



**Select Board Meeting
MINUTES
Bristol Town Office, October 5th, 2022**

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

Also present: Chris Hall (Town Administrator); Rachel Bizarro (town Clerk); Joe Rose (Code Enforcement Officer); Don Gerrish (consultant, Eaton Peabody); Bob Gingras and Jessica Westhaver (Parker Appraisals); Seth Hagar (Hagar Enterprises); Mike Melville; Pat Porter.

Chair Chad Hanna called the meeting to order at 6.30 pm and led the Pledge of Allegiance.

Poland moved acceptance of the Minutes of the meeting of September 28th, 2022. The motion was seconded by Hanna and passed, 2 – 0.

Public Hearing: The Chair opened a Public Hearing into the adoption of amendments to the Town's General Assistance Ordinance, to incorporate the state DHHS's annual maximum reimbursement allowances for general assistance payments in Lincoln County (Appendices A through H of the MMA model General Assistance Ordinance).

There being no public comments, the chair moved adoption of the Amendments, seconded by Poland. Motion passed, 2 – 0, and the Board signed the Notice of Amendment to be filed with the DHHS.

New Business:

Assessing: The Chair welcomed Bob Gingras and Jessica Westhaver from Parker Appraisals, to discuss the continuing work by their firm for the Town in the line of the changes in staffing and capacity in the Town Office. Hanna noted that we are in practice returning to the status quo before Jessica, as a Town employee, took on more of the Assessing work in-house. This will require increasing the budget allocation for Assessing next year, and payment for the additional work from Contingency in the current year.

In discussion, the Board felt that simple property transfers should be updated in TRIO by in-house staff, while more complicated transactions would be referred to Parker Appraisals. Their firm would also continue to handle inspections of properties with Building Permits; mapping updates for property splits; appeals of assessed value; and the annual Sales Analysis Review for the state property tax assessor.

It was noted that Westhaver will continue to need access to the server for TRIO's real estate and personal property assessing functions, and to the Assessing files on the W drive. These permissions (and none other at this time) would be monitored by the server maintenance vendor, Ardiah.

The Tax Collector, John Riley, would be the point of contact between Parker Appraisals and the Town. Contact information for Parker Appraisals should not be given out to the public.

Snow Removal: Seth Hagar, for Hagar Enterprises, returned to follow up on the discussion at the Board on August 3rd, regarding the impact of inflation on Hagar's ability to perform under the contract.

Hagar had sent the Board a proposed formula for this season's costs, under which Hagar and the Town would each split the (combined) 42% estimated increase in costs faced by Hagar Enterprises since the contract was signed in 2020. The Chair noted that the new formula was based on the peak diesel fuel price of \$5.90 in August 2022, which had now dropped to \$4.70. He asked if Hagar would be willing to accept a formula whereby the base reimbursement was set on the basis of the \$4.70 fuel cost, with an adjustment up or down each month based on the number of gallons used and the average fuel cost that month. For example, if in November Hagar used 500 gallons in Bristol at a cost of \$5.00, Hagar would bill the Town for a fuel surcharge of $(500 \times \$0.30 =) \150 . Similarly, if the price was less than \$4.70 per gallon, Hagar would reduce the month's bill accordingly.

Seth Hagar accepted this, and Hall was directed to draw up an amendment to the contract for approval and signature at the next meeting, showing an increase in the base reimbursement of \$81,895.56 for the season. The increase would be billed over the four payments due in January through April 2023, as the budget for 2022 is fixed. The matter was then tabled to October 19th for final review.

Float haulage contract for Hanna Landing: Poland asked that this be table to October 19th for further information from the Harbor Committee. She did not recall similar contracts in past years.

The **Shellfish Committee** proposed numbers and prices for shellfish licenses for 2023, being unchanged from 2022. Approval of the proposal was moved by Poland, seconded by Hanna, and passed, 2 – 0.

Nominations:

Subsequent to the meeting on September 28th with interested members of the public, Poland proposed the following to serve on the Budget Committee and Appeals Board:

Budget Committee, three-year terms: Alex Beaudet; Tom Bishop; Keith Mestrich; Pat Porter. One-year term: Sheila McLain.

Appeals Board, two year terms: Warren Grant, Steve Jorgensen, Mike Melville. One-year term: Chares Farrell.

Hanna seconded the nominations, and the Board voted its approval, 2 – 0.

Regular Business:

Abatements: Poland moved, seconded by Hanna, approval of Abatement Warrant 2022-0009, for Map 04E, lot 213, in the amount of \$183.96. Motion passed 2 – 0.

Hanna moved, seconded by Poland, approval of Abatement Warrant 2022-0008, for Map 02B, lot 491-B, in the amount of \$1,013.76. Motion passed, 2 – 0.

Building permits: Permits approved by the Code Enforcement Officer were reviewed and counter-signed for work at Map 002, lot 055-G; Map 02A, lot 021-12; Map 006, lot 035-A; Map 007, lot 87-9; Map 009, lot 067; Map 018, lot 048; and Map 019, lot 003.

Financials: The Board reviewed the bank statement, collateral report, real estate collection reports and expenditure versus budget for the month of September.

Warrants: the Board reviewed and signed Warrants for Payroll and Accounts Payable for the Town, Fire Department, and Bristol Parks & Recreation.

Correspondence: The Chair noted thank-you letters received from New Hope; Spectrum Generations; and LifeFlight of Maine.

Public Comments: Melville asked for an update on the search for a new Town Administrator. The Chair noted that the Board would shortly be reviewing seven applications, in Executive Session.

In general discussion, the Chair asked Hall to work with the Treasurer to look into the options for six-month CDs for a portion of the Town's checking account surplus, to generate income from the newly-increased interest rates, provided that the funds shall be available to the Town when needed next April.

The Chair gave **Notice of Public Meetings** as follows:

- Fish Committee, Thursday, October 6th, 7 pm at the Ellingwood Information Center
- Comprehensive Plan Committee, Tuesday, October 11th, at the Town Office
- Parks and Recreation Commission, Tuesday, October 18th, 6.00 pm at the Ellingwood Information Center
- Select Board, Wednesday, October 19th, 6.30 pm.
- Harbor Committee, Thursday, October 27th, 5 pm at the Town Office.

Executive Session: The Chair moved to enter Executive Session pursuant M.R.S. Title 1, Chapter 13.1, section 405.6.A (to review a personnel matter). The motion was seconded by Poland and the Board entered Executive Session at 7.30 pm.

The Board came out of Executive Session at 7.55 pm, and the Chair reported that the Board and Mr. Gerrish will interview candidates for Town Administrator in Executive Session, on Wednesday, October 12th, beginning at 6.30 pm.

There being no other business before the Board, the Board adjourned at 7.59 pm.

Respectfully submitted,

Chris Hall

Town Administrator