



**Selectmen's Meeting  
April 5<sup>th</sup>, 2017  
MINUTES**

Selectmen Present: *Chad Hanna, Terry Lowd, Paul Yates.*  
Also Present: *Chris Hall (Town Administrator)*

Selectmen were called to order by chair Chad Hanna at 7.00 pm, followed by the Pledge of Allegiance.

The minutes of March 15<sup>th</sup> and March 29<sup>th</sup>, 2017, were reviewed. It was moved by Lowd, seconded by Yates, to accept the minutes of March 15<sup>th</sup>; and moved by Yates, seconded by Lowd, to accept the minutes of March 29<sup>th</sup>. Both motions passed 3 – 0.

**Old Business:**

- Posted roads (for information):  
Two requests for access across posted roads had been received and approved by Sean Hunter. Both had been granted, for access on cold mornings before 10 am.
- Spectrum / Charter Communications cable contract renewal:  
It was noted that Spectrum has offered free cable service at five locations: Bristol Consolidated School, the Town Office, and the three fire stations. It was moved by Lowd, seconded by Yates, to authorize Town Administrator Hall to execute the offered contract on the terms outlined.
- Snow removal contract – bid package:  
It was moved by Hanna, seconded by Lowd, to approve the bid package for the Town's sanding, salting and plowing contract for a period of three years beginning September 2017; bids to be received by 4 pm on April 28, and to be opened by Selectmen at 7 pm on Wednesday, May 3<sup>rd</sup>, at the Selectmen's meeting.  
The bid will be advertised in the Lincoln County News of April 6 and 13, and packages are available for collection at the Town Office.
- Regulation of recreational marijuana:  
Town Administrator Hall spoke to the current legal status of recreational marijuana. Responsibility for its regulation lies with municipalities, and retail

sales are permitted after February 1, 2017. The Town's options include doing nothing; becoming a "dry town" for marijuana; passing an ordinance to regulate commercial growing and retail sale in the Town; or passing a moratorium for a period of up to 12 months, during which time the Town could study its regulatory options.

Selectmen considered how to gauge opinion in the Town, beyond noting the November 2016 vote of the Town narrowly opposing legalization. It was noted that any moratorium or new ordinance would have to go through public hearings and a Town Meeting (annual or special).

It was moved by Lowd and seconded by Yates to refer the question to the Planning Board, with the request that within 90 days they make recommendations to the Selectmen as to options the Town should take.

Passed 3 – 0.

- **Maine Municipal Employees Health Trust:**
  - **Income Protection Plan:**

It was moved by Yates, seconded by Lowd, to have the Town join the MMA Income Protection Plan, offering Town employees the option of enrolling in disability insurance, without cost to the Town. Passed 3- 0.
  - **Section 125 status:**

Hall recommended that no action be taken, given the small possible savings to two employees versus the cost of filings with the IRS to acquire and maintain Section 125 status. Recommendation accepted.
  - **Health Reimbursement Accounts**

After discussion of the options presented on March 29, Selectmen agreed to table the matter to November when it could be revisited in preparation for the 2018 budget year.
- **Appointment of municipal officials to serve until the 2018 Town Meeting:**

It was proposed by Hanna, seconded by Lowd, to authorize the Town Clerk to swear in the holders of municipal offices for the year ending immediately after the 2018 Town Meeting. Passed 3 – 0.

### **Matters referred from other Town bodies:**

- **Code Enforcement matters**
  - **License Agreement** – completion of an easement for drainage from the Dionne property was awaiting snow melting in order to accurately estimate the additional drainage work needed on Town property.
  - **Enforcement action** – the CEO notified Selectmen that a third and final warning would be issued on a code violation on the Benner Road, with fines of \$100 a day to be incurred if the violation was not cured within 30 days. Selectmen noted the need to proceed in this way.
- **Tax Collector**
  - Hall presented for information a list of the 30-Day Lien Notices which were mailed April 4<sup>th</sup>. 126 in all had been mailed.

- Bristol Mills Dam Advisory Committee
  - It was moved by Yates, seconded by Lowd, to approve and sign the contract for professional services with Wright-Pierce, in connection with the study of fish passage options. Passed 3 – 0.
  - Hall showed an email from the Nature Conservancy confirming their commitment to fund the Wright-Pierce study. It was moved by Hanna, seconded by Yates, to authorize Hall to conclude and sign a grant agreement with The Nature Conservancy.
  
