



**Selectmen's Meeting
MINUTES
Bristol Town Office, December 30th, 2020**

Selectmen Present: Chad Hanna, Kristine Poland, Paul Yates

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Paul Leeman, Jr., (Fire Chief); Clyde Pendleton (Chair, Parks and Recreation Commission); Candy Congdon (Lincoln County News).

The meeting was called to order by the Chair, Chad Hanna, at 7:01 pm, followed by the Pledge of Allegiance.

It was moved by Yates, seconded by Poland, to approve the Minutes of the meeting of December 16th. Motion passed, 3 - 0.

New Business:

HR Policies: The Treasurer, Jessica Westhaver, presented proposed amendments to the Human Resources Policy Handbook, to reflect the statutory requirements of the Maine Earned Paid Leave Act. This will require any person employed part-time, but regularly and outside a specified, exempt summer season, to accrue paid time off at the rate of one paid hour per 40 hours worked, up to a maximum of 40 hours in a year.

In discussion, the question came up of whether such paid time off could be carried over at the end of a year. It was agreed that any such leave would be paid out at year-end if not taken by the employee during the year. The question of whether full-time employees should be able to carry over earned leave was discussed and tabled to allow Westhaver and Hall to study what other Towns' practice is.

The Amendments were adopted unanimously and Westhaver and Hall were authorized to publish the revised Handbook.

Shellfish Warden Services: A renewal, without change, of the annual contract with the Lincoln County Sheriff's Office for Shellfish Warden services was presented. After review, it was moved by Poland, seconded by Yates, to agree to the contract as presented. Motion passed, 3 - 0, and Selectmen signed the contract.

Old Business:

Covid-19 and the 2021 Town Meeting: In the light of the current rapid spread of the virus in Lincoln County, Hall asked the Board to consider once again the format of the Match Town Meeting. Poland stated her belief that this should be held entirely by secret ballot in 2021, as permitted under the Governor's Emergency Orders. In discussion, concern was expressed about the timing and format of the hearings that would be

required prior to a secret ballot, in the light of the 30-day period required for absentee ballots. A final decision would have to be taken at the next (January 6th) meeting, and the Town Clerk will be invited to join that discussion. Hall will develop a timeline for the option of a secret ballot in March. The matter was tabled to January 6th.

2021 Budget: Chief Leeman presented the draft Fire and Rescue Budget, showing an increase in proposed spending but, due to increased carryovers of unspent sums from 2020, a decreased claim on taxation. He noted that a new Chief's truck will be purchased in 2021 from funds donated to the Samoset Fire Company, which will eliminate payments for mileage to the Chief for use of his vehicle. The draft was discussed and accepted with thanks.

Hall referred to an updated version of the Town budget working draft, showing changes in the non-profit service organization requests. He highlighted that the current draft shows a significant increase in proposed use of carryover and surplus funds, in order to minimize increased claims on taxation; this may have to change based on the audit and on any increases in the school budget.

Regular Business:

Release Deed: Hall reported that the former owner of Map 06, lot 002, had paid all tax and fees in arrears, and asked the Board to release the property back to her. It was moved by Poland, seconded by Yates, to sign the Release Deed. Motion passed, 3 – 0, and the Board signed the Deed.

Building permits: None in the current period.

Warrants – Selectmen reviewed and signed Warrants for payroll and accounts payable for the Town Office, Fire and Rescue, Parks and Recreation, Bristol Consolidated School, and the Bristol–South Bristol Transfer Station.

Correspondence: The engagement letter from Bill Brewer, CPA, for the annual audit beginning on January 6th was reviewed.

Public comments: Clyde Pendleton asked whether the Board felt it is right that Parks pays fees for waste lumber and other materials hauled to the Transfer Station. He suggested that Parks should pay South Bristol's 40% share of costs for the material, but Bristol's 60% be waived given that this is for the cleanup of Town property. In discussion, the question was raised as to whether Parks, as an enterprise fund, would in that case be taking money from Taxpayers who subsidize the Bristol share of the Transfer Station. Yates agreed to discuss the question with the Transfer Station Manager, and the Selectmen will discuss it at the January meeting of the Transfer Station board.

The Chair gave notice of forthcoming meetings as follows:

- Shellfish Committee, Monday, January 4th, 6.30 pm at the Town Office.
- Parks and Recreation Commission, Tuesday, January 5th, 6 pm at the Ellingwood Information Center (budget review meeting)
- School Committee, Wednesday, January 6th, 5.30 pm by Zoom; access

information from the AOS 93 office, please call 563-3044.

- Selectmen, Wednesday, January 6th, 7.00 pm at the Town Office
- Budget Committee review of service organization requests: Tuesday, January 12th, 7.00 pm by Zoom; access information from the Town Office, please call 563-5270.
- Harbor Committee, Thursday, January 14th, 5 pm at the Town Office.

He also gave notice that the Town Office will be closed on Friday, January 1st for New Year's Day.

Executive Session: It was moved by Hanna, seconded by Poland, to enter Executive Session pursuant to M.R.S. 13, §405.6A, to discuss personnel reviews. Motion carried, 3 – 0. The Board entered Executive Session at 8:10 pm.

The Board left Executive Session at 8.57 pm, and the Chair reported that no action will be taken as a result of the Session.

There being no further business, the Board adjourned at 8.58 pm.

Respectfully submitted,
Chris Hall, Town Administrator