



**Selectmen's Meeting
MINUTES
Bristol Town Office, June 2nd, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Jessica Westhaver (Treasurer); Rachel Bizarro (Clerk); Jay Crooker, Rick Poland, and Alison Lee (Fish Committee); Pat Porter

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

Poland moved that the minutes of May 19th and May 26th be accepted. The motion was seconded by Yates and passed, 3 – 0.

Public Hearings

Application for On-Premises Liquor License: Hanna opened the public hearing at 7:01 pm on the application for an On-Premises Liquor License for V.I.P. Mobile, who own a food truck at 2186 Bristol Road. The applicants were regrettably unable to attend due to timing of their profession. Hanna verified, with aid from the Highway Department, the location met the distance required to be from the Bristol Consolidated School. No public comments were made.

Hanna closed the Public Hearing at 7:02 pm. Yates motioned to approve the application as presented, seconded by Poland. Motioned passed 3 – 0.

Property Tax Commitment

2021 Property Tax Commitment Update: Westhaver updated the board that the Maine Legislature had not yet decided on a bill that would amend the current homestead exemption, which could have a substantial impact on exemption amounts for taxpayers as well as shift the allowable mill rate for the tax commitment.

Westhaver also updated the board on the line of credit authorized at the May 19th meeting. A LOC had been successfully approved with a letter of bond counsel from the Town Attorney for the amount of \$1,500,000, of which paperwork was completed. The board will approve the transfer of funds with notification from Westhaver when the amount in the Town's checking account is \$250,000 or less.

Old Business

Updates on Fish Ladder: The board discussed the funding sources and confusion pertaining to the fish ladder project, the bridge project, and the fish ladder park. The board was clear these are 3 different projects.

- The bridge project is specifically a dam related expense with the warrant article at the 2021 Town Meeting designated \$125,000 towards this project, with \$14,200.40 from the dam capital reserve account, and the remainder to come from donations and surplus. The current contract for this project stands at \$114,725 (\$85,550 for the bridge, and \$29,175 for the sluice gate with manual actuator).
- The fish ladder project, under the same warrant article, had \$420,634.43 (with a portion of this amount carried forward from 2020). This amount was specified for Phase 1 Completion and to start on Phase 2.

Hanna stated a park has not currently been authorized. A conceptual design of the park for the grant application was completed, but this will be used only if the Town approves a park at a future Town Meeting. All current funding that has been received is to go directly to the fish ladder. The current plan is to complete the fish ladder masonry work, install fence around the ladder, and landscape the area with natural ground covering to aid in erosion. Donations received specifically noting “fish ladder” will be used towards the completion and future upkeep of the fish ladder.

The board also discussed the designation of the revenue received from the donation box placed at the dam, as well as the TeeSpring account setup for the sale of fish ladder merchandise. The conclusion was to earmark the revenue from these two sources directly to the fish committee. Poland made a motion to accept designation, seconded by Yates. Motion passed 3 – 0.

The board discussed the fee of \$6,000 due to Carson Douglas Landscape Architect, which was paid in the current AP warrant. It was unclear who officially hired the landscape architect, so the board decided to pay the invoice from Town contingency and not from the fish ladder funding.

The board discussed the relocation of the dry hydrant due to the placement of the new bridge. All agreed any relocation expenses would be charged under dam related expenses.

Hanna concluded the conversation with clarification on the survey of the land surrounding the dam and fish ladder. There are areas where the deed is unclear, and we need to refrain from planning on these sections. If we need clarification on those areas, the Town Attorney will need to be involved. Hanna thought it appropriate to keep the parking on the Redonnett Mill side of the fish ladder to a minimum and to encourage parking on Dam Loop Road in order to respect the neighbors who abut the property, and for safety as driving out of Redonnett Mill Road has very poor visibility.

Comprehensive Plan: The board was presented with a draft letter for an insert with the tax bills, composed by the committee chair and vice chairs. The draft was approved with a suggested amendment clarifying the preliminary results would be shared at the next Town Meeting. The tax insert will also have a short write-up from the Fire Department

with a request to keep private roads trimmed back for ease of access for emergency vehicles.

