



**Select Board Meeting
MINUTES
Bristol Town Office, September 21st, 2022**

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

Also present: Chris Hall (Town Administrator); Don Gerrish (consultant, Eaton Peabody); Evan Houk (Lincoln County News); members of the public: Bill and Pat Benner; Tom and Elizabeth Bishop; Ted Cox; Jamie Doherty; Kerry Emanuel; Chuck Farrell; Richard and Tamar Francis; Chuck Hanson; Richard Hurlburt and Audrey McGlashan; Steve Jorgensen; Mike Melville; Tony Moskwa; Bill Mullin; Andrea Perley; Ken Perley; William Tolbert; Anne Winchester.

Public Hearing:

Chair Chad Hanna called the meeting to order at 6.30 pm, and introduced Don Gerrish, the consultant hired to lead the search process for a new Town Administrator on Chris Hall's retirement at the end of the year.

Gerrish recounted his and his firm's experience with such searches, and outlined a timeframe which would hopefully lead to a new Administrator being on board by the beginning of December. He noted that two applications have been received so far; he expects more before the closing date next week. He also noted that five email comments have been received to date and he hopes for more such input from residents who are unable to attend the present Hearing. Hall will publicize his email address for such input.

Gerrish took questions from many of the 20-plus members of the public who attended, and is producing a record of this input for use in screening candidates.

Points made included requests that the new Administrator be a good public speaker (Moskwa); be engaged with the employee housing crisis faced by many businesses (Moskwa); will resist urbanization (Benner); promote services for seniors (Doherty); support the lobstering industry that faces a possible threat of disappearance (K. Perley); know how to interface with state and federal officials working on issues like fisheries and affordable housing (Emanuel and Francis); has grant-writing experience (Piasecki); tries to keep taxes down (Melville); is knowledgeable about the Town and has its interests at heart (A. Perley).

Hall was asked to send the Job Description for the position to attendees, which he said he will do to all persons leaving their email address on the sign-in sheet.

K. Perley asked if there would be an opportunity for the public to meet with finalists before a decision is taken. Gerrish said that he had on occasion held 'meet and greet' events with one or more finalist but cautioned that the process should be held confidential as in most cases, applicants have not given notice to their current employer. The Select Board may consider this if the applicants' circumstances permit this.

Gerrish thanked the public for their questions, and the Hearing ended at 7.01 pm.

Regular Select Board Meeting:

Following a short break, Hanna called the Select Board to order at 7.08 pm.

Poland moved, seconded by Yates, acceptance of the Minutes of the meeting of September 7th as presented. Motion passed, 3 – 0.

Requests from residents of Sproul Hill Road (drainage issues):

The Board received a letter from residents of 75 Sproul Hill Road, and their neighbors Richard Hurlbut and Audrey McGlashan (78 Sproul Hill Road) were present and invited by the Chair to address the Board.

Mr. Hurlbut asked the Town to act to improve drainage of water from the road and from neighboring properties, which is causing damage to his home, garage and landscaping. The water problems include both flows through a culvert under the road, and water washing off the traveled way which does not have drainage ditches along this stretch of paved road.

Hanna, who had examined the location, noted that the plastic culvert which previously ran from the town road culvert, across the Hurlburt property towards Boyd Pond, had been removed. Hurlburt responded that it had been removed prior to his purchase of the property in 2019, and now as an open drain it carries much though not all of the water from the neighboring property. His biggest concern is water washing off the road down his driveway into his garage, and water flowing off the road by his residence where he has tried, without success, to plant trees to absorb water flow.

Hanna agreed to ask one of the Town's contractors to examine the drainage situation and give options for assisting with the problem, while noting that the Town cannot undertake work outside the Town right-of-way.

MMA Annual Meeting: MMA had sent a form for the Board to show their appointment of voting delegate credentials for the Town at the October meeting. Poland proposed, seconded by Hanna, that Yates be appointed the voting delegate. Motion passed, 3 – 0, and Poland and Hanna signed the form as a majority of the Board.

General Assistance Ordinance: Hall presented the state's new G.A. maximums, and suggested the Board's next scheduled meeting on October 5th as appropriate for a Public Hearing prior to amending the G.A. Ordinance in line with the new figures. The Board directed him to advertise the Public Hearing.

Notice of Preliminary State Valuation: Maine Revenue reported its preliminary valuation for the Town, which at \$1,294,500.00 is an increase of \$126 million. The average ratio of the Town valuation to the state valuation will fall to 83%.

Appointments: Hall reported that there are six applications for the four vacancies to serve three-year terms on the Budget Committee. Hanna suggested that in the light of this, there should be an opportunity for the applicants to meet with the Board, for the board to become more familiar with the applicants and the applicants to better understand the expectations of the position. Hall was asked to invite them to join the Board one week hence, on Wednesday September 28th at 6.30 pm, and the appointments were tabled until the next following regular Board meeting, on October 5th.

Contract with NorthStar Planning: Hall presented a contract with NorthStar Planning in accord with the Board's decision on September 7th to approve the recommendation of the Comprehensive Plan Committee to hire that firm to assist with the completion of the Comprehensive Plan. As the hire had previously been voted, the Board proceeded to sign the contract.

Recommitment of taxes: Hall reported that he had finally been able to contact William H. Brewer, CPA, regarding an audit of the amounts outstanding. Bill Brewer had been out with Covid for two weeks and Deanne Brewer is still positive and not available. Bill Brewer will send a quotation for work which Hall understood to include a comparison of collection amounts and percentage between years, and a sampling of accounts to verify the amounts paid. He will report back to the next meeting, but showed a report that as of today's date approximately 92% of 2022 real estate taxes have already been collected.

Regular Business:

Abatement Request: A request had been received from Helping Hands of Round Pond, for abatement of the 2022 taxes on their property known as the White Church which they had purchased from the Methodist Church in September 2021. Poland, who is active with the organization, noted that they did not receive their tax-exempt status until after the April 1, 2022 date for commitment of taxes, so that it would not be proper to grant a rebate for the current year. They will be granted tax exempt status going forward. Abatement Warrant 2022-0007 was denied.

Building Permits: the Board reviewed permit approvals by the Code Enforcement Officer for construction at Map 005, lot 020-C-1 and Map 005, lot 022-A.

Warrants: the Board reviewed and signed Warrants for Payroll and Accounts Payable for the Town, Fire Department, and Bristol Parks & Recreation.

Correspondence: Hall reported he had correspondence with MMA Legal Services, regarding a property potentially to be tax-acquired by the Town, which he recommended be taken up in Executive Session.

Public Comments: There were no public comments.

The Chair gave **Notice of Public Meetings** as follows:

- Shellfish Committee, Monday, October 3rd, 6.30 pm at the Town Office
- Parks and Recreation Commission, Tuesday, October 4th, 6.00 pm at Ellingwood Information Center
- Select Board: Wednesday, September 21st, 6.30 pm at the Town Office, with a Public Hearing on amendments to the General Assistance Ordinance.

Executive Session: The Chair moved to enter Executive Session pursuant M.R.S. Title 1, Chapter 13.1, section 405.6.A (to review a personnel matter) and section 405.6.E (to review a legal matter). The motion was seconded by Yates and the Board entered Executive Session at 7.39 pm.

The Board came out of Executive Session at 8.15 pm and the Chair reported that no action would be taken on the matters considered.

There being no other business before the Board, the Board adjourned at 8.16 pm.

Respectfully submitted,

Chris Hall

Town Administrator