



**Selectmen's Meeting
November 6th, 2019
MINUTES**

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

Also Present: *Chris Hall (Town Administrator); Candy Congdon (Lincoln County News); Joe Rose (Code Enforcement Officer); Jess Westhaver (Town staff); Phil Congdon, Chuck Hanson.*

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

Poland moved, seconded by Yates, to accept the Minutes of the Board meetings of October 16 and October 30, 2019. Motion passed, 3 – 0.

New Business

Ordinance Amendments: Joseph Rose and Jessica Westhaver presented proposed Amendments to the Town's Land Use and E-911 Addressing Ordinances, which the board had previously referred to the Planning Board for review. Poland moved that these be referred to the Town's legal counsel for final review and, if no impediment is raised, that they be scheduled for a Public Hearing prior to being placed on the Town Meeting Warrant.

Hall raised a further possible ordinance amendment, to the Purchasing Ordinance. He noted the \$50 limit for reimbursable purchases by town employees, all higher amounts needing to go through the Purchasing Agent (Chief Leeman for the Fire Department, Hall for all other departments). He suggested that this be raised to \$100, as the limit had not been changed since 2008. Poland suggested that, while supporting the change, Hall review the entirety of the Purchasing Ordinance and bring back any additional changes that all might be heard together. The matter was tabled to December 4th.

Hall invited Westhaver to present proposed amendments to the Human Resources Handbook, following an extensive review. He thanked her for her work on this which has led to several dozen proposed amendments, some minor and grammatical but some implementing changes in state law. The Board's guidance was sought on two points relating to overtime pay and to vacation leave accrual for new hires.

The Board directed Hall to bring back language confirming that overtime pay during regular office hours when the Town Office is closed for inclement weather or power outage, is not due to employees whose regular duties continue during such hours, viz. the Highway Department and the Fire Chief. The Board also confirmed that the intent of the policy on accrual of vacation time for new employees is to accrue time from the date of employment, but that accrued time cannot be taken until the employee has worked for a full six months.

The amendments will be studied by the Board and the matter tabled until November 20th, when Westhaver will bring the revised wording to the Board for final approval.

Hall presented a first draft of the 2020 budget, noting that much depended on the final outcome of the 2019 numbers and the balances available for carryover or for reversion to surplus. Capital spending points he drew attention to included:

- The IT budget, where Westhaver explained the expected increases in the TRIO contract, the intent to add a TRIO module to allow online tax payments, and the wish for an in-house GIS software package for mapping as well as links to the property assessment records. Computer purchases in 2020 would probably be limited to the Town Administrator's 10-year-old laptop and four new monitors, but the computer capital reserve fund needs to be replenished.
- Under buildings, consideration had been given to equipping the Town Office with heat pumps to save on the heating bill; he will obtain quotes on this. The damaged concrete pad on the south side of the building will be repaired, and a handrail installed.
- If the Old Bristol Historical Society transfers the McKinley School to the Town, Hall asked for funding of a structural survey to guide a plan for conservation of the historic building.
- The Ervine School is a candidate for sale rather than further investment in the little-used property. Selectmen asked for confirmation whether the lot is suitable for water and septic if it is used as a residence.
- The Harrington Meeting House needs its west wall painting; it is hoped that a cost-share with the Pemaquid Historical Association can be agreed.
- The roof of the Hanna Landing storage building is at the end of its life. Hall will get an updated quote and depending on that, Selectmen will further consider whether to continue to maintain the building or demolish it.
- The fish ladder project, discussed on October 30th, will need further discussion on funding options including borrowing or the reallocation of funds otherwise likely to be budgeted for roads and bridges.

The Board asked Hall to bring to the December Selectmen's meetings options for three- and five-year capital spending plans, noting the likely need to borrow for major bridge projects on Benner Road and Lower Round Pond Road.

On the payroll budget, Hall proposed to recommend an average 2.5% increase in compensation, with the exception that, if the Town agreed to separate the position of

Treasurer from the Town Administrator's position, there would likely be a significant increase in salary for one position to reflect increased responsibility.

