



**Selectmen's Meeting
MINUTES
Bristol Town Office, November 3rd, 2021**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Scott Sutter (Fire Chief); Vanessa Farr, Zoe Miller and Ben Meader (Maine Design Workshop, Inc.); Alfred Ajami, Jessica Yates and Tom Bishop (Comprehensive Plan Committee); Mary Piasecki; John Lappen; Pat Porter.

Members of the Board attended a workshop with Lincoln County Emergency Management Director Casey Stevens, from 6 pm to 7 pm, to prepare for the November 18th emergency planning tabletop exercise for staff and elected officials.

The Board was called to order by Chair Hanna at 7:05 pm.

Yates moved that the minutes of October 20th and 27th be accepted as presented. The motion was seconded by Poland and passed, 3 – 0.

New Business

Comprehensive Plan opinion survey: Maine Design Workshop (MDW), represented by its principal, Vanessa Farr, and associates Zoe Miller and Ben Meader, gave a presentation on their experience and techniques for assisting the Comprehensive Plan Committee with surveying public opinion in the time period between November and the March Town Meeting. They had given the Committee a proposal of \$6,500 and the Committee recommended them to the Board.

Chair Hanna proposed, seconded by Poland, to accept the proposal of \$6,500, with work to be completed in the first week of March. Motion passed, 3 – 0.

Old Business

Floodplain Management Ordinance: the draft amended Floodplain Management Ordinance had been tabled for study on October 20th. Selectmen were in favor of the draft and agreed that this is appropriate for adoption at the 2022 Town Meeting; it will be re-visited when the board sets the Warrant for the meeting.

Parks Grant: The Town Administrator reported that the Maine Department of Agriculture, Conservation and Fisheries had given preliminary approval to the Parks Department's grant application to the Land and Water Conservation Fund for \$194,614

to develop a park around the Bristol Mills Dam and fish ladder. He cautioned that the grant had not yet been signed off by the National Park Service in Washington; and that any work done prior to the formal signing of a grant contract would not be eligible for the town's match.

The Parks Commissioners had expressed the need for study and public consultation before submitting a final plan to the 2022 Town Meeting. Poland complimented the Parks Director on gaining another major grant, but asked that all grants and donations be approved by the Select Board. The Board had signed a letter of support for this grant on May 19th but Poland wished to see the full folder of grant materials in electronic format, which the Town Administrator will get her.

Job description: Selectmen reviewed a Job Description for the proposed new hire of a maintenance staff person, to be shared between the Highway Department and the Park and Recreation Department. It was moved by Poland, seconded by Yates, to approve the Job Description. Motion passed, 3 – 0.

Poland asked who would be interviewing candidates, and it was agreed that Hanna would join the interview panel of Hall, Decker and Hunter, with the Parks Commission also being asked to send an elected official.

Regular Business

Building Permits: Building permits were approved for structures at Map 004, lot 046; and Map 010, lot 055-T.

Financials: The board reviewed the October check reconciliation, Real Estate & Personal Property Tax Reconciliation, and the Bank Collateralization balancing report. The expenses versus budget for the year to November 3rd were reviewed, with Hall pointing out that the deficit now showing in the Roads budget line after payment in this week's Warrant of the paving bill, will be eliminated on receipt of the approved grant payment from DEP for the Old County Road culvert.

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

Correspondence: A letter was received from the Bureau of Alcoholic Beverages and Lottery Operations (BABLO) giving notice of a Public Hearing into the application for an Agency Liquor Store license for Bow Jangles Beverage, at 2025 Bristol Road. The hearing will be at BABLO headquarters, 19 Union Street, Augusta, at 9 am on Monday, November 22nd.

Public Comment: Poland reported that she had seen the Minutes of the Parks Commission meeting on November 2 and was troubled that the Board had voted to continue paying their temporary summer staff on a weekly basis. Hall will report to the Commissioners the intent of the board to have uniformity across all grades of staff for a biweekly payroll.

Executive Session: Hanna moved, seconded by Yates, that the Board move into an Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of

discussing personnel matters. Motion to passed, 3 – 0, and the Board entered Executive Session at 8:30 pm.

The Board left Executive Session at 9:25 pm.

Chair Hanna moved, seconded by Yates, to approve a new three-year contract for the Town Administrator, to be effective January 1, 2022, drafted by Poland and agreeable to Hall. Motion passed, 2 – 1, and Hall and Selectmen Hanna and Yates signed the contract.

The Board asked Hall to draft a three-year contract for Fire Chief Scott Sutter for consideration on November 17th.

There being no further business, the Board adjourned at 8:25 pm.

Respectfully submitted,
Chris Hall
Town Administrator