



**Select Board Meeting  
MINUTES  
Bristol Town Office, August 24<sup>th</sup>, 2022**

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

*Also present: Chris Hall (Town Administrator); Don Gerrish (Eaton Peabody).*

Chair Chad Hanna called the Board to order at 6.30 pm, followed by recitation of the Pledge of Allegiance.

Poland moved, seconded by Yates, acceptance of the Minutes of the meeting of August 17<sup>th</sup> as presented. Motion passed, 2 – 0, Hanna abstaining as he had been absent from that meeting.

**Recruiting new Town Administrator:**

The Chair invited Don Gerrish, of Eaton Peabody, to join the Board at the table to discuss the timetable for hiring a new Town Administrator upon the retirement of Chris Hall, under the contract approved by the Board on August 3<sup>rd</sup>.

Gerrish presented a draft timetable for advertising the position, reviewing applications, identifying a short list of candidates, interviews, selection of a candidate for negotiation of a contract, and hopefully contracting with the preferred candidate in November. The hire date would depend on how much notice the candidate must give their current employer.

Gerrish also submitted a draft advertisement, which – with minor changes – the Board agreed would appropriately be posted with the Maine Municipal Association, its equivalent bodies in New Hampshire and Massachusetts, the Lincoln County News, and the town’s web site.

Gerrish took away the job description and current Administrator’s employment contract for study, and future discussion with the Board. He agreed that he will submit resumes to the Board Chair who will distribute them to the other Board members.

**Regular Business:**

**Building Permits:** There were no building permits submitted by the Code Enforcement Officer.

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

**Correspondence:** Hall reported a letter from KMA Consulting, reminding that the Town has 22.5 prepaid hours available which expire on November 30. The Board asked Hall to request a three-month extension of that deadline, to afford a new Town Administrator the opportunity to use their assistance.

**Public Comments:** There were no public comments.

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

- Harbor Committee, Thursday, August 25<sup>th</sup>, 5 pm at the Town Office
- Fish Committee, Thursday, September 1<sup>st</sup>, 7 pm at the Fish Ladder
- Parks and Recreation Commission, Tuesday, September 6<sup>th</sup>, 6.00 pm at Ellingwood Information Center
- Select Board, Wednesday, September 7<sup>th</sup>, 6.30 pm.

There being no other business before the Board, the Board adjourned at 7.21 pm.

Respectfully submitted,

Chris Hall

Town Administrator