Poland asked Hall to bring to the Board options for instituting a retirement plan for Town employees, including the likely costs and liabilities to be incurred under the Maine Public Employees Retirement System (MePERS) and under 401(K) plans. Hanna emphasized the need not to incur unfunded liabilities.

Road Commissioner: Hall asked whether the Board would appoint Hanna officially as Road Commissioner, as he has been effectively functioning in that capacity. Poland asked him to review past Town Meeting minutes to see whether the Town has taken any position on the matter, and also to check what Maine Municipal Association recommends about the position.

General Assistance Administrator: Hall asked that Westhaver be appointed G.A. Administrator, reflecting the reality of the paperwork she handles for the state for this work. It was moved by Yates, seconded by Poland, to appoint Westhaver as General Assistance Administrator. Motion passed, 3 – 0.

The Board considered a second request to name a new subdivision road, having rejected an initial request on October 2nd under the E-911 naming guidelines. It was moved by Poland, seconded by Yates, to accept the name 'Blue Ridge Acres' for a new private road off Bristol Road. Motion passed, 3 – 0.

New Business

Hall updated the Board on current Town projects. The Beach pavilion is due for the first progress payment to the general contractor, expected to be a little less than \$100,000 after the 10% holdback. Yates as Owner's Representative will consult with the architects before signing the requisition, which will be on a standard ADA Application and Certificate for Payment.

The Bristol Mills dam repair has had to be postponed because of persistent high water in the river. Hall hoped that at least the grouting of the tow of the dam might still be possible in November, as this work must be completed before a start can be made on the fish ladder works at the foot of the dam. Most work will have to be done in summer 2020.

The Fish Committee are meeting on Thursday November 7th with the fish ladder's designer, Curtis Orvis, and general contractor, Becker Construction. Selectmen were invited to join that meeting at 7 pm at the Town Office.

Broadband Committee: The Board reviewed Terms of Reference for the proposed Broadband Committee, and a list of seven residents who have volunteered to serve on the Committee. It was moved by Poland, seconded by Yates, to accept and sign the Terms of Reference of the Committee, and to appoint the seven volunteers to the Committee. Motion passed, 3 – 0.

The seven persons appointed to the Committee are:

- Phil Congdon
- Helen Costello
- Tom Dykstra
- Chris Holmes
- Patricia Jennings
- Dorothy King
- Mike Sirois

Regular Business

Selectmen reviewed the 10 months' financials. One question arising was the status of Olde Bristol Days funding for 2020. Hall indicated that if the OBD Committee wished to continue as an independent body, with a separate non-profit legal identity, they would have to apply for funds in the same way as other non-profit service organizations. He expressed concern at the way in which managing festivals seems to burn out volunteers, and hoped that the OBD Committee will continue in 2020 rather than passing responsibility back to the Town. Poland stressed the need to have clear delineation of insurance responsibilities for OBD in 2020.

Building permits: Selectmen reviewed and signed Building Permits for Map 006, lot 024, and Map 008, lot 044-A-1-A.

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

There were no Public Comments.

Chair Hanna gave notice of forthcoming meetings as follows:

- Bristol Byways Committee: Monday, November 11th, 6.30 pm at the Town Office
- Harbor Committee: Thursday, November 21st, 5 pm at the Town Office
- Parks and Recreation Commission: Tuesday, November 19th, 6.00 pm at the Ellingwood Information Center
- Selectmen: Wednesday, November 20th, 7 pm at the Town Office
- Shellfish Committee: Monday, December 2nd, 6.30 pm at the Town Office
- School Board: Wednesday, December 4th, 5.30 pm at the Bristol School Library

He noted that the Town Office will be closed in observation of Veterans Day on Monday November 11 and for Thanksgiving on Thursday and Friday, Nov. 28 and 29.

Finally he gave notice that Santa Claus would make a flying visit to the Pemaquid Lighthouse Park on Saturday, November 30, at exactly 12.10 pm.

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

Respectfully submitted,
Chris Hall
Town Administrator