



**Selectmen's Meeting
MINUTES
Bristol Town Office, October 6th, 2021**

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

Also Present: Chris Hall (Town Administrator); Lynde Dodge-Welch, Jessica Westhaver and Rachel Bizarro (Town Office Staff, for the Executive Session); Darin Carlucci (School Board Chair), J.W. Oliver and Rebecca Cooper (School Board), Jennifer Ribeiro (Principal) and John Carroll (AOS 93 Facilities Manager) (for Item 3, discussion of school renovation plans); Alfred Ajami; Richard Francis; Charles Hanson; Greg Stewart.

The Board was called to order by Chair Hanna at 6:00 pm. He moved that the Board enter Executive Session to discuss personnel matters, pursuant to M.R.S. Title 1, chapter 13, section 405.6 (A). The motion was seconded by Poland and passed, 2 – 0. The Board entered Executive Session at 6.01 pm, and left Executive Session at 6.50 pm.

The Chair called the Board to order for public business at 7.00 pm, followed by the Pledge of Allegiance.

The Chair announced that as a result of the Executive Session, which reviewed updated Job Descriptions for Town staff prepared with the assistance of KMA HR Consulting, the Board have directed the Town Administrator to bring clean copies of the new Job Descriptions to the November 20 meeting for signature by the Board. He also gave notice that a further Executive Session would be held at 7 pm on Wednesday, October 13th, to review KMA's recommendations on wages and salaries.

Minutes: Poland requested that the Minutes of September 22nd be deferred to October 20th, as she was not at that meeting and Yates was not present this evening. Poland then moved that the Minutes of September 15th be accepted as written. Motion seconded by Hanna and passed, 2 – 0.

School renovations and additions: The School Board had requested time to discuss the needs of the Bristol Consolidated School for renovation and construction over the next several years. The Board Chair, Darin Carlucci; Principal, Jennifer Ribeiro; and John Carroll, Facilities Manager, discussed the need for renovations, for safety enhancements such as a sprinkler system, and for provision of a cafeteria and additional classrooms required both by the increase in student numbers and the post-Covid requirements for additional physical space per student. They stressed that there is currently no specific plan, but that a range of needs have been identified.

Chair Hanna referred to the 2002 plans drawn up by architects SMRT of Portland, which differed from the current thinking chiefly in adding a new gymnasium and converting the gym to a cafeteria, rather than adding a cafeteria. It was agreed that the 2002 plans, estimated to cost circa \$1,500,000 in 2002 dollars, were a good basis for discussion with architects today. It was pointed out that the 2002 Plan had been voted down by the Town, at a time of declining student enrolment.

In response to a question from Hall, the School Board chair indicated that he expected his Board to include funding for the necessary planning and structural, architectural and engineering studies in the budget request to the 2022 Town Meeting. School Board member J.W. Oliver, from the floor, added that a portion of the expected surplus funds remaining at the end of the 2021-22 school fiscal year could be set aside for costs relating to the project, possibly as much as \$500,000.

The Chair wished the School Board well in planning this project, saying that if they demonstrate the needs to the Town, he expects the Town will certainly vote the funding.

Emergency Planning: Hall reported on discussions about a half-day, all-staff planning exercise, to include officers of Bristol Fire and Rescue, under the direction of Lincoln County Emergency Planning Director Casey Stevens. The Board approved the proposed date of Thursday, November 18th, from 12 noon to 4 pm. The Town Office will be closed to the public that afternoon, and staff will be required to attend. Representatives of the School will be invited.

Old Business:

Use of ARPA funds (tabled on September 15th): The Town Administrator presented a list prepared by the Treasurer of town staff and Fire and Rescue active members who would qualify for frontline Covid ‘public sector premium pay’ as allowed under the ARPA guidelines. Including payroll taxes, he proposed disbursements totaling \$18,927, using the same criteria used by Nobleboro and other towns. It was moved by Hanna, seconded by Poland, to authorize the disbursement of \$18,927 in ‘public sector premium pay’. Motion passed, 2 – 0. Discussion of other ARPA disbursements was deferred until after the presentation by Tidewater Telecom scheduled for October 20th.

Matters Referred by Other Town Bodies:

Shellfish Committee: The Committee requested the formal re-appointment of Shellfish Warden Brent Barter. His appointment was moved by Hanna, seconded by Poland. The motion passed, 2 – 0, and the Notice of Appointment was signed.

The Committee also referred to the Board for approval their proposed allocations and fees for licenses for 2022. These reflect no change over 2021. The Committee proposed:

- 10 Commercial Resident Licenses; fee \$440 or \$200 if conservation work is performed.
- 2 Commercial Non-Resident Licenses at \$640, or \$400 with conservation work.
- 1 Commercial Student Resident License, \$150;
- 100 Recreational Resident Licenses at \$25;
- 20 Recreational Non-Resident Licenses at \$40.

Hanna moved, and Poland seconded, a motion to approve the proposed license allocations and fees. The motion passed, 2 – 0.

Regular Business:

Abatement Warrant: It was moved by Poland, seconded by Hanna, to approve Abatement Warrant number 2021-0009, for property at Map 004 Lot 095-B, in the amount of \$1,928.88. Motion passed, 2 – 0, and Selectmen signed the Warrant.

Building permits: Applications were reviewed and approved for properties at Map 004, lot 145-P; Map 014, lot 030; and Map 016, lot 020.

Month-end Financials: The Board reviewed the monthly and year-to-date (nine months to September) reports of Town and Parks cash balances; expenditures vs. budget; and the Checkbook, Real Estate and Personal Property reconciliations.

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

The Town Administrator reported no correspondence for the Board.

There were no public comments.

The Chair gave Notice of the following upcoming meetings:

- Fish Committee, Thursday, October 7th, 4.00 pm at the Bristol Mills Dam
- Planning Board, Thursday, October 7th, 7.00 pm at the Town Office
- Comprehensive Plan Committee: Tuesday, October 12th, 7.00 pm at the Town Office
- Board of Selectmen, Executive Session on personnel matters (wage and salary review), 7.00 pm at the Town Office
- Appeals Board, Thursday, October 14th, 7.00 pm at the Town Office
- Parks and Recreation Commission, Tuesday, October 19th, 5.30 pm at the Ellingwood Information Center
- Board of Selectmen, Wednesday, October 20th, 7.00 pm at the Town Office
- Harbor Committee, Thursday, October 28th, 5.00 pm at the Town Office

Per the Agenda, the Town Administrator requested a short Executive Session to notify the Board of a possible complaint and disciplinary matter, and to discuss his forthcoming contract renewal. Chair Hanna moved that the Board enter Executive Session to discuss personnel matters, pursuant to M.R.S. Title 1, chapter 13, section 405.6 (A). The motion was seconded by Poland and passed, 2 – 0. The Board entered Executive Session at 7.50 pm.

There being no further business, the board adjourned at 7.58 pm.

Respectfully submitted,

Christopher Hall
Town Administrator