



**Selectmen's Meeting  
January 25, 2017  
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Sandee Brackett, John Freeman, Charles Hanson, Sandra Lane, Terry McCabe, Clyde Pendleton*

Selectmen attended a meeting of the Budget Committee at 6 pm to hear applications from service organizations requesting funds from the Town by petition. Minutes of the Budget Committee are reported separately.

The Budget committee adjourned at 7.20 pm and the Selectmen were called to order by chair Chad Hanna at 7.30 pm, followed by the Pledge of Allegiance.

**Amendments to the Agenda**

- There were no amendments to the agenda.

**Approval of Minutes**

- A motion was made by Lowd to approve the minutes of January 18<sup>th</sup>, seconded by Yates and carried 3-0.

**New Business:**

- Matters referred by the Parks and Recreation Commission, taken out of order as members of the Commission were present.
  - By-laws. The Town Administrator presented three technical amendments to the draft by-laws approved by the Commission on January 3<sup>rd</sup>. The Commissioners now requested the Selectmen to vote to accept the bylaws as amended.  
A question was raised from the floor as to whether Maine Statutes allow the adoption of by-laws for the Commission (as opposed to Policies or Standing Orders). Referred to the Town Administrator for legal research.
  - Hire of Director of Parks and Recreation. Discussion of whether to have a separate Article in the Town Warrant covering the proposed hire, even though the matter has been discussed at public meetings on numerous occasions. Motion proposed Yates, seconded Lowd, to place an Article on the Warrant worded as follows:

“To see if the Town will vote to hire a Director of Parks and Recreation, reporting to the Parks and Recreation Commissioners, such position to be funded by revenue from operations of the Parks and Recreation Department?”

Motion carried 3-0.

- Parks and Recreation Budget. In discussion, agreed that the budget as presented looks appropriate, subject to (i) breakout of a separate line for the proposed Director position, so that in the event of the Town voting this position down, the budget could be easily amended; (ii) agreement on an appropriate charge for the Town Office’s clerical support (on payroll, expenses warrant, and issue of season passes). Commission has assumed this would be charged against the ‘Contingency’ budget line; Selectmen suggest to break this out as a separate line item and reduce Contingency accordingly. Town Administrator was directed to assess and report such hours.
  - In questions from the floor, asked whether increase of \$1 in Lighthouse Park fee needs separate approval, either by Selectmen or the Town. This had been discussed by Selectmen on January 18 when Selectmen were comfortable with the increase, the first such since the beach fee was raised ten years ago. Precedent establishes that the Commission may enact fee increases within the Parks Budget, which itself is subject to (i) Selectmen’s approval, (ii) scrutiny and advisory vote by the Budget Committee, and (iii) Town Meeting.
  - Further consideration of the Parks and Recreation budget was tabled to February 1. The budget will go to the Budget committee on February 13<sup>th</sup>.
- 2017 General Services Budget – Review of Second Draft  
Hanna led a discussion of the draft with further revisions since 01/18, including an initial proposal for allocation of surplus, determined by the town’s Auditor to be \$1,181,527.00.
    - Town Road Management: need to increase 2017 proposed expenditure by approximately \$67,000, reflecting work carried forward from the 2016 work program. Hanna will confirm exact amount by next meeting.
    - Town Administrator to check MMA forecast of Health Insurance charges from July 1 forward.
    - Remove proposed allocation of \$10,000 to Wind Power legal reserve line, but carry this account’s balance forward.
    - Discussion of capital items included retirement in 2017 of the Partridge Bridge loan, and expected retirement in 2018 of the School Renovation note and one of the two School Bus notes, leaving only the 2023 School Bus note. Hanna warned that there would likely be a need for new borrowing in the medium term to cover major work on the Bristol Mills Dam and fish passage, and on the Upper Round Pond and Benner Road bridges.

- Management Discussion and Analysis (MDA). Town Administrator directed to use the wording and format of 2016 MDA, with audited figures for December 31, 2016 added.
  - Further Budget discussion tabled to February 1.
- Warrants
  - Reviewed and approved weekly disbursement warrants.
- Correspondence
  - Interstate Septic, request for permit to bring overweight trucks on posted roads in emergency only: Moved to approve, subject to arrangement for prior notification to the own Office, proposed Yates, seconded Lowd: passed 3-0.
  - Maine Coast Surveying, Letter of Agreement for services to update the Town's tax maps. Moved to approve, proposed Lowd, seconded Yates, passed 3-0.
  - Proposal received from New Harbor Marine Construction, LLC, for replacement of one float at Hanna Landing: referred to the Harbor Committee.
  - Two Status Reports from the Code Enforcement Officer on open cases of violation enforcement – no action required.
- Future Meetings

Notice was given of scheduled meetings in the balance of January and in February, as follows:

- Harbor Committee, Thursday January 26<sup>th</sup>, 6:00 pm (Town Office)
  - Parks and Recreation Commission, Tuesday, January 31<sup>st</sup>, 6:00 pm (Ellingwood Park Building)
  - Selectmen, Wednesday, February 1<sup>st</sup>, 7:00 pm (Town Office)
  - School Board, Thursday, February 2<sup>nd</sup>, 5:30 pm (Bristol School Library)
  - Planning Board, Thursday, February 2<sup>nd</sup>, 6:00 pm (Town Office)
  - Shellfish Committee, Monday, February 6<sup>th</sup>, 6:00 pm (Town Office)
  - Parks and Recreation Commission, Tuesday, February 7<sup>th</sup>, 6:00 pm (Ellingwood Park Building)
  - Selectmen, Wednesday, February 8<sup>th</sup>, 7:00 pm (Town Office)
  - Budget Committee, Monday February 13<sup>th</sup> and Tuesday, February 14<sup>th</sup>, 7:00 pm (Town Office)
  - Selectmen, Wednesday, February 15<sup>th</sup>, 7:00 pm (Town Office)
  - Planning Board, Thursday, February 16<sup>th</sup>, 6:00 pm (Town Office)
  - Parks and Recreation Commission, Tuesday, February 21<sup>st</sup>, 6:00 pm (Ellingwood Park Building)
  - Selectmen, Wednesday, February 22<sup>nd</sup>, 7:00 pm (Town Office)
  - Bristol Dam Advisory Committee, Tuesday, February 28<sup>th</sup>, 6:00 pm (Town Office)
- Motion to adjourn, at 9.25 pm: proposed Lowd, seconded Yates, carried 3 – 0.