Enforcement Officer) and the Parks Director, who is paid weekly. The Town's HR Policy Handbook says that exempt personnel will be paid monthly. The Parks Director indicated she did not have a preference. Poland asked that the matter be Tabled until after the Town Meeting.

Regular Business:

Selectmen reviewed and approved three Building Permit applications, for work at Map 004, lot 058; Map 007, lot 016; and Map 021, lot 001. It was noted that the Fee should be waived for an application for a handicapped access ramp, in line with previous Board practice.

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, a letter had been received congratulating the Town on the certification of Jessica Westhaver by the Maine Municipal Tax Collectors and Treasurers Association. She will be recognized at the MMTCTA meeting in Waterville on May 14.

Notice of Meetings:

- Budget Committee, hearings on Parks and Fire Budgets, Monday, February 10th, 7 pm at the Town Office; hearings on the Town and School Budgets, Tuesday February 11th, 7.00 pm at the Town Office
- Broadband Committee, Wednesday, February 12th, 7.00 pm at the Town Office
- Parks and Recreation Commission: Tuesday, February 18th, 6.00 pm at the Ellingwood Information Center
- Byways Committee, Tuesday, February 18th, 6.30 pm at the Town Office
- Selectmen: Wednesday, February 19th, 7 pm at the Town Office

Absentee ballots are now available for BOTH the state election of March 3rd (referendum and party primaries) and the Town election on March 16th, 2020.

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 9.00 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