



**Select Board Meeting
MINUTES
Bristol Town Office – July 19, 2023**

Select Board Members Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: A. Ajami, R. Francis, J. Lappen, M. Piasecki, J. Riley, J. Rose, J. Yates

Hanna called the meeting to order at 6:30pm and led the Pledge of Allegiance.

Minutes

On a motion by Yates and second by Hanna the minutes of June 21st were passed.

LD 2003

CEO Rose updated the Board on the affordable housing legislation that went into effect on July 1, 2023. In June, LD 1706 was passed extending the deadline to July 1, 2024 for all ‘town meeting’ towns to bring local housing ordinances into compliance with LD 2003. The state will provide financial assistance to municipalities and municipalities are encouraged to keep track of all spending associated with enacting the new laws. Rose pointed out that LD 2003 does away with a minimum lot size, doesn’t apply to the SZO, and ADUs must conform to the lot’s subsurface wastewater. Rose said it was unclear if ‘designated growth areas’ would be required.

Notice of Violation

A mortgage survey was completed for a prospective buyer for a property (028-014-A). The survey found that the setback of the existing building was 7 feet from the property line. The Land Use Ordinance states the setback from a property boundary is 10 feet. The Land Use Ordinance does not support an appeal through the Appeals Board for this type of violation. Rose reported it is unclear what authorization the town has on the matter and has referred the issue to the town’s attorney.

Comprehensive Plan Update

Francis and Yates reported that a draft plan was almost ready, and they would have it available to the Board by Friday. They presented the Executive Summary of the plan which includes the top ten 10 strategies and policies the committee feels are most important for Bristol. The next step in the Comprehensive Plan process is to release the first draft to town staff, town committees/boards and outside committees/board (such as OBHS and CRCT, etc.) for additional input. Once input is received, a full second draft will be released to the public. This will be available for review on the town’s website and at the Town Office. Francis and Yates noted that NSP had met their requirements of the contract but will stay on to help with updates to the plan, help with the state review and attend the public hearing. Overall, the Comprehensive Plan Committee is pleased with the results of the draft plan.

Assessments

The Assessor's Return for Lincoln County was signed. The 2023 State Valuation for Bristol is \$1,294,500,000.00 and the 2023 Lincoln County tax commitment is \$1,653,392.00.

The 2023 Assessor's Certificate of Assessment was signed and back dated to June 19, 2023 when the taxes were actually committed in TRIO. The tax commitment is \$8,659,821.83.

The 2022 Assessor's Certificate of Assessment needed to be re-signed and submitted back to the state. Upon a state audit it was found that an incorrect value was used for BETE exemptions. The 2022 Assessor's Certificate of Assessment will be re-filed with the state. All documents are on file at the Town Office.

New Harbor Cemetery Lot

Caretaker of the New Harbor Cemetery, M. Wilson, notified the town that it owns Lot # 170. He provided a deed for the lot on July 19th. The lot is 160 square feet. It contains 3 burials and there is enough room for 2 full burials or many cremations.

Bibber Trust

The Board signed an authorization to remove previous Town Administrator, Chris Hall, and to add the current Town Administrator as signatory for the account.

IT Services

Town Admin Bizarro presented an IT Plan from Burgess Technology Services. The Plan is comparable to the current plan in place, but the monthly fee is more expensive. Burgess provides a team (12-15) of IT support technicians while the current IT company only has one technician available. This has led to long call back times when staff encounters IT problems and a reduction in services overall. On a motion by Hanna and a second by Yates, all agreed to using Burgess Technology Services.

Regular Business

Abatements: On a motion by Poland and a second by Yates, abatement #2023-02 was approved. CRCT was wrongly assessed a parcel of land due to a clerical error on the Town Admins part. On a motion by Yates and a second by Poland, abatement #2023-03 was approved. The Helping Hands of Round Pond provided tax filing status of Nonprofit Corporation. They will be 100% exempt under Fraternal Organizations in future years.

Road News: Chad reported he had spoken with D. Allen at MeDOT. Allen suggested the town contact Jim Tasse of the Bicycle Coalition of Maine. He could provide traffic calming options for the Chamberlain area at no cost to the town. Allen didn't think the Chamberlain area would be a good fit for MeDOT's Village Program Initiative. He felt that program would better serve areas like Bristol Mills and New Harbor Hill. Hanna shared with Allen that the town is not in a position to move forward with any road projects of this nature.

Hanna would like to see about installing a temporary bridge at the Benner Road Stone Arch Bridge. It's likely this will be a multi-year project and the temporary bridge would give immediate relief from traffic.

A contractor's meeting for paving is scheduled for July 26. Paving bids are due August 2nd. Roads to be paved are Moxie Cove Road, Morrison Road, Back Shore Road, and Sproul Hill

Road. The bulk waste road is optional.

Correspondence: T. Lowd's memorial service will be held July 29 at the Brown Church in Round Pond at 10:30am. Yates will speak on behalf of the town. The school community will be fundraising and promoting a Marine Environment and Community Resilience Curriculum. A ballot for MMA Vice President and Executive Committee members was received.

Building Permits: (05A-016), (004-089-B), (04C-027-A), (04C-005-1) were reviewed.

Reconciliations: June 2023 checkbook and cash reconciliations were reviewed and signed. Real Estate and Personal Property tax balances were reviewed. The 2022 Real Estate tax balance is unable to be reconciled. The auditors will be contacted for advice.

Warrants: The Board reviewed and signed warrants for the School Payroll and Accounts Payable for the School, Town, Fire Department, and Transfer Station.

Hanna gave notice of the following upcoming public meetings:

- Planning Board, Thursday, July 20th @ 6:30pm, Town Office
- Harbor Committee, Thursday, July 27th @ 5:00pm, Town Office
- Parks Department, Tuesday, August 4th @ 6:00pm, Ellingwood Center
- Comprehensive Plan Committee, Tuesday, August 11th @ 6:30pm, Town Office
- Select Board, Wednesday, August 3rd @ 6:30pm, Town Office

Executive Session:

On a motion by Hanna and a second by Poland, the Board entered into Executive Session at 7:32pm for the following: M.R.S. Title 1, Ch. 13, § 405.6 A, to discuss a personnel matter
§ 405.6 C, to discuss a condition of real property
§ 405.6 F, to discuss a condition of General Assistance

Action: No action was taken on the personnel matter and condition of real property. GA case #2023-4 was approved and will be paid out of the Worthy Poor Fund.

The Board left Executive Session at 8:10pm.

The meeting adjourned at 8:10pm.

Respectfully submitted,

Rachel Bizarro
Town Administrator