



**Selectmen's Meeting
MINUTES
Bristol Town Office, March 18th, 2020**

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

Also Present: Chris Hall (Town Administrator); Candy Congdon (Lincoln County News); Chuck Hanson; Phil Congdon; Rick Poland.

The meeting was called to order by the Chair, Chad Hanna, at 7:00 pm, followed by the Pledge of Allegiance.

The Board moved to elect a Chair for the year until the Town election of 2021. Poland nominated Chad Hanna, seconded by Yates. Hanna was elected, 2 – 0, with one abstention.

It was moved by Poland, seconded by Yates, to accept the minutes from the March 4th meeting, with the word 'Broadband' changed to 'Byways' on page 3. Motion passed 3 – 0.

It was further moved by Yates, seconded by Poland, to accept the minutes of the Emergency Meeting on March 16, as presented. Motion passed, 3 – 0.

The Lincoln County Tax Assessment on the Town, in the amount of \$1,468,426.30, was reviewed. Poland moved to accept the Assessment, seconded by Yates. Motion passed, 3 – 0. The board signed the Assessor's Return for delivery to the Lincoln County Treasurer.

Selectmen briefly reviewed the previous night's open Town Meeting session. This is now in Recess until 7 pm on June 16th, 2020.

COVID-19 (Coronavirus) issues:

The Town Administrator noted the Emergency legislation passed the previous night by the Legislature (LD 2167). This includes provision for meetings to be held by telephone or video conference, as long as public notice is given in the usual way and provision is made for the public to call in and participate. Hall will investigate services we could use for this if Committees so choose.

Hall asked for permission, during the Civil Emergency only and for sickness related to COVID-19 only, to grant up to 10 days' paid sick leave to full-time

employees of the Town. In discussion, it was clarified that this would not be counted against an employee's Personal Days, but is an additional one-time benefit. It can be taken only with the approval of the Town Administrator, and only for cases where the employee has the virus or the employee has to look after a family member with the virus. Employees who are self-quarantining due to possible exposure are expected to work at home, and provision for this have been made with the Town's computer systems. The sick leave will have no impact on the budget. The Board granted permission, recognizing that this is not a change in the Town's Human Resources Policy but a one-time grant.

Selectmen discussed the possibility that excise tax collections, which fund the Highways budget, may decline sharply due to the virus. Hall indicated that road maintenance projects, such as the planned erosion control measures on Riverview, Long Cove Point and Round Pond Landing Roads, would likely be deferred until the revenue picture becomes clearer.

Hall gave a brief overview of the status of the major Town construction projects. He noted that the contractors for the fish ladder had asked whether the Town is likely to need to defer this project until 2021, as the relevant Warrant Article had to be tabled until June 16th. The Board felt strongly that we should continue to plan for this to commence in July. Hanna noted that, given the overwhelming support for the dam and fish ladder, he could not imagine the Town voting against funding once we are able to meet. He pointed out that around half of the total funds required are in reserve accounts within the authority of the Selectmen, so that if necessary work could commence using those funds.

Hall noted that the Town's Tax-Anticipation standby line of credit, for up to \$500,000, expires on June 30. In the circumstances, he felt it would be prudent to extend this and also to increase it to \$1,500,000 in case there is an extended drought in tax payments. It was moved by Poland, seconded by Yates, to authorize the new Treasurer, Jessica Westhaver, to apply to extend and increase the Tax Anticipation Line of Credit to \$1,500,000.

Appointments to Committees and Offices: Town Clerk Rachel Bizarro had prepared a list of offices which expired in March 2020. The Committees, it was felt, did not need re-appointment until the Town Meeting finally adjourns, but the official positions should be reappointed. It was moved by Poland, seconded by Yates, to make the following appointments for the year until the date of the annual Town meeting in March 2021:

- **Building Inspector:** Paul Leeman Jr.
- **CLC Ambulance Service Representative:** Donald Means, Christopher Hall (Alternate), Joe Rose (Alternate)
- **Compliance Officer:** Paul Leeman Jr.
- **General Assistance Director:** Jessica Westhaver
- **Fire Warden:** Paul Leeman Jr.

