



**Selectmen's Meeting
November 7th, 2018
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); David Little (Little Enterprises); Sandee Brackett; Chuck Hanson.*

The meeting was called to order by the Chair, Chad Hanna, at 7:01 pm, followed by the Pledge of Allegiance.

It was moved by Lowd, seconded by Yates, to accept the Minutes of the Special Town Meeting of October 30, 2018. Passed 3 – 0. It was further moved by Lowd, seconded by Yates, to accept the Minutes of the Selectmen's meeting of October 17th. Motion passed 3 – 0.

New Business:

David Little of Little Enterprises, Nobleboro, requested a letter of support from the Selectmen for a waiver by Maine DoT of the setback requirement from state highways, for the rebuilding of a wall at 158 State Route 32. He presented photographs and diagrams showing that the new wall would increase the setback from the road, although still requiring a waiver. It was moved by Hanna, seconded by Lowd, to sign a letter of support to DoT. Motion passed, 3 – 0, and the Selectmen signed a letter prepared by the Town Administrator.

Budget: Hall presented a first outline of the 2019 budget, focusing on expected changes from 2018. He warned the Board to expect increased requests from the School, due to an increase in tuition students attending Lincoln Academy and an enlarged Pre-K program; an increased County Tax assessment; and increases at the Bristol/South Bristol Transfer Station and Central Lincoln County Ambulance. Looking at matters within the direct control of the Town, Hall will try to hold Town expenses as close to flat as possible. There are expected savings in the Fire & Rescue line due to the payoff of the 2018 Fire Truck Loan, and no repeat of the one-time request in 2018 for roofing funds. Offsetting these savings would be increases in health insurance (4%), workers' compensation and property/casualty insurance, computer expense and utilities, and increased snow removal costs.

Ordinance Administration will likely see the need for additional appropriation from taxes due to a downturn in fee revenue. Hall will request increased set-asides for the reserve funds for fire trucks, bridges and the dam. A preliminary look at 2018 new construction suggests an increase of around \$30,000 in property tax collections in 2019.

In discussion, Hall stated that his goal is to hold any increase in the mill rate to flat or at least no more than the rate of inflation, which has been 2.4 % in the 12 months to September 2018. A 2.4% increase in the mill rate would give a rate of 6.4 mills, but may not be necessary if the School, transfer station and County Tax increases are less than predicted. In response to a question from the floor from Hanson, asking when preliminary budget numbers would be available for review by the Budget Committee, it was pointed out that as in past years, Selectmen will not be able to make a determination on the sources of funds until the audit is completed in early January, at which point we will know the available balances carried and surplus. Selectmen will then send their proposed Warrant articles to the Budget Committee with recommended sources of funding.

Town Office staffing: Hall reported with regret that Lisa Peters will be leaving at Thanksgiving for a responsible position at Bigelow Labs in East Boothbay. He requested permission to have Sandra Guibord, retired bookkeeper from ElderCare Network of Lincoln County, cover the reconciliation and reporting aspects of Lisa's position as Deputy Treasurer, on a part-time basis until a new permanent hire is found, and to get us through the January audit. Selectmen approved paying for up to 10 hours a week of her time during the transition.

Hall will review the job description for the position, and bring a revised version to the next meeting of the Board. He would like a greater emphasis on IT tasks and on backup for counter services.

Old Business:

Radios: Hall asked the Selectmen to approve the purchase of digital radios for the School, Parks and Highway Departments. It was moved by Yates, seconded by Lowd, to accept the bid of \$23,176.40 from RCM, Inc. of Portland. Motion passed 3 – 0.

Varney Bridge: Hanna and Hall had met with Seth Hagar of Hagar Enterprises and reluctantly accepted that a cost increase of around 20% would be incurred due to the need to perform the work in winter. It is expected that work will begin immediately after Thanksgiving. Hall requested permission to move funds from the Bridge Capital Reserve account to cover the increased costs, and it was moved by Lowd, seconded

by Yates, to authorize the transfer of up to \$25,000 from the Reserve.
Motion passed 3 – 0.

Bristol Mills Dam: a quotation had been received from Knowles Industrial Services, the contractors who have maintained the dam, detailing various repair and enhancement items. It was agreed that the eel ladder and the pedestrian bridge for access to the fish ladder were not necessary in 2019, and that it would be important to coordinate the in-stream work with the fish ladder reconstruction, ideally with a single DEP and USACE permit for the combined work.

We have only \$20,000 in the dam reserve at present, and Hall will request an additional \$25,000 at the Town meeting. He will also be looking for grants able to use the town's funds as a match, to maximize the amount of work that can be done in 2019.

Tax-acquired properties: a check had been received from the Riopel heirs to clear the back taxes due on the property at 18 Guilfoil Lane. A Release Deed will be brought to the next Selectmen's meeting, assuming the check clears.

Regular Business:

Building permits were reviewed and approved for work at Building permit applications: Map 006, lot 76-B-1; Map 010, lot 43; Map 010, lot 46-C-4; Map 011-A, lot 4-B-5 and Map 021, lot 020.

An abatement request had been received for church property on Bristol Road (Tax Map 002-055-C-2), continuing the past practice of granting a full abatement. Hall calculated that the taxes assessable amount to \$1,287. It was moved by Yates, seconded by Lowd, to abate the property in full for the year 2018.

Two Abatement Warrants, based on corrected property descriptions, were presented following review and approval by Parker Appraisals. It was moved by Yates, seconded by Lowd, to accept Abatement Warrant #2018-0011 (Tax Map 008-066-B), in the sum of \$68.75 plus interest. Motion carried, 3 – 0. It was further moved by Yates, seconded by Lowd, to accept Abatement Warrant #2018-0012 (Tax Map 033-052), for \$231.25 plus interest.

Selectmen reviewed and approved payroll and accounts payable warrants for the Town, Fire and Rescue, Parks, the Bristol Consolidated School and the Bristol-South Bristol Transfer Station.

Correspondence received:

- Hall presented a fishway design that has been agreed between Curtis Orvis and Gartley & Dorsky, which will be the basis for Gartley & Dorsky's application for permits to build the ladder in 2019.
- CMP had sent an interconnection agreement for the solar array at the Town Garage, which has been signed by the Town Administration and should allow the switch-on of the array from November 8th.
- A permit application has been completed and submitted to the DEP for work on the Upper Round Pond Road bridge in 2019.

Public Comments: Sandee Brackett requested an Executive Session. Chair Hanna denied this as no advance notice had been given so he is not able to determine if the matter falls under the law permitting Executive Sessions.

Chair Hanna gave notice of the forthcoming meetings:

- Planning Board: Thursday, November 15th 7 pm at the Town Office
- Selectmen: Wednesday, November 21st, 7 pm at the Town Office
- Shellfish Committee: Monday, Dec. 3rd, 6 pm at the Town Office
- School Board, Wednesday, Dec. 5th, 5.30 pm at the School Library

It was noted that Monday, November 12th, is a state holiday and that the Town Office will be closed in recognition of Veterans' Day.

There will be no meeting of the Harbor Committee in November or December.

Lowd asked that the Board recognize and thank the Town Staff and Election Clerks for their good work during the very busy Election Day on November 6th. Hall will communicate their thanks to the staff.

There being no further business, the Board adjourned at 8.24 pm.

Respectfully submitted,
Chris Hall
Town Administrator