



**Selectmen's Meeting  
MINUTES  
Bristol Town Office, January 6<sup>th</sup>, 2021**

*Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates*

*Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Rachel Bizarro (Town Clerk); Clyde Pendleton (Chair, Parks and Recreation Commission); Lara Sargent (Parks Director); Candy Congdon (Lincoln County News); Terry Lowd (Chair, Budget Committee); Rob Davidson.*

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 Yates, seconded by Poland, to approve the Minutes of the meeting of December 30<sup>th</sup>. Motion passed, 3 - 0.

**New Business:**

Hall reported that he had started discussion with the First Assistant Chief, Jared Pendleton, regarding the process for hiring a new Fire Chief in May upon the retirement of Chief Leeman. The process will include updating the job description, compiling data on comparable towns, advertising the position, generating a shortlist and interviewing candidates then making recommendations to the Department membership and ultimately the Board. There should be a small committee similar to that used at the time of the full-time hire of Chief Leeman in 2017-18, to include Town staff, officers of the department, and people with experience of other communities' fire departments.

Selectmen expressed their gratitude for the Chief's service, their regret (though understanding of) his decision to retire, and wished him a long, healthy and actively engaged retirement.

**Old Business:**

Covid-19 and the 2021 Town Meeting: The Board noted that day's report of Covid exposure at Bristol Consolidated School. The Board confirmed their intention that the Town Meeting be held by secret ballot, and Town Clerk Bizarro reported that legally, we have to adhere to the date of Monday, March 15<sup>th</sup> for the secret ballot for elected positions as the nomination papers contain that date. That will now be the date for all Articles to be voted. Ballot papers will have to be ready by Friday February 12<sup>th</sup>, to allow

for the 30 day advance voting required by law.

The new schedule for hearings is as follows:

**Selectmen:**

Jan. 11, joint meeting with South Bristol to review the transfer station budget;

Jan. 20, review the Town budget;

Jan. 27, vote on all Warrant Articles.

**Budget Committee:**

Jan. 12, review service organizations' requests;

Feb. 1<sup>st</sup>, review Town and Parks budgets;

Feb. 2<sup>nd</sup>, review School and Fire budgets.

**School Board:**

It is hoped that the School Board will meet again on Jan. 27<sup>th</sup> to approve the education budget, ahead of review by the Budget Committee.

Public hearings will be held in February. There is no requirement to hold these before the start of advance voting, but they should be held at least 10 days before the March 15<sup>th</sup> election day.

Parks Budget: Clyde Pendleton and Lara Sargent presented the proposed Parks budget, with planned expenditure totaling \$359,375.50, approximately \$8,000 less than forecast revenues. In discussion, Pendleton noted that it is proposed to waive fees this year for residents and taxpayers holding beach passes, and that the only capital spending planned is to re-shingle and repaint the bell tower at the Lighthouse Park. If a grant can be gained for it, the Rock Schoolhouse roof may also be replaced.

In further discussion of the Budget, Selectmen noted that the draft Warrant could possibly be shortened for the purposes of the secret ballot by combining certain Articles, for example for the allocation of funds to capital reserves. Hall will attempt so to re-draft the Warrant and bring back on January 20<sup>th</sup>.

**Regular Business:**

Building Permits - Selectmen reviewed and approved Building Permits for work at Map 005, lot 109, and Map 013, lot 014-A.

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

The only Correspondence reported was the School Principal's letter giving notice of Covid exposure.

There were no Public Comments.

The Chair gave notice of forthcoming Public Meetings as follows:

- Fish Committee, Thursday, January 7<sup>th</sup>, 6:00 pm at the Town Office.
- Bristol / South Bristol Transfer Station Board, annual budget meeting, Monday, January 11<sup>th</sup>, 6.30 pm at the Bristol Town Office.
- Budget Committee review of service organization requests: Tuesday, January 12<sup>th</sup>,

7.00 pm by Zoom; access information from the Town Office, please call 563-5270.

- Harbor Committee, Thursday, January 14<sup>th</sup>, 5 pm at the Town Office.
- Board of Appeals, Thursday, January 14<sup>th</sup>, 7 pm at the Town Office.
- Selectmen, Wednesday, January 20<sup>th</sup>, 7.00 pm at the Town Office.

He also gave Notice that the Town Office will be closed on Monday, January 18<sup>th</sup>, for Martin Luther King, Jr., Day.

**Executive Session:** It was moved by Hanna, seconded by Poland, to enter Executive Session pursuant to M.R.S. 13, §405.6A, to discuss personnel reviews. Motion carried, 3 – 0. The Board entered Executive Session at 8:02 pm.

The Board left Executive Session at 8.20 pm, and the Chair reported that no action will be taken as a result of the Session.

There being no further business, the Board adjourned at 8.21 pm.

Respectfully submitted,  
Chris Hall, Town Administrator