



**Selectmen's Meeting
MINUTES
Bristol Town Office, October 21st, 2020**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Candy Congdon (Lincoln County News); Andrea Cox Perley, Pat Jennings, Andrew Poland (Planning Board); John Bowers; Scott Burke; Robert Davidson; Charles Hanson; Debra Lessner; Pat Porter.

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

It was moved by Yates, seconded by Poland, to accept the Minutes of the meeting of October 7th as presented. Motion passed, 3 – 0.

Old Business:

Comprehensive Plan: The Chair welcomed members of the Planning Board, indicating that they would have to play an important role if the Town proceeds to update its Comprehensive Plan. Hall reviewed the events in 2002-05 leading up to the adoption of the present Plan by the Town, but its rejection by the then-State Planning Board. He stressed that the hardest parts of any Plan on which to gain consensus would likely be, as before, zoning and related development Ordinances, and the Town's long-term capital needs and related spending.

Hanna indicated that much of the 2004 Plan would not need to be rewritten from scratch, but rather updated to reflect developments in the last two decades. There may need to be new sections written, however, to reflect emerging concerns such as broadband coverage and road safety. In discussion, Perley stressed the need to determine what the State's present minimal requirements would be for acceptance of a new Plan, which would give the Town authority for a number of delegated state powers and eligibility for certain grants. Davidson recalled that Hall had secured a \$15,000 Planning Grant for the Town in 2002, and believed that there will be significant costs of hiring professional assistance for any new Plan. There was inconclusive discussion as to when 2020 Census data might be available for use with the Plan. Hanson suggested that the School should be included in the planning, with Hall adding that there is preliminary discussion at the School Board about the long-term need for a new school building.

It was agreed that there should be a Warrant Article at the 2021 Town Meeting seeking to create a new Comprehensive Plan Committee with a mandate to bring a draft back to

the following Town Meeting. Hanna suggested that a placeholder budget line be placed in the draft 2021 Budget for costs, and Westhaver proposed that the town should revisit the purchase of an in-house GIS capability for mapping (previously considered in 2019) in support of a Comprehensive Plan process.

The subject was tabled until December, and meanwhile Hall agreed to explore the availability of planning grants and to determine minimum State requirements.

Public Hearing: The public hearing on the application to erect a solar array on Christian Hill Road has been scheduled for 6 pm on Thursday, November 5th, prior to the Planning Board's meeting at the town Office that night at 7 pm.

New Business:

Town Office hours will be extended on Thursday, October 29, to 7 pm (last day on which voters can apply for absentee ballots without specific reason); and on Friday 30th to 5 pm (last day on which voters can vote early in person).

On Election Day, November 3rd, key office staff will be required at the School to oversee the balloting. The Town Office will be open for limited business only – the Town Administrator and Code Enforcement Officer will be available and answer phones, and Lynde Dodge-Welch may divide her time between the Town Office and polling place as needed.

Tax-acquired properties: Treasurer Jess Westhaver presented a list of seven properties that have been acquired by the Town as a result of the expiry of 2018 tax liens. Three properties have families resident in them. She pointed out that under our Liability and Property & Casualty Insurance through Maine Municipal Association, the Town is required to insure the properties or require the resident to maintain homeowner's insurance.

The owner of one non-residential property was present and confirmed that he is willing to pay all outstanding taxes and charges the following day, by credit card. It was moved by Poland, seconded by Yates, to grant a Municipal Quitclaim Deed on the property covered by tax account number 2384, upon payment in full of the outstanding taxes, interest, and lien fees. Motion passed, 3 – 0.

Hall summarized his understanding of the policies in effect for tax-acquired properties:

- (1) For non-residential or vacant properties, a final notice by certified mail to the previous owner of record notifying them that the Town will advertise the property for sale by sealed bid if full payment is not received at the end of 30 days.
- (2) For occupied properties, to make every effort to contact the residents and enter them into an agreed payment plan. The resident will be required to maintain insurance naming the Town as an additional insured in case of structural damage or loss.

Where a mobile home is under threat of acquisition by the Town, the Town will continue to waive foreclosure.

2021 Budget: Hall circulated a draft schedule for discussion of the 2021 Budget at the Select Board and the Budget Committee, ahead of Town Meeting on March 15-16, 2021. Hanna believed it will be important to learn more about the proposed School budget, probably by the Select Board attending the School Board's meeting when AOS 93

proposes a draft budget. The draft schedule will be reviewed again at the next meeting.

Petition Waivers: Pat Porter, representing the Boards of both the Old Bristol Historical Society and Caring For Kids, asked that in the light of the Covid pandemic, the Board waive the requirement that non-profit petitioners for Town Meeting votes of funds should be exempted, for this year only, from the requirement to gather signatures. [The current requirement is 179 valid signatures of registered Bristol voters.] Poland supported the idea provided that all other requirements of the Budget Committee for financial and service delivery reporting are met, and so thus to waive the nonprofit petition requirement only for the 2021 Town Meeting. Seconded by Yates, the motion passed, 3 – 0.

Regular Business:

Building permits: Selectmen reviewed and signed Building Permits for properties at Map 02A, lot 001-B; Map 02A, lots 021-20 and 021-21; Map 03A, lot 045-D; Map 03A, lot 079; and Map 026, lot 002.

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

Hall noted the discussion that had been held between the Parks Commission and the Fish Committee the previous day, regarding raising money for the second phase of work at the dam and fish ladder. A final plan has yet to be agreed but additional expenditures of up to \$400,000 may be made, over more than one year, depending on the availability of grant and donor funding. A site walk will be held on Sunday, November 1st, at 10 am, meeting at the Bristol Dam Loop.

Under Public Comments, Porter noted that a Covid-safe drive-by trick-or-treat event would be held on Halloween at the new Harbor Fire House from 5 pm to 7 pm.

Westhaver asked that the Town look into illumination of the flag on the Liberty Pole. Both Hanna and Yates acknowledged that flags displayed for 24 hours are to be illuminated and agreed it would be proper to have the flag on the Town Liberty Pole to displayed correctly. Hanna warned against shining lights into neighbors' properties and stated there are may be solar options that point directly at the flag and supported moving forward with the proper lighting.

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

- Harbor Committee, Thursday, October 22nd, 5 pm at the Town Office
- Parks and Recreation Commission, Tuesday, November 3rd, at 6 pm at the Ellingwood Information Center
- Bristol School Committee, Wednesday November 4th, 5.30 pm: meeting by Zoom call, please contact the AOS 93 office for access code.
- Board of Selectmen, Wednesday, November 4th, 7 pm at the Town Office
- Planning Board, Thursday, November 5th, 6 pm at the Town Office (Public Hearing); 7 pm (regular meeting).

The Chair also announced that Polls will be open at the Bristol Consolidated School on

Election Day, Tuesday, November 3rd, from 8 am to 8 pm.

There being no further business before the Board, it was moved to adjourn at 8.22 pm.

Respectfully submitted,
Chris Hall, Town Administrator