



**Selectmen's Meeting
MINUTES
Bristol Town Office, March 2nd, 2022**

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

Also present: Chris Hall (Town Administrator); Joe Rose (Code Enforcement Officer); Nathan Poole (Lincoln County News); Patricia Porter.

Due to the late arrival of Chair Chad Hanna, Paul Yates called the Board to order at 6.30 pm, followed by recitation of the Pledge of Allegiance.

Poland moved, seconded by Yates, that the draft minutes of the meeting held on February 16th be accepted as presented. Motion passed, 2 – 0.

Public Hearing: The acting Chair opened a Public Hearing into the on-premises liquor license application from Broad Arrow Farm. LLC. No public comments being offered, the acting Chair closed the Hearing at 6.33 pm. It was moved by Yates, seconded by Poland, to approve the application. Motion passed, 3 – 0, and Board members signed the application.

Board Chair Hanna arrived at 6.39 pm and took over the chair.

Building Permit and Occupancy Permit procedures: Joe Rose, the Code Enforcement Officer and Building Official, spoke to the matter originally discussed on December 15th, that of whether Building Permits needed the review and signature of the full Board. After discussion, it was agreed that the CEO would sign approvals for the Town and submit the completed summary sheet to the Board, so that members could continue to stay abreast of development in the town. All high profile commercial applications, multi-family structures, and unusual items such as solar arrays would continue to come to the full Board.

Rose also highlighted the requirement in Maine Revised Statutes Title 25, section 2357-A, that towns with populations over 2,000 must require a Certificate of Occupancy prior to occupation of a new building, which certifies that the building is in compliance with the National Fire Protection Association code 101. This is not a building inspection per se, being limited to life safety matters, but it would absolve the Town from potential liability in case of an accident. In discussion, Poland asked about a starting date, and whether this would increase the CEO's workload materially, perhaps to the point of requiring appointment of a Deputy Building Official. Rose felt that this would not be a substantial burden, especially as he is already making plumbing inspections on new buildings.

It was proposed by Hanna, seconded by Poland, that effective April 1, 2022, the Town will require a Certificate of Occupancy signed by the Town's Building Official, as detailed in M.R.S. 25, chapter 313, section 2357-A. Motion passed, 3 – 0.

Loan of Town Office benches: Hall reported a request from Lincoln County Community Theater for the loan, for two weeks in May, of four of the Town Hall's benches for use on stage in a production at Lincoln Theater. The Board were happy to oblige the theater company.

Old Business:

Town Meeting Warrants: the Board signed seven copies of the printed Warrant for publication by posting in public locations around the Town.

Employee retirement: Hall regretted that he had not had time to do further research on this since the last discussion in January, but wished to keep it on the agenda for resolution; he asked the Board what next steps they wished to take. One option would be to cut checks to each eligible employee's individual IRA or equivalent account. Hall was told to assure the staff that retroactive payments back to January 1st would eventually be made, and to try to bring one or more financial advisors to a future meeting.

Regular Business:

Supplemental Tax Certificate: Map 004, lot 087-A. It was moved by Poland, seconded by Yates, to approve Supplemental Tax Certificate and Warrant number 2022-0001 in the amount of \$8,300, being a penalty plus interest for withdrawal of 8.5 acres assessed as Farmland / Tree Growth. Motion passed, 3 – 0.

Financials: the Board reviewed and signed February bank reconciliation, expenditure report versus budget, and the real estate tax and personal property tax collections for the month of February.

There were no Building Permit applications.

The Board reviewed and approved Accounts Payable Warrants for the Town, Fire, Parks and the Bristol / South Bristol Transfer Station. Hall noted that the Transfer Station account is running low, and Yates will arrange for an invoice to be sent to the Town Office for a quarterly payment.

There was no correspondence to report, and no Public Comment.

The Chair gave Notice of Public Meetings as follows:

- TOWN MEETING: Voting for open positions at Bristol Town Office, Monday March 21st, 8 am to 8 pm; balance of the Warrant to be discussed at the Bristol Consolidated School gym, Tuesday, March 22nd, 7 pm.
- Candidates Night for Town election: Bristol Town Office, Thursday, March 10th, 6 pm
- Comprehensive Plan Committee: Tuesday, March 15th, 7.00 pm at the Bristol Town Office.
- Parks and Recreation Commission, Tuesday, March 15th, 6.00 pm at the Ellingwood Information Center.
- Select Board, Wednesday March 16th and March 23rd, both 6.30 pm at the Bristol Town Office.
- Harbor Committee: Thursday, March 24th, 5.00 pm at the Town Office.

There being no other business before the Board, the Board adjourned at 7.16 pm.

Respectfully submitted,
Chris Hall
Town Administrator