



**Selectmen's Meeting
MINUTES
Bristol Town Office, March 17th, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Seth Hagar (Hagar Enterprises); Stewart Hanley (Hanley Construction); Nettie Hoagland (Lincoln County News); Chuck Hanson.

The meeting was called to order by the Chair, Chad Hanna, at 6 .30 pm, and Paul Yates was sworn in to serve for a three-year term as Selectman, Assessor and Overseer of the Poor upon his election to the position on March 15th.

Yates then nominated Chad Hanna to serve as Chair of the Select Board for the year 2021-2022, seconded by Kristine Poland. The nomination carried, 2 – 0.

Executive Session: It was moved by Hanna, seconded by Poland, to enter Executive Session pursuant to M.R.S. Title 1, chapter 13, section 405.6.A, to consider an employment matter. Motion passed, 3 – 0, and the Board entered Executive Session a 6.32 pm.

At 7.02 pm the Board left Executive Session and Chair Hanna welcomed the public joining the meeting.

The Chair reported that no actions would be taken as a result of the Executive Session, but a second Executive Session on the same matter would be scheduled for the following Sunday, March 21st.

It was moved by Yates, seconded by Poland, to approve the Minutes of the meeting of March 3rd. Motion passed, 3 - 0.

Bid Opening:

Bids were received for the Old County Road culvert replacement project, to be funded in part form a DEP fish passage improvement grant. The bids were opened and reported as follows, showing the numbers for the base bid plus guardrail option #2 (basic DoT specification galvanized steel):

Hagar Enterprises - \$ 113,925

Hanley Construction - \$ 110,603.48

S.R. Griffin - \$ 108,600.

After discussion, Selectmen awarded the work to Hanley Construction. A performance bond will be required despite Hanley being a known vendor to the Town.

[This award is consistent with the Town's Purchasing Ordinance of 2008, which reads in part "A contract shall be awarded to the responsible bidder whose bid confirms to the bid invitation and will be most advantageous to the Town."]

Matters Arising from Town Meeting:

Poland read out the following list of Appointments, to serve in office until the end of the 2022 Town Meeting unless otherwise noted:

- Building Inspector:** Paul Leeman Jr.
- Code Enforcement Officer:** Joseph Rose
- Compliance Officer:** Paul Leeman Jr.
- Director of Civil Emergency Preparedness:** Paul Leeman Jr.
- EMS Service Chief:** Jeraldine Pendleton
- General Assistance Director:** Jessica Westhaver
- Fire Chief:** Paul Leeman Jr.
- Fire Warden:** Paul Leeman Jr.
- Harbor Masters:** Robert Ball, Steven Hope, John Stolecki
- Health Officer:** Paul Leeman Jr.
- Planning Board Alternates:** John Bowers, Nate Curtis
- Plumbing Inspector:** Joseph Rose
- Public Access Officer:** Rachel Bizarro
- Registrar of Voters:** Rachel Bizarro
- Shellfish Wardens:** Rand Maker and Kevin Dennison (Lincoln County Sheriff's Office)
- Town Clerk:** Rachel Bizarro
- Treasurer:** Jessica Westhaver
- 9-1-1 Addressing Officer:** Joseph Rose, Jessica Westhaver (Alternate)

Bristol Veterans Memorial Committee: Lara Decker, Russell Lane, Sandra Lane, Francis Montuori, Janet Montuori, Andrea Perley, Kenton Perley.

Fish Committee: Tyler Cheney, Joseph Crooker, Marvin Farrin, Brent Fogg, Nathan Simmons.

Harbor Committee: Robert Ball, Troy Benner, David Caron, Steven Hope, John Stolecki, John Stotz

Shellfish Conservation Committee: Scott Burke (2023), David Cheney (2023), Steve Lackovic (2022), Ronald Poland (2023), Steve Termine (2024)

Hanna proposed, seconded by Yates, that these persons be appointed to serve in the respective positions. Motion passed, 3 – 0.

Poland then read the following proposed Appointments:

Fish Committee Member: Richard Poland

Harbor Committee Member: Richard Poland

Hanna proposed, seconded by Yates, that Richard Poland be appointed to those Committees. Motion passed, 2 – 0, Poland abstaining.

The Administrator then read a list of additional offices and committees to which appointments need to be made, with the current occupants shown:

CLC Ambulance Service Representative: Donald Means, Christopher Hall (Alternate), Joe Rose (Alternate)

Keeper of the Locks: appointed in 2019: Sean Hunter, Richard Poland

Lincoln County Regional Planning Board: (2) Chris Hall, Patricia Jennings; Jessica Westhaver (Alternate)

One Member of the Appeals Board: Roberta Albright (2022), Robert Cushing (2021), Robert Davidson (2022), Harry M. Lowd (2021), Donald Means (2022)

Four Members of the Budget Committee: Alfred Ajami (2023), Alex Beaudet (2022), Sandra Brackett (2021), Robert Davidson (2023), Paul DiMauro (2021), Sandra Guibord (2023), Charles Hanson (2022), Kelly Harvell (2023), Paul Leeman III (2021), Harry M. Lowd (2022), Karl McLetchie (2021), Patricia Porter (2022)

Comprehensive Plan Committee (yet to be appointed).

