



**Selectmen's Meeting  
MINUTES  
Bristol Town Office, August 18<sup>th</sup>, 2021**

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

*Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); John Stolecki, Steve Hope and Robert Ball (Harbormasters); Alfred Ajami and Richard Francis (Chair and Vice Chair, Comprehensive Plan Committee); Patricia Wagar.*

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

Yates moved that the minutes from the meeting of August 4<sup>th</sup> be accepted as drafted. The motion was seconded by Poland and passed, 3 – 0.

As a Matter Arising from the Minutes, Hall reported that Nathan O. Northrup LLC had quoted \$10,830.00 to perform tree and brush cutting along Lower and Upper Round Pond Roads, if the Town will provide traffic control services. It was moved by Poland, seconded by Yates, to accept Northrup's bid. Motion passed, 3 – 0.

**Old Business:**

Munro Bridge fire pond: Hall reported that he had signed a Change Order with Hagar Enterprises, as approved at the August 4<sup>th</sup> meeting, in the amount of \$ 19,800. The work is now substantially complete, awaiting the second round of seeding with EPA-approved wetland restoration mix, and agreement on a list of wetland shrubs to be planted next spring.

Comprehensive Plan: The Committee's Chair, Alfred Ajami, reported that the Subcommittees are well into the business of data collection. The town-wide survey, he recommended, should be done using 'Survey Monkey Pro' and will cost up to \$10,000 to properly organize the dissemination, compilation and analysis. The draft survey should be approved at the September meeting of the full Committee, for release by the end of that month. In discussion about the cost, Hall suggested using grant funding released by the expected American Recovery Act funding. The Board asked Ajami to firm up the estimated cost and move ahead. Any additional costs for follow-on items, such as hydrological work, would need to be budgeted and put before the 2022 Town meeting.

Liberty Pole: Westhaver had received quotes for illumination of the Liberty Pole, amounting to \$1,917.97 for electrical work from DiMauro Electric, and \$5,913.00 from Hagar for burying the line and re-paving. Yates expressed concern at the cost, although Westhaver pointed out that we have a \$2,000 donation in hand which will cover the

electrical work. She asked if it would be sufficient to have the town road crew excavate the trench and replace with cold patch, though the this process would create an unsightly and short-term fix on a highly visible road that has recently been re-paved. Hall was directed to check the expected spending from the roads budget and report back. The matter was tabled to September 1<sup>st</sup>.

Parking at New Harbor Hill: for the Fire Chief who could not attend, Hall reported that the DoT had reviewed the location and agreed that there exists a safety problem. Hall understood they suggested posting No Parking signs within 50 feet of the intersection of Route 130 and Southside Road, which they would supply if the Town would install them. The Town's 2007 Parking Ordinance would convey the legal authority, and the Lincoln County Sheriff's Office would have to be asked to provide enforcement services in a similar manner to their monitoring of parking at Little Beach.

Hanna pointed out that it would be hard to get signage installed prior to Labor Day after which, presumably, the problem would be much reduced. The Board suggested that the Chief agree a plan with DoT for signage and parking spot designation with road paint, to be implemented next spring before the ice cream business reopens.

### **Regular Business:**

Municipal Valuation Report: The Treasurer presented the 2021 Municipal Valuation Report, noting that the significant increase in new home construction from 2019-20 to 2020-21. It was also noted the Town should expect a decrease in the declared ratio in 2022. Poland moved, seconded by Yates, to approve and sign the MVR. Motion passed, 3 – 0.

Building permit applications: Selectmen reviewed and approved building permit applications for properties at Map 005, lot 020-E; Map 007, lot 004; Map 010, lot 023-K; and Map 010, lot 055-12.

One of the applicants had questioned in writing the authority of the Town in seeking a written statement from her contractor that the building would be constructed to Maine Uniform Building and Electrical Code (MUBEC) standard. The Town Administrator read an email from Paul Demers, the State Building Official in the Fire Marshal's Office, confirming that in a town under 4,000 people, wishing not to conduct their own building inspections, the easiest way to ensure conformity with MUBEC and protect the Town is to request such self-certification by the contractor, either by letter or by their acceptance of architects' plans containing such a statement. Hall showed examples of both types of certification on recent approved residential building permits.

Warrants: The Board reviewed and approved payroll and accounts payable Warrants for the Town Office, Fire and Rescue, Parks Department, and the Bristol / South Bristol Transfer Station.

Correspondence: A letter of thanks to the Code Enforcement Officer, Joe Rose, was received from the Pemaquid Trail Association, in appreciation for his assistance with numerous problems.

Letters of thanks were received from Healthy Kids and from New Hope for Women, both of whom had received the grants to provider agencies authorized by the March 2021 Town Meeting.

Yates asked if he had been registered for the MMA Convention. Hall replied that he had, but he understood that the Voting Credentials had not yet been sent out.

There were no public comments.

The Chair gave notice of forthcoming Public Meetings as follows:

- Comprehensive Plan Committee (CPC) meetings:
  - CPC Governance and Regional Cooperation Subcommittee, Tuesday, August 24<sup>th</sup>, 8.30 am at Town Hall
  - CPC Housing Subcommittee: Tuesday, August 24<sup>th</sup>, 6.30 pm at Ellingwood Information Center
  - CPC Finance and Town Government Subcommittees, joint meeting, Wednesday, August 25<sup>th</sup>, 5.30 pm at the Town Office
  - CPC Parks, Recreation and Water Access Subcommittee: Thursday August 26<sup>th</sup>, 6.30 pm at Ellingwood Information Center
- Planning Board, Thursday, August 19<sup>th</sup>, 7.00 pm at the Bristol Town Office
- Harbor Committee, Thursday, August 26<sup>th</sup>, 5.00 pm at the Bristol Town Office
- Parks and Recreation Commission, Tuesday, August 31<sup>st</sup>, 5.30 pm at the Ellingwood Information Center
- Selectmen, Wednesday, September 1<sup>st</sup>, 7.00 pm at the Town Office

#### **Executive Session:**

It was moved by Hanna, seconded by Poland, to enter Executive Session for the purpose of discussing personnel matters. Motion passed, 3 – 0, and the Board entered Executive Session at 8.01 pm.

The Board left Executive Session at 9.08 pm, and the Chair reported that the Town Administrator was asked to work with KMA HR Consulting to finalize the review of job descriptions and compensation, and to schedule a next workshop with staff and elected officials.

There being no further business, the board adjourned at 9.12 pm.

Respectfully submitted,

Christopher Hall  
Town Administrator