



**Select Board Meeting
MINUTES
Bristol Town Office, August 3rd, 2022**

*Selectmen Present: Chad Hanna (Chair), Paul Yates, Kristine Poland.
Also present: Chris Hall (Town Administrator); Randall Manning, Alan Hinsey and
Jim Corbett (Tidewater Telecom); Tom Dykstra (Broadband Committee).*

Chair Chad Hanna called the Board to order at 6.31 pm, followed by recitation of the Pledge of Allegiance.

Poland moved, seconded by Yates, acceptance of the Minutes of the meeting of July 20th as presented. Motion passed, 3 – 0.

Old Business:

Tidewater Telecom: Alan Hinsey, supported by Randall Manning and James Corbett, gave the Board an update on Tidewater's continuing expansion of fiber optic broadband coverage in Bristol. The Town Administrator recalled that March Town meeting voted to grant Tidewater \$100,000 from Bristol's ARPA money (the American Recovery Plan Act, or Covid relief money), funds which the Town can only use for certain infrastructure improvements, for extension of fiber-to-the-home. To this will be added the balance remaining from a foundation grant to the Town of which \$25,000 has previously been disbursed, and Tidewater's own investment.. By the end of this year, Tidewater expects that all but a handful of Bristol homes will have broadband access from either Spectrum cable or the (much faster) fiber service from Tidewater. In 2023 Tidewater are planning further expansion in the Round Pond and Pemaquid Point areas which are already served by cable; they will ask the Town for a second grant to continue the fiber rollout. Tentatively, the Board will consider recommending to the 2023 Town Meeting a second \$100,000 grant from the second tranche of ARPA funds.

Snow Removal: Seth Hagar gave the Board a briefing on the cost inflation he has seen in the two years since signing the current snow removal contract, which is for three years with an option on a further two. He reported diesel fuel cost increases over 100%, salt prices up by around 48%, and the need to increase driver wages by \$2.50 an hour to retain experienced crew. He asked the Board, with regret and apologies, to consider re-opening the contract to cover the inflated costs he could not afford to absorb. Overall, including overhead and equipment costs, he expected to ask for something in the region of an 18% increase.

He indicated that he will prepare a formula showing the fuel and salt prices, and allowing for increases based on the published prices of those items. This could allow for flexible pricing (up and down) depending on the costs of those two items which together account for over 60% of his total costs. He was heard with sympathy and the matter was tabled until September 7th by which

time he will have the formula ready for discussion.

The **Job Descriptions** for the Town Administrator, Tax Collector, Treasurer and Town Clerk, amended based on the separation of responsibilities voted by the Special Town Meeting of July 20th and tabled until today, were re-visited. Hall distributed Erin Reeves' evaluation on completion of her probationary period, and recommended that she be promoted from Deputy Treasurer to Treasurer, with John Riley taking the Tax Collector responsibilities as previously discussed.

Hanna moved, seconded by Poland, to accept the amended Job Description for Town Administrator as presented. Motion passed, 3 – 0, and the Board signed the Job Description.

Hanna then moved, seconded by Poland, to approve the Job Descriptions for Town Clerk, Tax Collector and Treasurer, and authorize the Town Administrator to sign. Motion passed, 3 – 0.

Appointments: Based on previous discussions and the Town Administrator's recommendation, Hanna moved, seconded by Poland, to appoint Erin Reeves as Treasurer and John Riley as Tax Collector for the period ending with the 2023 annual Town meeting. Motion passed, 3 – 0, and the Board signed the certificates of appointment.

Search for Town Administrator: Chris Hall having notified the Board of his intent to retire at year-end, he presented a contract from Eaton Peabody for the services of Don Gerrish to assist with the search for a new Administrator. It was proposed by Yates, seconded by Poland, to approve and sign the contract in the amount of \$6,000, to be charged to Town General Expense. Motion passed, 3 – 0, and the Board signed the contract.

Regular Business:

Building Permits: The Board reviewed and approved Permits for construction at Map 014, lot 035 and Map 016, lot 026.

Financial reports: The Board reviewed and approved the July bank statement and check reconciliation report, tax collection report and seven months expenses versus budget.

Warrants: the Board reviewed and signed Warrants for Accounts Payable for the Town, Fire Department, Education and Parks & Recreation.

Correspondence: the Department of Transportation notified the Town of the crack sealing work expected to commence on Route 130 on August 4th.

Di Mauro Electric submitted a quotation for an emergency generator for the Town Office, amounting to \$12,475.68. The Fire Chief is looking into possible grant funding for this; if such funding is not available it could be funded in 2023 from ARPA funds. Tabled until the return of Chief Sutter.

Public Comments: There were no public comments.

The Chair gave Notice of **Public Meetings** as follows:

- Parks and Recreation Commission, Tuesday, August 16th, 6.00 pm at Ellingwood Information Center
- Select Board, Wednesday, August 17th, 6.30 pm at the Town Office
- Comprehensive Plan Cttee., Tuesday August 23rd, 7.00 pm at the Town Office

There being no other business before the Board, the Board adjourned at 8.01 pm.

Respectfully submitted,
Chris Hall
Town Administrator