Amended Fire Chief Job Description: Poland moved that the revised job description for the Fire Chief position be approved as presented, seconded by Yates. Motion passed 3 – 0.

Update on Shellfish Warden Contract: Bizarro updated the board on communications with the Lincoln County Sheriff's office regarding the discontinuation of the 2021 contract for shellfish warden services. The county would approve of this with a required 60-day notice. A sample contract was developed, based on the county contract, for Brent Barter who was previously employed by the county. The contract would cover up to 100 hours with a cap of \$3,000 annually for warden services. A copy of the sample contract was also shared with South Bristol for their review and approval. If they approve, South Bristol will duplicate the contract with Barter, sharing the service with Bristol.

New Business

Signage on Private Property: Bruce Farrin, the new owner of property at the intersection of Route 130 and 129, contacted the Town regarding signage erected on his property. Prior to the meeting, Hanna verified the location of the sign and determined it was directing visitors to the Pemaquid Lighthouse and Beach Park. There is no known written agreement to the placement of the sign, and it is undetermined how long it has been there. Mr. Farrin was hoping to either lease the location or have the sign removed. The board agreed it would not be appropriate to pay for the location of a sign and would not pursue this with Mr. Farrin, however, the first order of business would be to contact Maine Department of Transportation (MeDOT) and have them review the placement of the sign. MeDOT would be able to determine if the sign is positioned in the right of way or if the sign could be appropriately relocated. Westhaver will contact MeDOT to start the process. As soon as more information is available the board will discuss with the Parks Department on a resolution.

Regular Business

Veteran Exemption Applications: The board reviewed 2 additional applications for Veteran's Exemptions with both approved and signed.

Tree Growth Renewal Application: The board reviewed a renewal Tree Growth Application for a property located at 1092 State Route 32 (Map 007, Lot 026). Westhaver reported amendments to the overall acreage of the property which was discovered by the forester. The board approved and signed the application.

Building Permits: Seven building permits were approved for the following properties:

- Map 002, Lot 086 (2862 Bristol Rd) – New Storage Barn/Garage
- Map 004, Lot 136 (2153 Bristol Rd) – Temporary Classroom
- Map 04C, Lot 004 (163 Huddle Rd) – New Deck
- Map 010, Lot 061 (777 Bristol Rd) – New Greenhouse
- Map 012, Lot 008-6 (28 Boulder Rd) – New Screened Porch
- Map 033, Lot 040 (Point Terrace) – New Dwelling

Financials: The board reviewed the April check reconciliation, Real Estate & Personal Property Tax Reconciliation, and the Bank Collateralization balancing report.

Warrants: The board reviewed and approved Payroll and Accounts Payable warrants for the Town, Bristol Fire and Rescue, Bristol Consolidated School, Parks Department, and the Bristol/South Bristol Transfer Facility.

Correspondence: A notice had been received from the State of Maine, Lincoln County Probate Court listing the Bristol Fire and Rescue Department as a devisee to an estate. No further information was available, though Westhaver had submitted a request for a copy of the Will from the court as specified in the letter. The Fire Chief was made aware of the letter.

A resident of Upper Round Pond Rd expressed concern with the continuation of large trucks, using the road as a throughway to Route 32. They were aware of at least one mailbox that has been hit and are concerned with families living on this road. The Highway Department verified both ends of the road still display a sign stating, "No Thru Trucks".

Bizarro shared the Town Attorney, Jennifer Villeneuve, will be out on a 12-week sabbatical, though she would still attend the next Harbor Committee meeting on June 24th.

Executive Session: The board entered into an executive session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters. Motion passed, 3 – 0, and the Board entered Executive Session at 8:16 pm.

The Board left Executive Session at 8:25 pm, no action taken.

There being no further business, the Board adjourned at 8:25 pm.

Respectfully submitted,

Jessica Westhaver
Treasurer