



Municipal Office, Town of Bristol, Maine

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**Comprehensive Plan
Joint Meeting of the “Finances” and “Town Government” Subcommittees
Wednesday, August 25th, 2021, at 5:30 p.m.
Bristol Town Office**

- 1) Call to order and Pledge to Allegiance
- 2) Accept the Minutes of the July 7, 2021 meeting by Zoom (attached hetero)
- 3) Review and discussion of the 208 Rule sections relevant to these Subcommittees (Facilities, Section 11 and Finances, Section 12)
- 4) Review and discussion of CP Excerpts covering Facilities and Finance
 - a) Table of contents and narrative layout
 - b) Narrative and graphical approaches to coverage of topic
- 5) Data collection and analysis needs
- 6) Other business and public comment
- 7) Next meeting: September 22, 2021 (location TBD)
- 8) Adjournment

Related documents:

Link to Recent CPs:

<https://drive.google.com/drive/folders/1iRjJsu2JAon5mSmObGGWaUIFe1ZnKEeE?usp=sharing>

Link to Excerpts of CPs on Facilities & Finance:

<https://drive.google.com/drive/folders/1f94ZJLJ3BjCQI-v7epbDy4H9IUfK-vIF?usp=sharing>

Appendix 1 & 2

Appendix 1

Town Government, Emergency Services, Transfer Station – Subcommittee By Zoom, July 7, 2021 – 6:30-7 pm MINUTES

The Subcommittee held its first face-to-face meeting (by Zoom) for the purpose of appointing a Chair and deciding on a future course of action. Members present forming a quorum: Ajami, Bishop, Gill, MacCorkle; absent: DiMauro.

Ajami was appointed chair. The members present agreed to meet once in late August and then to try to meet once or twice a month thereafter on Wednesdays in the 6:30-7:30 pm time slot, perhaps even overlapping the “Finances” subcommittee (5:30-6:30 pm) since there will be overlap especially over the financial aspects of government and government services.

While there was no specific discussion of subjects under review, it was agreed that each member would continue the study plan articulated in correspondence prior to the meeting:

- 1) to read up on the appropriate sections in the 2002 CP and in the sections outlined in the Guidance Document, Appendix 1, that was circulated at the last plenary meeting, in particular pages 49-53 in the annotated rule of ch208, for a list of additional topics; and
- 2) to cull background information and to formulate data gathering questions pertinent to “hot button” issues that might merit future consideration, such as:
 - town manager vs town administrator,
 - new rules governing the select board,
 - management org chart,
 - more recycling at the transfer station including electronic and hazmat waste,
 - governance of the CLC Ambulance service and whether Bristol should go it alone by augmenting first response to EMT capability
 - reorganization of town committees, especially those dealing with budgets and financial planning, in order to construct a long range capital plan and establish audit/compliance guidelines

Lastly, it was further agreed:

- 3) to stand by for the draft survey questions (to be announced at the July 13 general meeting) and augment them from the perspective of this Subcommittee; and
- 4) to craft any general message to others about the CPC in a consistent fashion based on the standardized Q&A, covering most sensitive issues and available online as a public document.

By Alfred Ajami, acting as recording secretary.

Appendix 2

Finances, Capital Spending Plan – Subcommittee By Zoom, July 7, 2021 – 5:30-6 pm MINUTES

The Subcommittee held its first face-to-face meeting (by Zoom) for the purpose of appointing a Chair and deciding on a future course of action. Members present forming a quorum: Ajami, Barnes, Bishop; absent: Davidson.

Ajami was appointed chair. The members present agreed to meet once in late August and then to try to meet once or twice a month thereafter on Wednesdays in the 5:30-7:30 pm time slot, perhaps even overlapping the “Town Government” subcommittee (6:30-6:30 pm) since there will be overlap especially over the financial aspects of town government and government services.

While there was no specific discussion of subjects under review, it was agreed that each member would continue the study plan articulated in correspondence prior to the meeting:

- 1) to read up on the appropriate sections in the 2002 CP and in the sections outlined in the Guidance Document, Appendix 1, that was circulated at the last plenary meeting, in particular pages 53-55 in the annotated rule of ch208, for a list of additional topics; and
- 2) to cull background information and to formulate data gathering questions pertinent to “hot button” issues that might merit future consideration, such as:
 - Capital and cash-flow 5-year plan, including valuation and revenue projections
 - Capital - 10 year plan
 - Role of the Budget
 - Review of Town programs with long term financial obligations, i.e. Ambulance services, AOS/education consortium

Lastly, it was further agreed:

- 3) to stand by for the draft survey questions (to be announced at the July 13 general meeting) and augment them from the perspective of this Subcommittee, and to immediately obtain 5 and 10 year audited financials in electronic format for initial review; and as per State CP preparation data packs, additional data requests, such as Municipal Valuation Return and Municipal Tax Rate Calculations, will be sought in the future.
- 4) to craft any general message to others about the CPC in a consistent fashion based on the standardized Q&A, covering most sensitive issues and available online as a public document.

By Alfred Ajami, acting as recording secretary.