



**Selectmen's Meeting
MINUTES
Bristol Town Office, October 20th, 2021**

Selectmen present: Chad Hanna, Kristine Poland, Paul Yates

Also present: Chris Hall (Town Administrator); Alan Hinsey (Tidewater Telecom); Alfred Ajami [Chair], Jessica Yates and Richard Francis [Vice-Chairs] (Comprehensive Plan Committee); Stephen Jorgensen, Patricia Porter.

The Board was called to order by Chair Hanna at 7.00 pm.

Chair Hanna moved to approve the Minutes of the meeting of September 22nd, seconded by Yates. Motion passed, 2 – 0, Poland abstaining.

Hanna then moved the approval of the Minutes of the meeting of October 6th, seconded by Poland. Motion passed, 3 – 0.

Yates proposed accepting the Minutes of the meeting of October 13th, seconded by Poland. Motion passed, 3 – 0.

Broadband expansion: Alan Hinsey, of LCI Communications / Tidewater Telecom, gave an update on the rollout of Phase Two of Tidewater's plan to eventually cover 100% of Bristol homes with access to fiber to the home. The Town's grant of \$100,000 towards this phase can now be covered by the ARPA federal grant money, for which broadband expansion to unserved locations is a permitted use. Tidewater is now looking at what the costs of a final Phase Three, to reach the remaining homes in Bristol would be.

He suggested a further grant of \$100,000, including both restricted (ARPA) and unrestricted (foundation grant) money and matched by Tidewater capital, would likely reach most if not all of the public roads still lacking fiber, but he would bring back engineering studies and costing before formally requesting an additional grant. Hall noted that an initial payment of \$25,000 has been made against the \$100,000 Phase Two grant, with additional payments expected quarterly.

Hinsey proposed that the priorities for Phase Three could be set in consultation between Tidewater and the Broadband Committee once the costs of service to each remaining unserved road are calculated.

Tax-acquired properties: The Administrator noted one additional property acquired by the Town upon expiry of 2019 property tax lien deadlines on October 15th, in addition to three properties previously acquired from 2018 and 2017 liens. Hall will continue to try to contact the former owners and attempt to work out payment plans as in each case the

former owners are resident at the properties. The resident at one of the five properties had agreed such a payment plan, which was enshrined in a Purchase and Sale Agreement contract presented to the Board for review.

After brief discussion, it was proposed by Poland, seconded by Yates, to accept and sign a Purchase and Sale Agreement with Brent and Anne Marie Fogg for the sale on extended payment terms of property at Map 008, lot 059-A, for outstanding taxes, interest and fees. Motion passed, 3 – 0, and Selectmen signed the Agreement.

Comprehensive Plan Committee update: Chair Alfred Ajami, supported by Vice Chairs Francis and Yates, presented a report from the Committee and its subcommittees to date, after six months' work. He felt that much hard work had been done by many people to reach an understanding of what makes a Plan work in terms not only of acceptance by the State, but also acceptance by the community and implementation by the municipality. He noted that the implementation component of the plan needs to be driven by the Select Board. Most successful Plans were developed against the background of an existing Town Charter specifying 'who does what'; in the absence of such a Charter, Bristol's Plan will have to address issues of governance, of Ordinance review and update, and of implementation by the Select Board, if it is to be more than an exercise in checking boxes for the State. A good Plan typically takes 3 or even 4 years, as seen recently in Newcastle; and requires a strong manager and professional consultant to organize and write up the data.

He noted his concern that some members of the Committee are already at burn-out from the number of meetings and homework, although a strong core of members are enthusiastically engaged in data collection and in spreading the word about the work. The next step should be to formally go out into the community to gather opinions on what residents want and do not want. However the current draft of a questionnaire is a 'Frankenstein's monster' based on every member adding their own questions, sometimes duplicative or conflicting. Lincoln County Regional Planning Commission have agreed to assist in re-writing this into to a coherent document, though he is still concerned it may be too long to generate sufficient responses.

He stressed two needs: for the Board to appoint additional Committee members to replace those who have pulled out due to time commitments, and to fund initial work to professionally promote, distribute, collect, and collate the questionnaire. The group that assisted Newcastle, Maine Design Workshop, have quoted \$6,500 for this work. Hall, noting that he had heard good references for Maine Design Workshop, stressed that the questionnaire should be completed in sufficient time that findings could be distributed ahead of the March 2022 Town Meeting. At that point, the Town should be asked whether to fund the additional professional work that would likely be needed, whether funded from grants or from taxation. In discussion, Hanna noted that the Board had already committed up to \$10,000 from a local resident's donation to be spent on such assistance and on printing and mailing, ahead of further funding approvals at Town Meeting. This should be sufficient based on the quote but given the question of timing

and the interest in the content of the survey, he suggested that Maine Design Group be invited to attend the November 3rd Select Board for discussion before a formal contract is signed.

Yates, in conclusion, stressed how much time has been invested by volunteers up to this point. They are deeply invested in the process; they have learned a lot; and they are trying to get work drafts out quickly. The Committee now urgently needs to know what the Town thinks, and education and outreach are essential.

Chair Hanna thanked the members of the Committee for the ongoing work and expressed the Board's support.

