



**Selectmen's Meeting
MINUTES
Bristol Town Office, July 7th, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Scott Sutter (Fire Chief); Pat Porter.

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

Poland moved that the minutes from the meetings June 16th, 23rd and 30th be accepted as drafted. The motion was seconded by Yates and passed, 3 – 0.

The Chair reported that after the Executive Session on June 30th, the Town Administrator was asked to arrange for a meeting in Executive Session between the Board and the Parks Commission, to continue the discussion of personnel matters. Hall was also asked to send a memorandum to all permanent staff indicating the timing of next steps in the review of staff coordination, job descriptions and pay.

Old Business

Comprehensive Plan Committee: The Town Administrator reported that the Committee's Chair, Alfred Ajami, had had to travel to Chicago at short notice due to a family medical situation. Hall understood that the Sub-Committees had each met at least once and have commenced their gathering of data. Future Sub-Committee meetings will be posted on the Town's website. The full Committee is scheduled to meet on Tuesday July 13th, at the Town Office, when the major agenda items will be reports of the work and needs of the Sub-Committees, and discussion of the Public Notice requirements for their work, and discussion of the 2004 determination by the State of non-compliance of the previous Comprehensive Plan.

New Business

Parking and safety concerns – New Harbor Hill: The Fire Chief reported on his discussions with Maine DoT regarding traffic safety and emergency vehicle access at the intersection of Southside Road and Route 130. Yates has talked with Chris Leeman, owner of the business at that corner, and feels that the situation has improved, in part thanks to the Minister of the New Harbor Methodist Church extending an invitation to staff and customers to use the church parking lot, and in part due to the Town Highway Department's having marked a handicapped space outside the church entrance. The DoT has indicated that signage by the business may be within the prohibited area, and its District Traffic Engineer, David Allen has expressed a willingness to visit to advise the Town and the business.

American Rescue Plan funding: the Town Administrator confirmed that we expect to be eligible for \$277,000 in ARP funding, 50% in August and 50% in 2022. We need to report the uses of the money in order to access the funding. The only apparent uses for Bristol would be broadband and water infrastructure. Hall was directed to speak with the New Harbor and Chamberlain Water Association to determine if they had projects which could be appropriate for a Town grant using the ARP funds, and similarly to discuss with Tidewater Telecom how much additional broadband coverage they could install if further grants were to be made to them. He will report back.

Animal Control Contract: The Lincoln County Sheriff's Office offered renewal of their annual Animal Control Services contract on identical terms to the previous year. The rates are a fixed fee of \$300 and \$16 an hour plus benefits for hours actually worked by an Animal Control Officer. It was moved by Poland, seconded by Yates, to approve the Contract as presented, for the year July 1 2021 through June 30, 2022. Motion carried, 3 – 0.

Liquor License Renewal: The Board reviewed an annual liquor license application from Stone Cove Catering. It was moved by Yates, seconded by Poland, to approve the application. Motion passed, 3 – 0, and the Board signed the Municipal Approval section of the application.

Worthy Poor Fund: Hall brought forward a suggestion from the Highway Department, supported by the Fire Department, for assistance to the residents of Bristol Mews, a low-income housing development in Bristol Mills. This is a private road with no Road Association, and the residents are unable to afford maintenance of the road sufficient for proper access by emergency vehicles. It was suggested that the Worthy Poor Fund be used for payment for gravel to be delivered by Sean Hunter to the road to fill potholes. The Board agreed that this is a suitable use of the funds, but ruled that the precedent of Town employees working on a private road was not proper, and that a contractor should be employed to deliver, grade and rake the gravel to the same standards as a town road. Hall was authorized to expend up to \$1,500 from the Worthy Poor Fund for the purpose.

Appointment

It was moved by Poland, seconded by Yates, to appoint Shannon Mahan to the Fish Committee. Motion passed, 3 – 0, and the Board signed the Letter of Appointment.

Regular Business

Building Permits: Three building permits were reviewed and approved as follows:

- Map 004, lot 079
- Map 004-B, lots 036 and 037
- Map 010, lot 065

Monthly Financials: For the Treasurer, Hall presented the June check reconciliation, Real Estate and Personal Property Tax reconciliation, Bank Collateralization and the six-month year-to-date TRIO report of expenses against budget. Hall indicated that we are in good shape against the budget, so far.

Warrants: The board reviewed and approved Payroll and Accounts Payable warrants for the Town, Bristol Fire and Rescue, the Parks Department and the Bristol/South Bristol Transfer Facility.

Correspondence: Hall reported an offer from Russ Guibord, d/b/a/ Woodfyr, LLC, to replace the rotted roof shingles of the Bristol Mills watering trough for the price of \$840 for labor (at \$20 per hour), with the Bristol Mills Village Improvement Society having agreed to pay for the materials (estimated at \$560). The Board approved the offer and expressed their thanks to Mr. Guibord.

The Department of Transportation had notified the Town of a small increase in the 2021-22 Local Roads Assistance Program payment, to \$48,400 from \$44,808 in 2020-21.

Public Comment: Porter asked the Chief his views on cutting back vegetation on Town and private roads to facilitate emergency vehicle access. He referred the question to the Highway Department for follow up.

Executive Session: The Chair felt there was no immediate need for the Executive Session shown on the Agenda in continuation of the discussion of personnel issues; this would be continued on July 14th in Executive Session with the Parks Commissioners. Hall was asked to check with the Commissioners whether 6.30 pm would be acceptable to them.

There being no further business, the Board adjourned at 7.50 pm.

Respectfully submitted,

Christopher Hall
Town Administrator