- Parks and Recreation Commission
  - Approval of By-Laws:  
It was moved by Lowd, seconded by Yates, to accept and sign the Parks and Recreation Commission's By-Laws. In discussion, it was questioned whether they should refer to the power of Town Meeting to amend or annul the By-Laws. Hall stated his belief that as the By-Laws now specifically cited the authority of the Town Meeting in establishing the Parks and Recreation Commission, it was inherent that it could also withdraw or amend that authority. Motion passed 3 – 0.
  - The job description, as amended and posted on the web, for the Parks & Recreation Director was presented for information.
  - It was noted that the Parks & Recreation Commission were establishing their own mailbox at Ellingwood Park, at 1180 Bristol Road, and would be using that as their mailing address in future.
  - Purchase of electronic sign: the Commissioners sought approval from Selectmen for a cost-share with the Town Office and Bristol Fire & Rescue. In discussion, Yates raised the appropriateness of a bright electronic sign, citing examples where businesses had deferred to the wishes of residents to not have large electronic signs despite the lack of a sign ordinance in the Town. Hanna questioned whether there was a DOT setback requirement, and asked that the Commission confirm that there was no DOT impediment.
  - Hanna Landing float repair: it was moved by Hanna, seconded by Yates, to authorize the Harbor Committee to enter into arrangements for the needed float repair with the Parks and Recreation Commission, with the Harbor Committee using their funds for one-half of the cost.
  
- Bristol Fire & Rescue
  - Monroe Bridge dry hydrant: Hall was expecting to meet with the easement grantor on April 6<sup>th</sup>. It was moved by Lowd, seconded by Yates, to authorize the Town Administrator to sign an easement once drawn up by the Town's attorney. Passed 3 – 0.
  
- Shellfish Committee
  - Pemaquid watershed study grant application: the Committee's request for assistance with funding the cost share for the proposed study was noted without action.

## **New Business**

- 1<sup>st</sup> Quarter financials  
Hall presented a summary cash flow statement for the first quarter. It appears that no tax anticipation borrowing will be needed in 2017, although the margin of ‘cushion’ is small.
- Olde Bristol Days  
A meeting of volunteers will be held at 4 pm on Friday April 7. Hall is participating as coordinator of music bookings. He will update the Selectmen as needed in future.
- Appointment of representative to Lincoln County Regional Planning Commission: it was moved by Yates, seconded by Lowd, to appoint Town Administrator Hall as the Town’s representative, due to the resignation of Kris Poland from the position.
- Paving contractors’ meeting: it was agreed to notify contractors that a pre-bid conference on the Town’s 2017 road paving needs would be held with interested parties at 6.30 pm on Wednesday April 19, immediately before the regular Selectmen’s meeting.

## **Building permits**

Four building permit applications were reviewed and approved:

- Map 4, lot 149-B
- Map 6, lot 056-E
- Map 7, lot 097
- Map 8, lot 077

## **Miscellaneous Correspondence**

- A request for legislative testimony on the Lincoln County Budget Committee bill, LD 972, had been received from South Bristol Selectman, Chester Rice. Unfortunately the hearing had already been held in the time since the previous regular Selectmen’s meeting. Written testimony for and against the Bill was reviewed.
- Friends of Colonial Pemaquid: a letter updating Selectmen on the status of their negotiations with the Bureau of Parks and Lands was noted.
- Bureau of Parks and Lands: a request for a Submerged Lands Conveyance covering the Hanna Landing floats and pilings was received. Hall will complete the necessary paperwork.

Disbursement warrants were reviewed and signed.

Public Comment: none.

Public Notice was given of the following Forthcoming Meetings:

- Planning Board, Thursday, April 6<sup>th</sup>, 7:00 pm (Town Office)
- Appeals Board, Monday April 10<sup>th</sup>, 6:00 pm (organizational meeting) and Wednesday April 12<sup>th</sup>, 7:00 pm (hearing of appeal) (both at the Town Office)
- Bristol Mills Dam Advisory Committee, Tuesday, April 11<sup>th</sup> and Tuesday, April 25<sup>th</sup>, 6:00 pm (Town Office)
- Selectmen, Wednesday, April 19<sup>th</sup>, 6:30 pm Pre-Bid conference for bidders on Town Roads paving; 7:00 pm general business meeting (Town Office)
- Planning Board, Thursday, April 20<sup>th</sup>, 7:00 pm (Town Office)
- Parks and Recreation Commission, Tuesday, April 25<sup>th</sup>, 6:00 pm (Ellingwood Information Center)

Executive Session:

- It was moved by Hanna, seconded by Yates, to move to Executive Session pursuant to 1 MRSA Section 405 (6)(A). Carried 3 – 0; entered Executive Session at 8.47 pm.
- Executive Session ended at 9.01 pm.

Matter arising from Executive Session:

- It was moved by Hanna, seconded by Yates, to increase the wages of full time Town hourly staff by 3%, effective with the pay period of the week of April 3<sup>rd</sup>; and further, that the hourly rate of the Deputy Tax Collector, Jessica Westhaver, be increased by a further 2% adjustment for successful completion of her first year, for a total of 5% for her.

Executive Session:

- It was moved by Hanna, seconded by Yates, to move into a second Executive Session pursuant to 1 MRSA Section 405 (6)(A). Carried 3 – 0; entered Executive Session at 9.04 pm.
- Executive Session ended at 9.16 pm.

Motion to adjourn, at 9:17 pm: prop. Lowd, seconded Yates, carried 3 – 0.