



**Select Board Meeting  
MINUTES  
Bristol Town Office – November 15, 2023**

*Select Board Members Present: Chad Hanna, Kristine Poland, Paul Yates*

*Also present: J. Riley*

Hanna called the meeting to order at 6:30pm and led the Pledge of Allegiance.

**Minutes**

On a motion by Yates and a second by Hanna, the minutes of November 1 were passed unanimously.

**Fire Equipment Donation**

Bristol Fire & Rescue was able to buy new extrication equipment after receiving a grant for \$35,000 from the Stephen & Tabitha King Foundation. They would like to donate their old extrication equipment to the Somerville Fire Department. On a motion by Hanna and a second by Yates, all agreed to donate the equipment.

**General Assistance Ordinance Adoption**

Bristol had a GA audit and it was discovered that the most current ordinance (2022) had not been adopted by the Town. A Public Hearing for the adoption of the 2022 General Assistance Ordinance will be held on December 5, 2023.

**MMEHT 2024 Rates**

The Health Trust announced a 4.25% increase for all POS Health Plans. There are no adjustments to Dental, Vision, Life Insurance, Income Protection or Long Term Disability Plans.

**HR Policy Review**

The staff called for a review of the paid time off and compensatory time sections of the HR policy. Currently, any unused PTO is forfeited at the end of the calendar year. The request to carry over up to 40 hours of unused PTO into the next calendar year was discussed. All agreed to this idea and thought it important the employee didn't lose any PTO if vacation scheduled late in the year had to be cancelled because the employee was called into work for emergencies or inclement weather. The compensatory time will be adjusted so salary, exempt employees and hourly, non-exempt employees receive the same number of hours. Other changes included the addition of the grade/step scale and language updates.

**Hatchtown Bridge**

The status report from Calderwood Engineering was reviewed. The permitting and utility coordination is almost finished and work has begun on the design of the new bridge. The project

will be a design build and the price will be submitted to the Town by mid-January for inclusion on the 2024 Town Meeting warrant.

### **Regular Business**

Abatements: On a motion by Poland and a second by Yates, abatement #2023-10 was approved. The building assessment was incorrect.

Correspondence. Healthy Kids sent a thank you letter for the 2023 appropriation of \$1200. An open house for Caring for Kids will be held at the New Harbor Fire Station on Sunday, 11/26 from 2pm – 4pm. The Town Admin asked if it would be appropriate for the Comp Plan Committee to send an email blast advertising the Public Hearing. All approved as long as it was clear in the email that public notice had been given on the website and LCN.

Building Permits. 001-017-A, 009-055-C, 031-068, and 003-092-K were reviewed.

Warrants. The Board reviewed and signed warrants for the Town, Fire and Parks Accounts Payable and Payroll and the Transfer Station.

Hanna gave notice of the following upcoming public meetings:

- Planning Board, Thursday, November 16th @ 6:30pm, Town Office
- Town Office closed Thursday, November 23rd and Friday, November 24th in observance of Thanksgiving
- Parks Department, Tuesday, November 28th @ 6:00pm, Ellingwood Center
- Harbor Committee, Thursday, November 30th @ 5:00pm, Town Office
- Shellfish Committee, Monday, December 4th @ 6:30pm, Town Office
- Select Board, Wednesday, December 6th @ 6:30pm, Town Office
- Comprehensive Plan Public Hearing, Thursday, December 7th @ 6:30pm, Bristol School Gymnasium
- Fish Committee, Thursday, December 7th @ 7:00pm, Town Office

### **Executive Session**

On a motion by Hanna and a second by Poland, the Board entered into Executive Session at 7:06pm for the following: M.R.S. Title 1, Ch. 13, § 405.6 A, to discuss a personnel matter.

The Board left the executive session at 7:23pm. On a motion by Hanna and a second by Poland, all approved to enter into an employment agreement with Rachel Bizarro from the period of January 1, 2024 through December 31, 2026.

The meeting adjourned at 7:28pm.

Respectfully submitted,

Rachel Bizarro  
Town Administrator