- **Lincoln County Regional Planning Board:** (2) Christopher Hall, Patricia Jennings; Jessica Westhaver (Alternate)
- **Public Access Officer:** Rachel Bizarro
- **Registrar of Voters:** Rachel Bizarro
- **Shellfish Wardens:** Rand Maker and James Read (Lincoln County Sheriff's Office)
- **9-1-1 Addressing Officer:** Joseph Rose, Jessica Westhaver (Alternate)

Motion passed, 3 – 0, and Selectmen signed the Appointments.

The Harbor Committee requested approval by the Selectboard of a contract with Coastal Land Surveying, Inc., to survey the Town Landing at Brown's Cove. It was moved by Hanna, seconded by Yates, to approve the proposed contract in the amount of \$2,310. Motion passed, 3 – 0.

Regular Business:

Hardy Boat Cruises applied for renewal of their liquor license. It was moved by Yates, seconded by Poland, to approve the application. Motion passed, 2 – 0, with Hanna abstaining, and Selectmen signed the application approval.

Out of agenda order, Hall asked the Selectmen to review two proposed Public Notices for publication in April. The request for bids for a new Snow Removal Contract was discussed, with Hall noting that he had not been successful in getting Holmes to agree to a one-year extension. Poland believed that it is important to determine the likely costs and methodology of the Town doing the work itself, perhaps using mostly contracted drivers and equipment but with our own sand and salt purchases, and equipment such as heavy trucks and a front loader. Hall agreed it is important to do that analysis, but noted there are hidden costs of managing a major works project like snow removal ourselves. Hanna said that there is no obligation to accept any bid. Hall asked whether the Board are comfortable with soliciting a bid for five years, in place of the three years of the expiring contract, given the apparent wish of potential bidders to amortize equipment over a longer period. Poland did not wish to lock the Town in to such a long period. It was agreed after discussion to ask for bids that would offer pricing for both a three-year and a five-year term.

Hall also asked for approval to advertise the sale of the Tax Acquired Property at Map 014, lot 089, with the condition of including contents in the sale – assuming that the estate of the late owner does not remove them now that formal notice has been given to do so. The Board agreed, and also directed Hall to publish a minimum bid price of \$10,000, sufficient to cover the Town's outstanding taxes, interest and costs.

Selectmen reviewed and approved Building Permits for work at Map 009, lot 019; Map 010, lot 008-B; and Map 019, lot 014.

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.

Under Correspondence, for the Fish Committee R. Poland requested that the Town join the Alewife Harvesters Association. The Board agreed, and Hanna proposed, seconded by Yates, that the Fish Committee apply on behalf of the Town as a Harvester member of the Association, the \$200 annual fee to be funded from the Fish Committee's budget. Motion passed, 3 - 0.

Hall also presented a communication from Tidewater Telecom, offering free internet access to any family with a student at home in Bristol (with or without existing land line telephone service) for two months, due to the COVID-19 virus. Hanna expressed his appreciation of this move by the local telephone company.

In Public Comments, Yates wished to express his thanks to the Town Administrator for his work in connection with holding the Town Meeting under special circumstances, which he felt brought great credit to the Town.

Public Meetings: The Chair gave notice of forthcoming public meetings, as follows:

- Parks and Recreation Commission: Tuesday, March 24th, 6 pm at Ellingwood Information Center
- Harbor Committee: Thursday, March 26th, 5 pm at the Town Office
- Selectmen: Wednesday, April 1st, 7 pm at the Town Office
- Fish Committee, Thursday, April 2nd, 6 pm at the Town Office.

The Planning Board meeting scheduled for Thursday, March 19th, is cancelled.

There being no further business, the meeting adjourned at 8.20 pm.

Respectfully submitted,
Chris Hall
Town Administrator