



**Selectmen's Meeting  
MINUTES  
Bristol Town Office, January 22<sup>nd</sup>, 2020  
Amended**

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

*Also Present: Chris Hall (Town Administrator); Rachel Bizarro (Town Clerk); Jessica Westhaver (Assessing Clerk); Clyde Pendleton, Laurie Mahan and Sandra Lane (Parks Commissioners) and Lara Sargent (Parks Director); Candy Congdon (Lincoln County News); Alfred Ajami, Charles Hanson and Pat Porter (members of the Budget Committee).*

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 Poland, seconded by Yates, to accept the minutes from the January 8<sup>th</sup> meeting. Motion passed 3 – 0.

**Shellfish Ordinance:**

Selectmen reviewed an amendment to the Shellfish Ordinance, changing the dates of license sales so as to allow harvesting to commence on January 1<sup>st</sup>.

It was moved by Hanna, seconded by Poland, to recommend the Ordinance Amendment proposed by the Shellfish Committee. Motion passed, 3 - 0.

A public hearing on the amendment will be held at the Shellfish Committee's meeting scheduled for Monday, February 3<sup>rd</sup>, at 6.30 pm at the Bristol Town Office, and the Amendment will be published with the Warrant for a vote at Town meeting on March 17<sup>th</sup>.

**Audit of 2019 Financials**

Poland and Hall reported that they had met that morning with Bill Brewer, CPA, and Deanne Brewer, to review their preliminary findings from the audit. It appeared that they were satisfied with the accounts, and their draft Schedule A-4 was reviewed. Hall noted that he had not made the intended transfer of funds from the Bridge Capital Reserve to the general fund in 2019, and Selectmen approved that transfer to balance the Town Road Management budget line. A final number for Surplus had not yet been calculated but is expected shortly.

Poland and Hall had signed the annual letter confirming that full disclosure of all material facts had been made to the Auditors.

### **Town Meeting Warrant:**

Selectmen resumed their review of the Warrant for Town meeting, continuing from January 8<sup>th</sup>. Town Administrator Hall asked Selectmen to review the new Articles. One of these, allowing the sale of the Ervine School, was withdrawn and another, authorizing a line of credit for the Parks Department, was tabled for further consideration on February 5<sup>th</sup> after Poland and Hall reported that the auditor, Bill Brewer, had recommended consideration of a larger credit line for use for the fish ladder as well as the Beach Pavilion. Such borrowing, at the current low interest rates, could be an attractive alternative to deferring part of the 2020 Town Roads paving schedule.

In related business, Town Clerk Bizarro recommended that the election part of the Town Meeting take place at the Bristol Mills Fire Station, to be consistent with the other three state and federal elections scheduled in 2020. Selectmen concurred.

### **Parks Budget:**

The three Parks Commissioners (Chair, Clyde Pendleton; Laurie Mahan and Sandra Lane) and Parks Director Lara Sargent presented the Parks Budget they had approved on January 21. In discussion, Chair Pendleton noted that the weddings business had seen a considerable decline, and profits from weddings in 2019 were only \$3,079.19. The Commissioners had taken steps to control costs in this area, and Parks Director Lara Sargent is now in charge of wedding bookings and planning. There was discussion of how much to transfer to capital reserves and whether and how to budget for repayment of a credit line, without conclusion: the advice of auditor Bill Brewer will be sought.

It was moved by Yates, seconded by Poland, to recommend the 2020 Parks budget to the Town meeting for approval. Motion passed 3 – 0.

### **Regular Business:**

Selectmen reviewed and approved a pole location permit from Central Maine Power, on Black Spruce Road.

Selectmen reviewed and approved a request for a DoT Commercial Business Directional Sign, for Pemaquid Oyster Company at 1005 Bristol Road.

Selectmen reviewed and approved one Building Permit application, for work at map 004, lot 148-A.

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

There was no incoming correspondence, but Hall reported he had sent a first draft for an Interlocal Agreement covering the Central Lincoln County Ambulance Service to the Town Managers of Damariscotta and Newcastle, and to the Service chief, for their input.

### **Public Comments:**

Pat Porter requested that the road name sign for Captain James Road be moved to the opposite side of the road, to avoid its being obscured by tree growth. Hall will forward the request to the Highway Department.

Rachel Bizarro asked that a Warrant article be included to grant funding for the Shellfish Committee's watershed cleanup work, similar to last year. Hall stated that \$2,500 has been earmarked in the budget to match grants and the Shellfish Committee's own funds, and a Warrant article to that effect will be included.

Chuck Hanson asked if Bill Brewer, as part of his audit, would reconcile the income and cash flow statements to TRIO. Hall will forward his request.

### **Notice of Meetings:**

Chair Hanna gave notice of forthcoming public meetings as follows:

- Harbor Committee, Thursday, January 23<sup>rd</sup>, 5.00 pm at the Town Office
- Broadband Committee, Thursday January 23<sup>rd</sup>, 7.00 pm at the Ellingwood Information Center: meeting with Tidewater Telecom
- Planning Board: Thursday, January 23<sup>rd</sup>, 7.00 pm at the Town Office
- Parks and Recreation Commission: Tuesday, January 28<sup>th</sup>, 7.00 pm at the Ellingwood Information Center – hearing on the Parks budget, Budget Committee are invited
- Shellfish Committee: Public Hearing and regular meeting, Monday February 3<sup>rd</sup>, 6.30 pm at the Town Office
- Parks and Recreation Commission: regular meeting on Tuesday, February 4<sup>th</sup>, 6.30 pm at Ellingwood Information Center
- Bristol School Board: Wednesday, February 5<sup>th</sup>, 5.30 pm at the Bristol School library
- Selectmen: Wednesday, February 5<sup>th</sup>, 7 pm at the Town Office

### **Executive Session:**

It was moved by Poland, seconded by Yates, to enter Executive Session to consider personnel matters, subject to M.R.S. 13, §405.6.a.1. Motion passed, 3 – 0, and the Board entered Executive Session at 8.29 pm.

The Board came out of Executive Session at 9.03 pm. No action was taken arising from the Executive Session. Chair Hanna announced that the Executive Session would continue at 6.30 pm on Friday, January 24, at the Town Office.

There being no further business, the meeting adjourned at 9.05 pm.

### **Continuation of Executive Session:**

The Selectmen met again at 6.30 pm on Friday, January 24<sup>th</sup>, to continue the matter discussed in Executive Session on Wednesday 22<sup>nd</sup> January.

The Chair called the meeting to order at 6.30 pm with the recitation of the Pledge of allegiance. It was moved by Hanna, seconded by Poland, to enter Executive

Session to consider personnel matters, subject to M.R.S. 13, §405.6.a.1. Motion passed, 3 – 0, and the Board entered Executive Session at 6.31 pm.

The Board came out of Executive Session at 8.09 pm. No action was taken arising from the Executive Session.

The Board adjourned at 8.10 pm.

Respectfully submitted,  
Chris Hall  
Town Administrator