



**Selectmen's Meeting
MINUTES
Bristol Town Office, January 27th, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Candy Congdon (Lincoln County News).

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 20th. Motion passed, 3 - 0.

New Business:

The Board discussed the meetings held on January 26 and 27 with the Town's Auditor, William Brewer. He had appeared satisfied with the state of the Town's finances and controls. A draft Management's Discussion and Analysis letter had been circulated but needs additional editing.

The increase in the Town's Surplus balance to \$1.37 million was noted with satisfaction, and the Board expressed their gratitude to Mr. Brewer for his expressed willingness to assist Poland and Westhaver in their review of the Town's salary structure, at no charge to the Town. He had made one related 2021 budget recommendation, to increase the budget line for payroll by \$20,000 so as to have flexibility in implementing whatever recommendations the Board might accept without having to wait until a further Town Meeting. Hall noted that he had tentatively placed this additional sum in the draft Warrant for consideration later in the meeting.

Old Business:

2021 Town Meeting: The Chair suggested that two Public Hearings into the Budget and other items on the Town Warrant would be needed ahead of the secret ballot Town Meeting. Hall suggested that dates in the second half of February would be appropriate but warned that it might be best to see how the Budget Committee hearings on February 1 and 2 go with regard to 'hybrid' Zoom and live meetings. The one previous attempt at a hybrid meeting (with the School Board) had not been successful from a technical viewpoint. The matter was Tabled to February 3rd.

Budget Review: The Administrator reported that the School Board, meeting earlier that evening, had agreed a School Budget that contained an increase in expenses of only approx. \$71,000, compared to the \$223,000 increase in the draft presented on January 6th. This increase would largely be able to be covered by additional Covid emergency

funding and by carryforwards, thus no or minimal net increase in claims on taxation. He reported that he had been asked by the Superintendent to draft a new Article allowing the carryforward of Covid emergency funds approved for Regular instruction in the 2020-21 fiscal year.

The Budget articles in the Warrant were then given their final review. Poland proposed that to save time all the Articles should first be reviewed then a single vote or recommendation made, unless there was disagreement on an item, and the Chair concurred.

In reviewing the Articles, Poland proposed with general support that with regard to Article 22, General Government, the budget worksheet line "Town Expenses not elsewhere classified" be funded from Surplus, rather than Taxation. This would reduce the requests for taxation by \$31,500, and bring the increase in appropriations from taxation for the Town down to just \$6,500. No other Articles were modified, but the Chair asked that the proposed transfer of \$20,000 from the Harbor Committee's balance carried to the Harbors and Landings Capital Reserve Fund be approved by the Harbor Committee at their meeting the following day, January 28th.

Poland moved, seconded by Yates, that the Board give an affirmative recommendation to each of the monetary Articles as drafted, subject to (i) the transfer of \$31,500 of funding of General Government from Taxation to Surplus, and (ii) the approval of the Harbor Committee to the transfer to the Harbors and Landings Capital Reserve. Motion passed, 3 – 0.

Regular Business:

Building Permits - Selectmen reviewed and approved a Building Permit for work at Map 021, lot 025.

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

Public Comments. From the floor, Hanson asked when material would be circulated to the Budget Committee for review. Hall indicated that the Warrant and the Town Budget worksheets would be circulated before the end of the week, when the School Budget articles had been cleared by the Superintendent's office.

The Chair gave notice of forthcoming Public Meetings as follows:

- Harbor Committee, Thursday, January 28th, 5 pm at the Bristol School gym
- 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
- Selectmen, Wednesday, February 3rd, 7.00 pm at the Town Office
- Fish Committee, Thursday, February 4th, 5 pm at the Town Office
- Harbor Committee, Thursday, January 28th, 6 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).

There being no further business, the Board adjourned at 8.18 pm.

Respectfully submitted,
Chris Hall, Town Administrator