



**Selectmen's Meeting
August 28th, 2019
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Jennifer Villeneuve, Esq. (Town Attorney); Candy Congdon (Lincoln County News); Rachel Bizarro (Town Clerk); Jessica Westhaver (Assessing Clerk); Clyde Pendleton (Chair, Parks Commission); Pat Porter.*

The meeting was called to order by 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 of August 14th as presented with one amendment: in line 1 of page 2, replace 'Abatement' with 'Exemption.' Motion passed 3 – 0.

Matters Arising From The Minutes:

The Town Administrator asked the Selectmen to sign a Purchase Order for the purchase of four solar-powered radar speed feedback signs, as discussed on August 14th. They signed after discussion.

Matters Referred from Other Town Bodies:

Parks and Recreation Commission: Hall reported on the opening of bids for construction of the Pemaquid Beach Park pavilion, which had taken place at the Parks Commission's meeting that afternoon. Three bids were received, of which the two lowest came to \$701,137 (Phi Builders) and \$806,986.00 (Ledgewalker Builders LLC). Hanna, who had attended the final part of the Commissioners' meeting, reported that they had agreed to call in these two bidders for discussion after giving them a chance to make a 'best and final' offer.

New Business:

Hall presented a draft Request for Qualifications (RFQ) for publication next week, seeking a General Contractor for detailed design and construction of a new Bristol Mills Dam Fish Ladder. Hall asked for approval of using the RFQ route of seeking a contractor, rather than a Request for Proposals (RFP), because of the specialized nature of the experience the Town is seeking in a firm. This accords with the Town's Purchasing Ordinance of 2008.

Poland asked Hall to include the customary disclaimer of the right to refuse any respondent for any reason, and with this addition, Selectmen approved releasing the RFQ.

Executive Session:

The Town's Attorney, Jennifer Villeneuve, Esq., having arrived, it was moved by Hanna, seconded by Yates, to enter Executive Session under M.R.S. Title 1, chapter 13, §405.6.C, to discuss with her a possible real estate transaction. Motion carried, 3 – 0, and Selectmen retired to Executive Session at 7.16 pm.

The Selectmen returned from Executive Session at 7.40 pm. Hanna reported that no action would be taken as a result of the discussion in Executive Session.

New Business, continued:

Poland led a discussion on the staffing of the Town Office, for which Hall had circulated job descriptions and related material. Poland stressed that the Town had made some major steps in the past three years with the hiring of a Parks Director and a full-time Fire Chief, and also that the role of the town Administrator had changed very much in the nearly 20 years since it had first been discussed. This position had evolved from one addressing daily office operations to one with a wider perspective on planning and budgeting. She raised the question whether it was time to unbundle some of the Town Administrator's multiple statutory roles, give greater responsibilities to some of the staff, and asked that this should be discussed in the contexts of staff development, succession planning and the relative pay and benefits offered in Bristol and in other Maine Towns. She also pointed out that some of the job descriptions had not been updated in more than a decade.

Hall had included in the material circulated to Selectmen a proposal to recognize Jessica Westhaver's good job performance by promoting her to Treasurer. This will be considered as part of the broader review.

After discussion, Hall offered to draft updated job descriptions for review and also to research the pay and benefits offered in comparably-sized towns, based on Maine Municipal Association data. Chair Hanna tabled the matter for further discussion on September 18th.

Regular Business:

Tree growth penalty: a request to withdraw a one-acre portion of Lot 002-097-A for use as a house lot had been received from Marrquid, Inc. The Assessing Clerk had calculated the penalty due at \$6,900. Selectmen signed the Forestry Management Plan Amendment, and it was then moved by Poland, seconded by Yates, to accept Supplemental Warrant number 003-2019 in the amount of \$6,900 additional property taxes. Motion passed, 3 - 0.

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

Public comments:

Westhaver referred to the fish ladder and asked how we budget an RFQ process for this project. Hanna responded that the RFQ does not have a set budget, though it asks for estimated costs. It is a way to identify costs and develop them in association with a contractor, but there is no obligation to pick anybody or commit to a set number in the process. He hoped that as many local contractors as possible will participate in the project, given the level of interest in the Town.

Bizarro asked if the dam repair is also due next year. Hanna replied that the contractors who completed the partial dam repair in 2016, Knowles Industrial, have been booked to complete the work this fall, beginning after the swimming hole is closed – probably at the end of September. This work is to complete the strengthening of the dam, but will not include new water control structures on top of the dam which are likely to be ordered in 2020.

Executive Session

There being no further public comments, Hanna moved that the Board enter Executive Session under M.R.S. Title 36, chapter 105, §841.2.E, to discuss a Hardship / Poverty Abatement. The motion, seconded by Yates, passed 3 – 0, and the Board entered Executive Session at 8.26 pm.

The Executive Session ended at 8.34 pm, and Poland moved to accept Abatement Warrant #006-2019 at 50% of the assessed taxes for 2019, or \$729.00.

There being no further business, the Board adjourned at 8.37 pm.

Respectfully submitted,
Chris Hall
Town Administrator