



**Selectmen's Meeting
MINUTES
Bristol Town Office, October 27th, 2021**

Selectmen present: Chad Hanna, Kristine Poland, Paul Yates

Also present: Chris Hall (Town Administrator); Rachel Bizarro (Town Clerk); Scott Sutter (Fire Chief); Joe Rose (Code Enforcement Officer); Jessica Westhaver (Treasurer); Sean Hunter (Highway Foreman); Lynde Dodge-Welch (Office Assistant).

The Board was called to order by Chair Hanna at 6.30 pm.

Payroll Arrangements:

The Board had invited staff to join them for presentation of new pay grades (based on responsibility) and steps (based on experience), using input from KMA Human Resources Consultants. A table was circulated showing six grades: 1 to 3 being hourly staff and 4 to 6 being salaried. Within each grade, progressive steps are established for years of experience (not necessarily seniority, as experience elsewhere could be considered for new hires).

All year-round town staff will in future be paid biweekly, with no distinction between hourly and salaried staff; whether to apply this also to summer part-time workers for the Parks Department, will be referred to the Parks Commissioners.

Options for a retirement plan will be developed based on the principle that the Town would match up to 5% of an employee's pay set aside in a qualifying retirement vehicle. In discussion of this, it was stated that a dedicated, managed plan for Town employees might be expensive in administrative overhead as there are so few employees to spread it over; it might be better to allow employees to maintain their own IRAs or similar accounts. The Treasurer and Town Administrator will continue to look at options.

Payroll changes will be effective after approval by the March 2022 Town meeting, and adjustments will be retroactive to January 1st.

A Special Town Meeting on December 22nd will be asked to approve bonus payments from the American Recovery Plan Act (ARPA) funds, up to a maximum of \$2,000 for full-time staff who had worked throughout the year under conditions of Covid.

Chair Hanna summed up by saying that this is the product of a long and difficult process; he felt that everybody is getting something and everybody is being treated fairly.

Other Business:

Warrants were reviewed and signed for Payroll and Accounts Payable for the Town Office, Bristol Consolidated School, the Fire and Rescue Department, Parks and Recreation Department and the Bristol / South Bristol Transfer Station.

Executive Session: A motion to enter Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters, was proposed by Hanna, seconded by Yates, and passed 3 – 0. The Board entered Executive Session at 7.30 pm.

The Board left Executive Session at 8.19 p.m.

The Chair announced that Poland will draft a three-year contract for the Town Administrator, and he will be evaluated in Executive Session on November 3rd.

There being no further business, the Board adjourned at 8.22 pm.

Respectfully submitted,

Chris Hall
Town Administrator