



**Selectmen's Meeting
December 20th, 2017
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Maia Zewart, Matt Mitterhoff (Lincoln County News); Dave Kolodin (School Committee); Jim Hodgkin (Superintendent, AOS 93).*

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

It was moved by Yates, seconded by Hanna, to approve the minutes of the meeting of December 6th. Passed 3 – 0.

Matters Arising from the Minutes:

Yates asked Administrator Hall to check the fees for recreational shellfish harvesting. He had paid \$20 instead of \$15 last year, and did not recall the Shellfish Committee submitting an increase to Selectmen.

Hall reported that he had contacted The Nature Conservancy, as requested, to see if additional funding to support the Wright-Pierce study could be obtained. The answer was negative, and he has placed a \$5,000 line on the draft 2018 Budget to cover this expense should Selectmen choose to send this to the Town Meeting.

He also asked if Selectmen would be able to attend a Public Hearing on the Wright Pierce report on Tuesday January 30th, and all Selectmen answered in the affirmative. The time will be set for 7 pm at the Town Office.

Hall had officially notified Maine DoT of the request for a Speed Limit Review on Pemaquid Trail, and the request had been added to their waiting list.

Matters Referred from Other Town Bodies:

Bristol Consolidated School: Superintendent Hodgkin and School Board Chair Kolodin joined Selectmen to discuss proposed capital projects.

The School Department's annual Audit Report for the year ending June 30, 2017, was presented to Selectmen. Hodgkin noted that the Unallocated Ending Balance (surplus) for the year was \$483,446 – far in excess of the state's guideline of a maximum of 3% of the previous year's school which can be used as a carryforward. He therefore proposed to carry forward \$150,000 into the 2018-19 budget, and use the balance for capital projects.

The School Board had commissioned a report on expected costs of several possible projects from the consulting firm Cordjia Capital projects. Based on this, using the High Range Cost estimates and adding markups of 32% for overhead, profit and contingency, the Superintendent will be recommending to the School Board and Selectmen to proceed with the Parking Lot Reconstruction (\$197,173); Site Lighting and Entrance Signage (\$47,570); Building Exterior Lighting (\$10,150) and Pedestrian Designation Fencing (\$6,300) for a total of \$261,193. He would also be recommending placing \$72,253 into a reserve fund for the buyout of the new solar array in year 7 of the contract with ReVision Energy. It was noted that by reducing the carry-forward from \$275,000 in 2017-18 to \$150,000, the Town would have to make up the additional \$125,000 from taxation. Selectmen were generally supportive of this plan, and concurred with not proceeding with the proposed ballfield and pump house given their high cost.

The School Board will be meeting for a first review of a draft budget on January 4th. It is hoped that a School Budget can be adopted in time for Selectmen to consider in early February, followed by Budget Committee hearings on the School Budget on Monday, February 12.

The General Assistance Administrator had requested consideration of keeping a small supply of kerosene for emergency need requests. Selectmen expressed interest, but doubted the desirability of storage at the Town Garage (or elsewhere) for insurance reasons. It was agreed to ask the GA Administrator to talk with Fairwind Marine to see if they could supply kerosene on an emergency basis, on request by the GA Administrator or the Town Administrator, for billing to the Town.

The Planning Board reported that it is preparing to seek additional public input on the Town's preferences for digital signs, by publishing a questionnaire. Drafts for this were reviewed, and Selectmen requested that existing signs in the Town not be included among the examples shown in photographs on the questionnaire.

New Business:

Hall reviewed the proposed schedule for the Budget Committee and the Town Meeting Warrant. He intends to present draft Budget articles for review at each of the Selectmen's meetings scheduled for the five Wednesdays in January. The Budget Committee's meetings are now scheduled as follows:

- Petitions from service organizations, Tuesday, January 23rd at 6.30 pm;
- School and Fire & Rescue, Monday, February 12, 6.30 pm;

- Town and Parks & Recreation, Tuesday, February 13th, 6.30 pm.

Regular business:

Tax abatements: Two tax abatements applications were reviewed. Following recommendations from the assessors, both were declined on motions from Lowd, seconded by Yates, and passed 3 – 0.

Building permit applications were reviewed and approved for Map 006, Lot 034, and Map 013, Lot 005-K.

Warrants: Selectmen reviewed and signed payroll and account payable warrants for the Town Office, Parks and Recreation, Bristol Consolidated School and Bristol Fire and Rescue, and the Bristol – South Bristol Transfer Station.

Communications received:

The Department of Environmental Protection had notified the Town of their intent to renew the Hazardous Materials Handling Permit for Masters Machine. The Town Administrator was asked to notify the DEP that the Selectmen have no objection to the renewal.

A thank-you letter was received from New Hope for Women, for the Town's 2017 appropriation.

Calderwood Engineering requested the signature of an application to the Corps of Engineers for work in the Pemaquid River at the Varney Bridge on Redonnett Mill Road, where scouring remediation is planned in 2018. This was signed for the Town by Selectman Yates.

There were no public comments.

Notice of forthcoming public meetings:

Notice was given of the following forthcoming meetings:

- Bristol-South Bristol Transfer Station Board, Wednesday December 27th, 6.30 pm – South Bristol Town Office
- Planning Board, Thursday, January 4th, 7 pm – Town Hall
- School Board, Thursday, January 4th, 5.30 pm – Bristol Consolidated School
- Shellfish Committee: Monday, January 8th, 6 pm – Town Hall
- Bristol Mills Dam Advisory Committee Tuesday, January 9th, 6 pm – Bristol Town Hall
- Budget Committee, Tuesday, January 23rd, 6.30 pm – Town Hall: consideration of requests from Non-Profit Service Providers
- Harbor Committee: Thursday, January 25th, 6 pm – Town Hall

NOTE THAT THE TOWN OFFICE WILL BE CLOSED on Monday, December 25th (Christmas), and from 1 pm on Tuesday, December 26th; and closed on Monday, January 1st (New Year's Day).

A motion to adjourn was proposed at 8.47 pm by Yates, seconded by Lowd, carried 3 – 0.

Respectfully submitted,
Chris Hall
Town Administrator