The Board asked Hall to advertise for volunteers to serve on the Budget and Comprehensive Plan Committees, and these appointments were Tabled until March 31st.

Hall asked the Board to authorize interim wage and salary adjustments with the next payroll, consistent with the Town's HR Policy that increases authorized in the Budget passed at Town meeting should be backdated to be effective from January 1st of that budget year. The increases would be interim pending the results of the salary review being undertaken by Poland and Westhaver in cooperation with the Town's Auditor. Poland suggested a 2% across-the-board cost-of-living increase as the interim. Hall asked whether this should also apply to a recently-hired employee who had been promised a greater raise; it was agreed that she should be asked to wait until the review is completed but she should know that her wage will be increased beyond the 2%. In response to a question, it was stressed that this should apply to all Departments'

employees who do not have a contract that would specify otherwise.

Old Business:

A corrected copy of the Lincoln County Assessment, requested by the County Commissioners' Office, was signed.

The Easement granted to the Town for access to the Munro Bridge Fire Pond was reviewed. The Town's attorney warned that there may be a challenge to this grant from a neighbor who challenges the Grantor's rights, but she is comfortable that the Town is on solid legal ground. The Easement was filed with the Registry of Deeds in August 2018 and has not been challenged. The Board agreed, after discussion, to direct the contractor (Hagar Enterprises) to proceed as soon as the DEP and Corps of Engineers permits allow.

The Board asked Hall to bring to the March 31 meeting a draft Policy for use of the Town's street lights now that the Town has the ability to control their intensity and schedule.

New Business:

Buildings: Hall was authorized to publish an Invitation to Bid for a replacement metal roof for the Hanna Landing Storage Building. Bids will be requested for opening on April 21st.

Assessing: The Treasurer and Assessing Clerk reported that the owner of seven lots in the vicinity of Pemaquid Trail has sent the Town a notice that the Assessors or their agents should not enter onto his properties to perform their duties. Westhaver explained the legal options open to the Town, preferring that the owner be sent by registered mail a demand for a "true and perfect list of taxable property," pursuant to 36MRS § 706-A. This must be returned within 30 days, although a written request for an additional 30 days must be granted. If such a list is not returned, the taxpayer gives up any right to abatement or appeal. The Board directed Westhaver to proceed with this process.

Westhaver reported a property discrepancy was discovered for the owners of tax map 031 lot 037. After thorough research, the parcel is properly located in the northwest corner of lot 031. The relocated parcel will now be listed as tax map 031 lot 031-A. The parcel identified as lot 037 will now be listed with ownership of Unknown Owner(s). The Town will commit tax bills to "Owners Unknown" until the legal owners have been identified; failing such discovery within 18 months, the property will become tax acquired by the Town. Notice seeking such an owner will be sent to abutting property owners and published in the Lincoln County News.

Roads and Bridges: The Board reviewed specifications for the 2021 paving program. Hanna will meet with prospective bidders for a tour of the locations on Wednesday, March 24th at 5.00 pm.

Vehicle purchase: Hall presented a request from the Parks Department to acquire a used vehicle to replace the expired Jeep used by the Parks Director. Three bids on low-mileage vehicles had been received, but on widely differing vehicle types. Poland requested that comparable bids be sought for whichever vehicle was preferred. The

Board agreed to authorize the spending of up to \$20,000 in Parks funds (\$10,000 from this year's Budget for Director's vehicle and \$10,000 from reserves) contingent upon three bids being received on the selected year, make and model.

Regular Business:

Liquor License renewal: An application for the renewal of the liquor license for Shaw's Lobster Wharf was reviewed and approved.

Building Permits. Applications were reviewed and approved for work at Map 004, lot 048-5; Map 004, lot 100-A-1; Map 007, lot 054-1; Map 014, lot 057 and Map 015, lot 010-A.

Warrants: Selectmen reviewed and approved Payroll and Accounts Payable Warrants for the Town, Bristol Fire and Rescue, the Parks Department, and the Bristol – South Bristol Transfer Station.

Correspondence: Rachel Bizarro has completed re-certification as a Certified Clerk of Maine (CCM); the Board congratulated her on her achievement.

FEMA has written to give notice of the withdrawal of a parcel from the Special Flood Hazard Zone map, at 27 West Strand Road. No action is needed by the Town.

Under public comments, Hanson requested that the Minutes report all Appointments.

The Treasurer suggested that the continuing work by Knowles at the dam be reflected in an updated contract, which Hall will request from Knowles.

The Chair gave notice of forthcoming Public Meetings as follows:

- Harbor Committee, Thursday, March 25th, 5 pm at Bristol Consolidated School gym.
- Selectmen, Wednesday, March 31st, 7.00 pm at the Town Office

Executive Session: Hall requested that the Board enter a brief Executive Session, to discuss a possible real estate transaction. It was moved by Hanna, seconded by Poland, to enter Executive Session pursuant to M.R.S. Title 1, chapter 13, section 405.6.D, to consider the matter. Motion passed, 3 – 0, and the Board entered Executive Session at 8.32 pm.

At 8.39 pm the Board left Executive Session and the Chair reported that no actions would be taken as a result of the Executive Session.

There being no further business, the Board adjourned at 8.40 pm.

Respectfully submitted,

Chris Hall
Town Administrator