Floodplain Management Ordinance amendments: The Planning Board had voted to recommend a number of minor changes in the Town's Floodplain Management Ordinance, to conform to changes in state law. Hall asked the Board to take home the existing and proposed new Ordinances, to identify the highlighted changes, and consider whether to place the Ordinance on the Warrant for the 2022 Town Meeting. The matter was tabled to November 3rd.

Job Descriptions: The re-drafted Job Descriptions prepared with the assistance of KMA HR Consulting, previously discussed over several Board meetings in Executive Session. With no further suggested changes, the Board signed the Job Description for Town Administrator and Fire Chief and approved the remaining JDs for signatures by staff and their supervisor(s).

Discussion of the proposed Wage and Salary scales was deferred to Executive Session. It was noted that the Treasurer and Town Administrator are evaluating options for a retirement plan for staff and will bring their recommendations back to the Board during November.

American Recovery Plan Act (ARPA) funds: Poland urged that the ARPA money be disbursed only after a vote by the Town, either at a Special Town Meeting for time-sensitive matters or at the regular Town Meeting in March. After discussion, it was proposed by Chair Hanna, seconded by Poland, that a Special Town Meeting be called for December 22, 2021, to consider ARPA disbursement and any other year-end matters (such as transfers from surplus in the event of account overspends). The Warrant would be concluded no later than the Board Meeting of December 1st. Motion passed, 3 – 0.

Additional Maintenance Staff: The Parks and Recreation Commission had, on October 19th, considered and agreed to the proposal to hire a full-time, year-round maintenance person, to be shared between the budgets of the Town Garage and Parks Maintenance. The Board agreed with this, specifying that for the first year all costs would be divided equally but keeping a careful log of hours spent for each department, so that adjustments could be made in the second and subsequent years if necessary. Town Administrator Hall will schedule a meeting between the Highway Foreman, Parks Administrator, and Parks Commissioners, if necessary, to draw up a Job Description for the position and guidelines to avoid possible conflicting demands on their time.

Appointments: The resignation of the retired Fire Chief, Paul Leeman Jr., from his remaining Town responsibilities was noted with appreciation for his service. As a result, it was proposed by Poland, seconded by Yates, to make the following Appointments to serve through the March 2021 Town Meeting:

- Building Official: Joseph Rose
- Constable: Scott Sutter
- Health Officer: Scott Sutter
- Motion passed, 3 – 0, and Selectmen signed the Notice of Appointment.

Hanna Landing Roof: The Town Administrator reported the decision by the Parks Commission to contribute \$8,000 towards the recently completed re-roofing of the Hanna Landing storage building. With this transfer, it would no longer be necessary to transfer funds from the Town Buildings Capital Reserve to cover that work.

Building permits were reviewed and approved for developments at Map 010, lot 034, and Map 010, lot 061-E.

Warrants were reviewed and signed for Payroll and Accounts Payable for the Town Office, Bristol Consolidated School, the Fire and Rescue Department, Parks and Recreation Department and the Bristol / South Bristol Transfer Station.

The Town Administrator reported no additional correspondence.

There were no Public Comments.

The Chair gave Notice of forthcoming Public Meetings as follows:

- Harbor Committee, Thursday, October 28th, 5.00 pm at the Town Office
- Parks and Recreation Commission, Tuesday, November 2nd, 5.30 pm at the Ellingwood Information Center
- Board of Selectmen, Wednesday, November 3rd, 7.00 pm at the Town Office
- Fish Committee, Thursday, November 4th, 4.00 pm at the Bristol Mills Dam
- Planning Board, Thursday, November 4th, 7.00 pm at the Town Office
- Comprehensive Plan Committee (CPC): Tuesday, November 9th, 7.00 pm at Town Office

Executive Session: A motion to enter Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters, was proposed by Hanna, seconded by Yates, and passed 3 – 0. The Board entered Executive Session at 9.03 pm.

The Board left Executive Session at 9.59 p.m.

Chair Hanna moved to accept the Grade / Pay table developed on the basis of findings by KMA HR Consulting, with input from the Board and the Town Administrator; and that this be presented to the staff at a meeting with the Board at 6.30 pm on Wednesday, October 27th. Seconded by Yates, the motion passed, 3 – 0.

Hanna further moved that Lynde Dodge-Welch be paid at Grade 3, step 1 for the current year, retroactive to January 1st, and that the Treasurer be asked to calculate the

necessary payment and incorporate it in the next payroll. Seconded by Yates, the motion passed, 3 – 0.

It was then moved by Hanna, seconded by Poland, that the positions of Clerk and Treasurer be classed as Exempt, and be transitioned to salaried compensation effective in the next fiscal year. Motion passed, 3 – 0. It was noted that it would be best if all staff, whether hourly or exempt, could be paid on a biweekly schedule similar to that of the school payroll; this will have to be agreed with the Parks Commissioners for their year-round and seasonal staff.

The Chair directed the Town Administrator to follow up with the Parks Director and Highway Foreman to develop a job description for the new shared maintenance position and determine how the work allocation of the individual would be directed to avoid possible conflicting demands.

There being no further business, the Board adjourned at 10.04 pm.

Respectfully submitted,

Chad Hanna
Chair, Board of Selectmen