



**Selectmen's Meeting
MINUTES
Bristol Town Office, June 16th, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Alfred Ajami (Chair, Comprehensive Plan Committee); Pat Porter; David Svens.

The Board was called to order by Chair Hanna at 7:00 pm, followed by the Pledge of Allegiance.

Yates moved that the minutes of June 2nd be accepted as drafted. The motion was seconded by Poland and passed, 3 – 0.

Property Tax Commitment

The Treasurer reported that the Legislature had now confirmed that no changes will be made to the reimbursement levels for property tax exemptions in 2021, clearing the way for the Board to set the mill rate for the year. She had prepared worksheets for a range of mill rates within the lawfully permitted range of overlay, from 7.10 to 7.24 mills, but recommended 7.20 mills. After brief discussion, it was moved by Poland, seconded by Yates, to set the rate at 7.20 mills, Motion passed, 3 – 0.

The goal is to mail the tax bills in the week of June 28th.

New Business

Liquor License Renewal: The Board reviewed the annual liquor license renewal for King Ro Market, Round Pond. It was moved by Yates, seconded by Poland, to approve the renewal. Motion passed, 3 – 0, and Selectmen signed the consent form for renewal.

Nepotism Policy Waiver: The Parks Department requested a waiver of the Nepotism Policy in order to employ Colin Bradbury, the grandson of a Parks Commissioner, in part-time summer employment at Pemaquid Beach Park. It was moved by Poland, seconded by Yates, to grant the Waiver. Motion passed, 3 – 0.

IT Systems Security: In the light of recent incidents of breaches of municipal systems with ransomware, the Chair had requested a review of our security. Westhaver presented a review of the security provided by the town's IT vendor, Ardiah Managed Services, LLC, and recommended a staff refresher with an End-User training program on best practices to avoid the compromise of security. The Board agreed, and felt that no additional measures appeared needed at present.

Old Business:

Comprehensive Plan: Alfred Ajami, Chair of the Comprehensive Plan Committee, reported on the work now getting under way, principally through preliminary organizing meetings of the several Sub-Committees. These concern the timing of meetings and work responsibilities, data needs and outreach needs. Until more formal review meetings are required, these meetings are being held by a mix of telephone, zoom and in-person meetings, either at members' homes or public buildings, and will not be given public notice until work on the actual substance of the Plan begins. A website is being set up for public and Town officials' access to the process, for archiving of documents, and discussion and public input. Google Docs is being used to share documents within the Committee.

As the objective is a Plan conforming to state guidelines, Ajami has been meeting with state officials and is seeking to present them with a single, consolidated request for data rather than pester them with multiple small requests.

Ajami stressed that the work of the Sub-Committees is expected to be staggered; not all need to start immediately, for example the sections on Regional Cooperation and Town Governance can be deferred until later in the process.

The public monthly plenary meetings of the Committee will in future include short breakout sessions for the Sub-Committees. Ajami offered that any member of the public expressing interest in the process should be given his contact information.

Selectmen expressed their gratitude for the work he is putting in. He noted that the workload is front-loaded, and hopefully will be less time-consuming once the organizing work is completed.

Fire Department Contract: The Board reviewed a proposed contract with First responder Grants, LLC, previously tabled on May 19th. It was moved by Poland, seconded by Yates, to approve and sign the contract for consulting services for one year, in the amount of \$1,350. Motion passed, 3 – 0, and Selectmen signed the contract.

Old County Road culvert: Hall presented a final contract agreement with Hanley Construction, the low bidder on the Old County Road culvert replacement for which the Town has been awarded a DEP fish passage grant. Selectmen reviewed the contract and it was moved by Hanna, seconded by Yates, to accept it, in the amount of \$110,603.48. Motion passed 3 – 0.

Bristol Mills crosswalk: Hall reported that David Allen, the DoT's Midcoast Region Traffic Engineer, had visited the previous day and approved the installation of a crosswalk linking the new pedestrian refuge sidewalk at Drummond Green, adjacent to the Town Hall, with the watering trough. Hall stressed that the objective of the crosswalk is traffic calming and speed reduction. DoT will provide plastic tactile paving strips, also known as detectible warning pavers, for ADA compliance on the entrances to the crosswalk. The Town will need to furnish the paint and install six signs: four at the crosswalk itself and two on the approaches. Hanna, as acting Roads Commissioner, will review the specification and placement of these signs with Highway Foreman Sean Hunter.

Regular Business

Building Permits: Seven building permits were approved as follows:

- Map 002-A, lot 046-9 (Wabanaki Trail) – new modular home
- Map 004-F, lot 232 (Huddle Road) - shed
- Map 005, lot 044-B (Route 32) – new modular home
- Map 006, lot 016-B-1 (Huey Road) – cabin
- Map 008, lot 011-H (Red Oak Lane) – new modular home
- Map 018, lot 010-A-1 (Long Cove Point) – replacement garage
- Map 026, lot 010-16 (18 Heron Cove Road) – handicap ramp

Warrants: The board reviewed and approved Payroll and Accounts Payable warrants for the Town, Bristol Fire and Rescue, Bristol Consolidated School, Parks Department, and the Bristol/South Bristol Transfer Facility.

In response to a question, the Treasurer noted that with these warrants, the cash balance will fall to approximately \$281,000. She expects that the Line of Credit approved on June 2nd will be called upon for the next round of warrants.

Correspondence: A file of photographs taken by the Fire Chief was circulated at his request, showing parking and traffic congestion in the vicinity of the junction of Southside Road and Route 32 in New Harbor, driven by customers of the ice cream shop. The Chief asked for help as the situation poses a barrier to emergency vehicles. After discussion, it was agreed that Hanna will discuss possible options for signage with Sean Hunter, and Paul Yates will request that the shop's proprietor and the Methodist Church minister discuss use of the church parking area for ice cream customers.

Executive Session: The board entered into an executive session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters. Motion passed, 3 – 0, and the Board entered Executive Session at 8:00 pm.

The Board left Executive Session at 8:12 pm. The Selectmen agreed that there would be a further Executive Session to meet with KMA Consulting at the Town Office on Wednesday, June 23rd.

There being no further business, the Board adjourned at 8:13 pm.

Respectfully submitted,

Christopher Hall
Town Administrator