



**Selectmen's Meeting
September 4th, 2019
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Candy Congdon (Lincoln County News); Rachel Bizarro (Town Clerk); Jessica Westhaver (Assessing Clerk); Chuck Hanson (Budget Committee).*

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 28th as presented. Motion passed 3 – 0.

Matters Arising From The Minutes:

The Town Administrator requested, and Selectmen signed, a waiver directing use of the RFQ process for procurement of design/build services for the Bristol Mills Dam fish ladder project, as discussed on August 14th.

Old Business:

Updates on Town projects:

Chair Hanna reported that the Upper Round Pond Road bridge project was at the stage of pouring the first (upstream) concrete portal, with the downstream portal due to be poured on Friday 6th. The week of the 9th is expected to see backfilling and compacting once the concrete is set, and it is hoped that paving may take place before the next Board meeting.

Administrator Hall reported that the Parks Commissioners had scheduled meetings with the two lowest bidders on the Beach Pavilion for the week of the 9th, requesting each to bring the lowest and final bid proposals. He also reported that Knowles, the contractors for the repair of the Bristol Mills Dam, had scheduled work to start either the week of September 30th or the week of October 7th; they would confirm which of these in the next few days.

Hanna reported that at the school ballfield, Hanley Construction had completed far more of the work that was contracted for in this phase, at their expense, including completion of the drainage and pouring concrete for the dugouts and backstop posts.

New Business:

Hall reported a request from the Pemaquid Point Association to have volunteer Master Gardeners landscape and plant native vegetation on a section of town-owned land between Pemaquid Loop and the rocks. The location is apparently known to some at the point as 'Dawes' Vista.' If approved a License could be granted to the Association, similar to that granted to Allen Dionne for a similar volunteer beautification project at Pemaquid Beach Park. The matter was tabled until October 2nd, when representatives of the Pemaquid Point Association can present their ideas, and Hall was directed to draw up a draft License. CEO Joe Rose will be consulted regarding Shoreland Zoning restrictions.

Hall referred to the question of Town Office staffing and job descriptions, discussed on August 28th and tabled to September 18th. As requested he presented the Maine Municipal Association's 2018 wage and salary survey; a summary of benefits offered by reporting municipalities; and some details of his responsibilities. He asked that Selectmen review these ahead of the September 18th meeting. From the floor, the Town Clerk asked whether the board was looking for generic job descriptions that could be found at MMA, or a description of current job responsibilities. Hanna indicated he preferred the latter.

Audit contract: Hall referred to the Selectmen the question whether to renew the annual audit contract with William Brewer, C.P.A., or open it to bids. The Board felt that it is an advantage to have a firm very familiar with the Town's operations, and prepared to give us a time slot immediately after the New Year's Day holiday, but it was agreed that at the next Management review meeting with the auditors, Bill and Deanne Brewer should be asked for their plans for continuation of the business should they retire.

Regular Business:

Selectmen reviewed and approved building permit applications for Map 002, lot 110; Map 007, lot 076-2; Map 008, lot 028-A-1; Map 016, lot 016-B; and Map 026, lot 010-01.

An application for a Catering Permit was received from The Chamberlain House, for an event on September 7th. Selectmen approved and signed the application.

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

Correspondence:

A thank-you letter had been received from New Hope For Women, for the grant approved by the 2019 Town Meeting.

The Coastal Rivers Conservation Trust had sent a summary of the water quality tests performed to the Bristol Mills Dam swimming hole. The water had been well within acceptable limits all summer.

Hall had received an inquiry from the Town of Newcastle about enforcement of Bristol's parking regulations by the Lincoln County Sheriff's Office. He had been unable to find a copy of the contract between LCSO and the Town that was referred to by Newcastle, Poland recalled that the LCSO had asked the Town to sign such a contract, five or more years ago, and suggested that Hall approach LCSO for a copy of the contract.

Public comments:

Hanson asked if, when the Auditors presented their Management Letter to Selectmen, this could be delivered in a public meeting to which members of the Budget Committee and the Parks & Recreation Commissioners could be invited.

He also asked if the water testing results could be posted on the web site.

Executive Session

There being no further public comments, Hanna moved that the Board enter Executive Session under Pursuant to M.R.S. Title 1, Chapter 13, Section 405.6.A, to discuss a personnel matter. The motion was seconded by Poland, it carried 3 – 0, and the Board entered Executive Session at 7.45 pm.

The Board left the Executive Session at 7.59 pm. Chair Hanna announced that no action would be taken as a result of the discussion.

There being no further business, the Board adjourned at 8.00 pm.

Respectfully submitted,
Chris Hall
Town Administrator