



**Selectmen's Meeting  
January 17<sup>th</sup>, 2018  
MINUTES**

Selectmen Present: *Chad Hanna, Terry Lowd, Paul Yates*

Also Present: *Chris Hall (Town Administrator); Joe Rose (Code Enforcement Officer).*

The meeting was called to order by chair Hanna at 7.04 pm, followed by the Pledge of Allegiance.

It was moved by Lowd, seconded by Yates, to approve the minutes of the meeting of January 10<sup>th</sup>. Passed 3 – 0.

**Matters Referred from other town Bodies:**

Planning Board: Joe Rose presented the draft amendments to the Land Use Ordinance which the Planning Board had approved, subject to approval by the Town's attorney, Jennifer Villeneuve, Esq. These covered:

- A change to the Minimum Lot Size provision to conform language with that in the Shoreland Zoning Ordinance.
- Provision for a ban on digital signs (as defined) excepting gas station price-per-gallon signs. Selectmen noted and approved the following points: a 5-year sunset provision for existing signs; curfew hours of 10 pm to 5 am for all signs; and a minimum time between changes of message of 10 minutes, with scrolling and/or flashing being banned.
- In the definition of 'Structures' that require permits, delete satellite dishes and insert ground-mounted solar arrays.

It was moved by Lowd, seconded by Yates, to Table this item to January 24<sup>th</sup> pending receipt of legal opinion. Motion passed 3 – 0.

The public hearing on these changes, and on a small technical change to the Shoreland Zoning Ordinance, will be held at 7 pm on February 14<sup>th</sup>.

**Old Business:**

Munro Bridge dry hydrant: a hearing at the DEP in Augusta is scheduled for Monday, January 22. Joe Rose and Chief Leeman will attend.

Fire Chief: Administrator Hall reported that the working group of the Department's officers and Town staff, requested by Selectmen on December 6<sup>th</sup>, had led to a draft Job Description which was handed to selectmen with a request that they take this home and forward comments. The draft is still subject to review at one more meeting, on January 18<sup>th</sup>, and a final version will be brought to the Selectmen thereafter.

Hall made the following points:

- (i) There is a need for clarity on when the Chief would attend calls outside his regular work hours, and be paid the hourly rate for these calls. About 60% of all calls in 2017 were in weekday daytime work hours, and the Chief would be expected to attend all of these. It had been suggested that outside these hours, he would only attend calls of a scale he would be expected to command, e.g. those involving more than one fire house.
- (ii) MMA legal advice had been received to the effect that it was not necessary to advertise this as a new position, if it is an expansion of the hours and duties of an existing position with an incumbent.
- (iii) In reviewing the Department's By-Laws against the Town's Human Resources Handbook, a number of inconsistencies were identified. These relate to policies on hiring, training, and payments to fire and rescue personnel where the Department's by-laws are based on templates approved by the Maine Fire Chiefs, and appropriate to a paid-call volunteer department. Hall had therefore written the Job Description to clarify where that the By-Laws take precedence over the Town's Human Resource Handbook, which remains the binding authority on other policies.
- (iv) One particular inconsistency had been flagged by Chief Leeman, in that the Town's anti-nepotism policy could in theory be used against the Chain of Command of the Fire Department, where multiple generations of three or four families have given outstanding service to the town. The Town Administrator is authorized to grant waivers of this policy except in the case of Department Heads (or himself), in which case only the Selectmen can grant a waiver. Hall requested one for Chief Leeman, as he has a son and several other relatives by blood and marriage in the Department. It was moved by Lowd, seconded by Yates: "That the Selectmen grant a waiver of the Town's Anti-Nepotism Policy to Chief Paul Leeman, Jr., permitting him to command relatives serving in Bristol Fire and Rescue. Further, the Town Administrator is directed that in the event of any allegation of favoritism in the case of Chief Leeman, it be forwarded immediately to the selectmen for resolution." Motion passed 3 – 0.

### **Items relating to the 2018 Warrant and Annual Report:**

2018 Warrant:

- (1) Hall presented calculations of alternative allocations of the Workers' Compensation bill. After discussion, Selectmen agreed to continue with the present allocation based on departmental payroll, and took no action.
- (2) Auditors had flagged the School HVAC account as requiring action in the 2018 Warrant to reassign the funds from the closed reserve account. However since this item was placed on the agenda, a warrant article from 2016 was found authorizing the transfer of the balance to the School Capital Reserve.

- (3) Loud's Island: Selectmen reviewed and approved a draft Warrant article authorizing the study of the costs and benefits of annexation, and empowering the Selectmen to decide whether or not to petition the Legislature for the same.

**Town Annual Report:**

It was agreed that the report be dedicated to Bristol Fire & Rescue, and that they be asked to supply a suitable picture (new or existing) for the dedication page. Selectmen were asked to review their collections for a picture for the Report's cover.

**2018 Audit:**

William H. Brewer, CPA, had prepared a draft Schedule A-4 for the Audit report, which Selectmen reviewed. The surplus at 12/3/17 is calculated at \$1,261,635.04.

Town staff had met with Bill and Deanne Brewer on 01/16 and had a list of 10 items where there were recommendations for action (one, the HVAC account, being subsequently found not to need action). Selectmen reviewed the list, and Hall requested direction on the recommendation that the Town continue to assess taxes to the occupiers of tax-acquired properties, in order to ensure certainty on the amount due in the event of redemption of the property by the former owner, or to establish a minimum reserve price in the event of seeking bids for sale to a third party. Jess Westhaver had received responses to an enquiry from six towns, each of which did continue to assess on tax-acquired properties. Those towns also added tax-acquired properties to the MMA property and casualty policy.

After discussion, it was moved by Lowd and seconded by Yates:

"To direct the Tax Collector to change the Town's policy on tax-acquired property, in future to continue to assess taxes on such properties to the previous owners of record." Motion carried 3 – 0.

Hall noted that he is preparing the Management's Discussion and Analysis letter for the auditors. He noted that while some towns use this letter to summarize highlights of the Town's activities, in Bristol that function is served by the Selectmen's and the Town Administrator's reports. It was agreed that the current practice will continue, and the MD&A letter be limited to financial matters.

**Regular Business:**

One Building Permit application was reviewed and approved, for Map 011-A, lot 005-A.

Selectmen reviewed and signed the accounts payable and payroll warrants for the Town, Parks, Fire & Rescue and the Transfer Station.

No correspondence was received.

There were no Public Comments offered.

**Notice of forthcoming public meetings:**

**Budget Committee**, Tuesday, January 23<sup>rd</sup>, 6.30 pm – Town Hall:

consideration of requests from Non-Profit Service Providers

**School Committee**, Thursday, January 25<sup>th</sup>, 5.30 pm – Bristol School

**Harbor Committee**: Thursday, January 25<sup>th</sup>, 6 pm – Town Hall

The **Parks and Recreation Commission** will meet on Thursday, January 25<sup>th</sup> at 6 pm at the Ellingwood Information Center, to review their 2018 budget.

**Bristol Mills Dam Advisory Committee**: Public Hearing and presentation of Wright-Pierce report on feasibility and costs of alternative options for the dam, Tuesday, January 30<sup>th</sup>, 6.30 pm, Bristol Consolidated School gym.

**Selectmen** are continuing to meet each Wednesday, i.e. on January 24 and 31, and February 7<sup>th</sup> and 14<sup>th</sup>, in each case at 7 pm at the Town Hall.

A motion to adjourn was proposed at 8.11 pm by Lowd, seconded by Hanna, and carried 3 – 0.

Respectfully submitted,

Chris Hall

Town Administrator