



**Selectmen's Meeting
MINUTES
Bristol Town Office, January 20th, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Rachel Bizarro (Town Clerk); Sean Hunter (Highway Dep't.); Lynde Dodge-Welch (Town Office); Clyde Pendleton (Chair, Parks and Recreation Commission); Candy Congdon (Lincoln County News); David Poland (Bristol / South Bristol Transfer Station).

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 January 6th. Motion passed, 3 - 0.

New Business:

The Town Administrator asked for direction regarding a request for the Town to pay for the repair of a stone wall on Sproul Hill Road, damaged by a snowplow operated by Hagar Enterprises in December. Hagar indicated that the wall is illegally located within the right-of-way and therefore they would not pay for repair. Hall had measured the wall's distance from the road centerline and agreed that it appears to be in the right-of-way. Poland stated that if so, the wall should be removed, not repaired. The Board agreed that no payment would be made.

Selectmen viewed and approved a mockup cover for the 2020 Town Report, produced by the Treasurer, showing the new Pemaquid Beach pavilion; and agreed that the Report should be dedicated to the late Jack Brackett.

Old Business:

Bristol Mills Dam and fish ladder: On the currently-underway Phase One, Hall understood that all but two of the 18 pools will have their basic masonry veneer complete by the end of the current week. (The other two are being used temporarily for staging stones.) The remaining weir stones will begin to be installed the following week.

For Phase Two, Hall reported that the Foundation which had made the initial major donation for the replacement of the fish ladder, had given a further \$150,000, to be allocated between the fish ladder and the proposed pedestrian footbridge access to the ladder.

He reviewed the latest footbridge cost estimates, in the light of a visit that day by representatives of Knowles (contractor for upkeep of the dam) and Whipps

(manufacturer of water control gates). New quotes are expected to reflect the elimination of an electric actuator for the gates but inclusion of aluminum plates to replace the wooden stoplogs. He expected that the cost of the water control gates and boards plus the footbridge would be a little higher than the original quote of \$111,500, and suggested budgeting \$125,000 to allow for any additional work not currently foreseen. Assuming no further major grants, the shortfall after allocating \$70,000 from the Foundation and the \$14,200 in the dam capital reserve is \$40,800, which Hall asked be considered later with the Town budget as a claim on Surplus.

The balance of work on the fish ladder, including park layout by a landscape architect, completion of the superficial masonry, access paths and steps, landscaping and interpretive signage, is currently estimated at \$240,000. Of this, \$185,000 has been donated or pledged to date, leaving a shortfall of \$55,000 to be requested from Surplus, although solicitation of additional donations is continuing and may reduce this.

Update on Fire Chief Search: The Department officers will meet with Hall on January 28th to prepare to advertise the position. There are understood to be two strong internal candidates. It is expected that applicants will be reviewed by a screening committee and finalists presented to the Department's members for a vote by the membership. If the vote is not unanimous multiple candidates may be interviewed by the Selectmen before a vote to appoint to the position.

Budget Review: Hall presented his estimates for the Town Office budget for 2021. Focusing on items that had changed since the last review, he emphasized that two major budget lines, the snowplowing contract and the fish ladder, had contractual obligations carried forward from the 2020 budget. Other than these, he had generally followed the rule of letting carryforwards revert to surplus, except where (as with the Pemaquid Watershed cleanup) the funds are from a dedicated grant.

The Treasurer asked if the Workers Compensation insurance allocation between Town departments should be reviewed. The current structure divides the Property & Casualty insurance by department assets; however, the Workers Compensation is allocated by percentage of payroll. Westhaver asked it if would be appropriate to divide the W/C insurance by risk rating of each department (risk rating percentages provided by MMA). Hanna recalled that they had been reviewed two years ago and a decision was made then to stick with the practice of allocation according to share of payroll. It was agreed to keep the current practice for this budget year, but to schedule a review later.

Poland suggested that, if the Surplus determined by the Audit looks healthy, it would be appropriate to move funding of the 'Town expense not elsewhere classified' line from taxation to surplus.

The budget will be reviewed one more time, the following week, at which time the Board will vote their recommendations for the Town Meeting Warrant.

Regular Business:

Liquor Licenses: Selectmen reviewed two applications for approval of the renewal of on-premise Liquor Licenses, for the Bradley Inn and the Harbor Room.

It was moved by Poland, seconded by Yates, to approve the application from the Harbor

Room. Motion passed, 3 – 0, and Selectmen signed the application.

It was moved by Yates, seconded by Poland, to approve the application from Next Adventure, LLC, d/b/a the Bradley Inn. Motion passed, 3 – 0, and Selectmen signed the application.

Building Permits - Selectmen reviewed and approved a Building Permit for work at Map 011A, lot 004-C.

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.

Public Comments. From the floor, Hanson asked when Bill Brewer’s audit would be ready. Hall and Westhaver had spoken with his office and expected them to schedule a meeting the following week, to go over the audit. Hanson asked that the report be circulated to the Budget committee, to which Hall agreed.

Poland asked if the LED street light installations had been completed, and if the Town Office has heard any feedback. She had received negative feedback from residents about the switching off of a light at the intersection of Northern Point Road and Back Shore Road, in Round Pond, at the request of an immediately abutting homeowner. Hall suggested that, once Town staff are trained on the web controls for the lights, he could turn it back on and experiment with the light intensity and timing at that unit. The Board felt it is important to have lights tuned on at intersections, for pedestrian and vehicle safety.

The Chair gave notice of forthcoming Public Meetings as follows:

- School Committee, Wednesday, January 27th, 5.30 pm by Zoom; for access please contact the AOS 93 office, 563-3044
- Selectmen, Wednesday, January 27th, and Wednesday, February 3rd, both meetings 7.00 pm at the Town Office
- Budget Committee: review of Town and Fire budgets, Monday, February 1st, and review of the Parks and School budgets, Tuesday, February 2nd. Both meetings 7.00 pm at the Bristol School gymnasium
- Fish Committee, Thursday, February 4th, 5 pm at the Town Office
- Parks and Recreation Commission, Tuesday, February 9th, 6 pm at Ellingwood Information Center (note change of date from February 2nd due to Budget Committee meeting).

It was moved by Yates, seconded by Poland, to move into Executive Session, pursuant to M.R.S. 13, §405.6.A, for a personnel matter. Motion passed, 3 – 0, and the Board entered Executive Session at 8.13 pm.

The Board left Executive Session at 9.05 pm. Actions taken arising from the Executive Session:

- It was moved by Hanna, seconded by Yates, to ask Poland to work with the Treasurer to compile a report on the Town’s compensation structure, and to report back. Motion passed, 3 – 0.
- The Chair asked Hall to work with the Parks Department to document the

responsibilities and job requirements of the Parks Director.

There being no further business, the Board adjourned at 9.07 pm.

Respectfully submitted,
Chris Hall, Town Administrator