



**Selectmen's Meeting
MINUTES
Bristol Town Office, December 2nd, 2020**

Selectmen Present: Chad Hanna, Kristine Poland (apologies: Paul Yates)

Also Present: Chris Hall (Town Administrator); Phil Congdon (Chair, Broadband Committee); Candy Congdon (Lincoln County News); Brian Lippold (Casco Bay Advisors); Charles Hanson. By Zoom: Alan Hinsey (Tidewater Telecom); Helen Costello and Pat Jennings, members of the Broadband Committee.

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

Poland asked to defer approval of the Minutes until the next meeting due to Yates's absence.

Broadband Report:

Brian Lippold of Casco Bay Advisors, LLC presented the report commissioned by the Bristol Broadband Committee, on planning for the expansion of coverage in Bristol. He focused on the remaining 12.3 miles of road that have no fiber or cable broadband service, and recommended approaching both Tidewater and Charter, as the incumbent telephone and cable operators respectively, to discuss ways to build out coverage with the Town's assistance in seeking grant funding.

Lippold noted that his report showed that several unserved roads appear to be qualified for build-out of cable under the Town's Franchise Agreement with Charter, which sets a threshold of 20 homes per mile for Charter to install cable. Phil Congdon, chair of the Broadband Committee, stressed his belief that in the long run, cable does not provide adequate bandwidth and that only fiber-to-the-home is an adequate approach. Lippold urged the Town to prepare an application for submission in January for a ConnectME grant, focusing on the unserved roads; before then, Hall and Congdon will approach both Charter and Tidewater, sending them the report and asking for their participation in building out the unserved roads.

The issue was tabled for further consideration at the next meeting, with Hall and Congdon authorized meanwhile to discuss the Town's participation in service expansion with Tidewater and Charter.

Old Business:

Impact of Covid on Town Operations: Hall reported that the Town Office has been operating this week with access to the public only by appointment; so far no major

problems have occurred. The Budget Committee will hold its organizing meeting by Zoom on Monday December 7th, and will determine at that time whether they should meet in person at the school or continue in January by Zoom.

Bristol Fire and Rescue had a member's spouse confirmed by testing as having Covid-19. Around nine members of the department, including the chief, had exposure to the member and are now quarantining pending results of testing. The Town will be much more reliant on neighboring towns and on CLC Ambulance for coverage for a while.

Bristol Recreational Trail: Hall reported that Hanley Construction and Coastal Rivers Conservation Trust had agreed a cost-share to improve the parking lot and the southern access to the Trail, behind the new girls' ballfield. The Town's share will come to approximately \$750.

2021 Budget: The Board reviewed the draft budget worksheet once more. Hall suggested that in the light of a need for possible additional legal and professional help with broadband expansion, the current 'legal' budget line (\$10,000 in 2020) should be combined with the audit fee from 'general expenses' in a renamed 'legal and professional' budget line requesting \$25,000.

Hall and Hanson, who had attended the School Board meeting that afternoon, expressed concern about likely increases in the school budget. It appeared that a request for one additional FTE teacher and a temporary classroom cabin would be made. Enrolment had reached 198 pupils, up from a low point of 165 some six years ago. Hall suggested that some decisions on spending would need to be made in January after the presentation of the draft school budget.

Hall also asked the Board to consider payroll adjustments and performance reviews of staff, at an Executive Session on December 16th.

Regular Business:

The Town Administrator reported a request from the Code Enforcement Officer that the Board grant an Easement to the owners of the Seagull Shop, being rebuilt after a fire in September, allowing a part of their new septic system to straddle the property line with the Town-owned property along the shore. The system would not intrude more than ten feet onto Town-owned land. It was moved by Poland, seconded by Hanna, to accept an Easement Deed for Norland LLC as presented. Motion passed, 2 – 0.

The CEO also forwarded a request from Bangor Savings Bank for permission to place two temporary trailers on a lot opposite the construction site of their new bank building in New Harbor. They would not need approval for trailers up to 120 days, but foresaw an approximately 5 month construction timeframe. They therefore requested permission for 180 days' placement of the trailers. It was moved by Hanna, seconded by Poland, to sign an Agreement with Bangor Savings Bank and their contractor, Dunbar and Brawn, for 180 days' placement of the two trailers. Motion passed, 2 – 0.

Building permits: Selectmen reviewed and signed Building Permits for properties at Map 004, lot 141-B-3; Map 007, lot 082; and Map 008, lot 058-B.

Financials: The Board reviewed the Revenue and Expense reports for the 11 months

ending November 30th; and also the check reconciliation report, real estate collections report, cash flow and monthly collateralization notice.

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.

Correspondence: The Clerk had prepared a public notice of the availability of Nomination Papers for the open positions to be filled by secret ballot at the Town Meeting on March 15, 2021, as follows:

- One Selectmen, Assessor and Overseer of the Poor;
- One Parks and Recreation Commissioner;
- One Planning Board Member; and
- Two School Committee Members.

All of these are to serve three-year terms.

The Chair gave notice of forthcoming meetings as follows:

- Planning Board, Thursday, December 3rd, 7 pm at the Town Office
- Budget Committee, Monday, December 7th, 7 pm (organizing meeting and Zoom test only, apply to the Town Administrator for Zoom access)
- Harbor Committee, Thursday, December 10th, 5 pm at the Town Office (discussion of boat and float storage on Town Landings)
- Fish Committee, Thursday, December 10th, 7 pm at the Town Office
- Parks and Recreation Commission, Tuesday, December 15th, 6 pm at the Ellingwood Information Center
- AOS 93 annual budget meeting, Wednesday Dec. 16th, 5 pm (by Zoom: see AOS website)
- Select Board, Wednesday, December 16th, 7 pm at the Town Office

The Chair also noted that the Town Office will be closed on Thursday and Friday, December 24 and 25, for the Christmas holiday.

There being no further business before the Board, it was moved to adjourn at 8.13 pm.

Respectfully submitted,
Chris Hall, Town Administrator