



**Selectmen's Meeting
December 19th, 2018
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); J.W. Oliver and Chuck Hanson (Cahir and Vice Chair, Budget Committee); Pat Porter.*

The meeting was called to order by the Chair, Chad Hanna, at 7:00 pm, followed by the Pledge of Allegiance.

It was moved by Lowd, seconded by Yates, to accept the Minutes of the Board of Selectmen's Meetings of December 5th and December 12th, 2018. Motion passed 3 – 0.

Matters Arising from the Minutes

Hall reported that two properties had been acquired by the Town as a result of the maturity of 2016 tax liens; he will attempt to contact the former owners and if necessary advertise in the newspaper for heirs or claimants.

The chosen candidate for the Deputy Treasurer position will start work on January 2nd, subject to background checks before then.

The County Administrator had contacted Hall regarding composting at the Bristol-South Bristol Transfer Station, advising that closed bins for collecting compostable food waste were available from Lincoln County recycling. Hanna said he understood the Transfer Station Director was already planning to move ahead with this.

New Business:

Audit of 2018 accounts: Hall reported that Bill Brewer, CPA, had confirmed that he would be at the Town Office to start the year-end audit on January 2nd, and staff are preparing the documentation he has requested.

Appointment of Jessica Westhaver as signatory on the Bibber Trust account: it was moved by Lowd, seconded by Yates, to appoint Jessica Westhaver to replace Lisa Peters as the Town's contact for and signatory to the Bibber Trust account. Hanna explained that this is a legacy given to the two Towns of Bristol and South Bristol to benefit deserving poor. Motion carried 3 – 0.

Old Business:

2019 budget: Hall presented an updated draft of the 2019 Budget. While the Town Office and Fire & Rescue budget requests are flat, he warned that the Town faces increased funding requirements for other services, not all of which have finalized their requests yet:

- The School budget is expected to show an increase of between 5% and 8%, of which only half would be applied in the Town's 2019 fiscal year as the School operates on the academic year, July to June. The increased funding requirement is therefore in the range of \$103,000 to \$165,000.
- The County Tax will increase 2.5% or around \$33,000.
- The Transfer Station, which will need at least \$25,000 more.
- Provider organizations are seeking at least \$25,000 more than in 2018, primarily an increase of over \$22,000 for Central Lincoln County Ambulance.

Hall reported the Assessing Clerk's calculation that that assessment of new construction might add \$30,000 to \$40,000 in increased property taxes in 2019, but he stressed that to cover all the increased requests a rise in the mill rate may be required of the order of one quarter of a mill, i.e. from 6.25 mills to 6.50 mills. This would generate approximately \$250,000 of additional revenue, sufficient to cover the forecast increases and also cover a forecast reduction in excise tax collection due to a slowing economy.

Regular Business:

One application for Renewal of Classification of land as Working Waterfront was received, for a parcel at Map 22, lot 8, upon transfer of ownership of the property. It was moved by Yates, seconded by Hanna, to approve the application. Motion passed, 3 – 0.

Hall presented a new format for reporting expenses against budget, developed by Sandra Guibord and Jessica Westhaver, with a report showing expenses through the current week's Warrant – which he said shows essentially all the 2018 expenses, the final week's warrant due on December 26th expected to be limited to that week's payroll.

Hall noted that the Dam account is in excess of budget due to the costs of surveying and permit preparation work by Gartley and Dorsky, in preparation for replacing the fish ladder in 2019. He asked for permission to transfer the necessary funds from the Fish Ladder Capital Reserve Fund, which currently has over \$80,000. It was moved by Lowd, seconded by Yates, to authorize the transfer of \$9,412 from the Fish Ladder Capital Reserve Fund to the general fund. Motion carried, 3 – 0.

Selectmen reviewed and signed Warrants for payroll and accounts payable for the Bristol-South Bristol Transfer Station, Bristol Consolidated School, Fire and Rescue, Parks & Recreation and the Town Office.

Correspondence received:

Hall reported that the permit for the Munro Bridge Dry Hydrant had finally been received from the D.E.P., which received ironic observations about the time it had taken.

Public Comments:

Hanson and Oliver discussed the first meeting of the Budget Committee, scheduled for January 15th. It was suggested that the best description of the hearing that day was ‘Provider Agencies,’ as some of the applicants for funding are not non-profits – Central Lincoln County Adult Education, for example, is an inter-municipal governmental body.

There was further discussion of CLC Ambulance, with the hope expressed by both Hanson and Porter that appropriate study will be undertaken of options to restructure the service to incorporate additional towns such as Waldoboro and Wiscasset to spread the costs, as well as a review of costs and revenue streams to determine a sustainable structure. Hanna stressed that the ambulance service is essential but may need greater oversight; he was troubled that funds voted by the Town for capital spending have been diverted to support operations.

Hanson also requested that when the annual audit is undertaken in January, Bill Brewer will be asked to show more detail of the year-end reconciliations, and also detail of accumulated depreciation in a way that is useful as a guide for allocating capital reserves.

Chair Hanna gave public notice of the following scheduled meetings:

- Planning Board, Thursday, December 20th, 7.00 pm at the Town Office
- School Board, Wednesday, January 2nd, 5.30 pm at the School Library
- Selectmen, Wednesday, January 2nd, 7.00 pm at the Town Office
- Shellfish Committee: Monday, January 7th, 6.00 pm at the Town Office
- Parks and Recreation Commission, Tuesday, January 8th, 6.00 pm at the Ellingwood Park Information Center
- Budget Committee: Tuesday, January 15th, 7.00 pm at the Town Office – hearing on non-profit requests (snow date, Tuesday January 22nd)
- Harbor Committee: Thursday, January 24th, 6.00 pm at the Town Office – PUBLIC HEARING on proposed amendment to the Harbor Ordinance

The Town Office will be closed on Monday and Tuesday, December 24 and 25, for the Christmas holiday; and Tuesday, January 1, for New Year’s Day.

The Town Office will close for public business at 2.30 pm on New Year's Eve, December 31st, for staff to close the accounts for the year.

There being no further business, the meeting adjourned at 8.12 pm

Respectfully submitted,
Chris Hall
Town Administrator