



**Selectmen's Meeting
MINUTES
Bristol Town Office, November 17th, 2021**

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

Also Present: Chris Hall (Town Administrator); Scott Sutter (Fire Chief); Jared Pendleton (First Assistant Chief).

The Board was called to order by Chair Hanna at 7:00 pm.

Poland moved that the minutes of November 3rd be accepted as presented. The motion was seconded by Hanna and passed, 2 – 0.

New Business

Treasurer position: With the expected departure in early December of Treasurer Jessica Westhaver, Hall asked for guidance on advertising the position. No relocation allowance will be offered, and the compensation will conform to the grade / experience grid agreed by the board on October 13th. Hall will advertise the position after Selectmen confirm with Westhaver her intent to leave.

Hall will identify apparently well-qualified candidates when applications are received. Once a short list of good candidates is identified, they will be interviewed by the three Selectmen plus the Town Administrator.

The board directed Hall to add Lynde Dodge-Welch as signatory to the Town's bank accounts at The First.

General Assistance: it was moved by Poland, seconded by Hanna, to appoint Hall as the General Assistance Administrator for the balance of the term ending with the March 2022 Town meeting. Motion passed, 2 – 0, and Selectmen signed the certificate of appointment.

Bibber Trust: it was moved by Hanna, seconded by Poland, to make Town Administrator Hall the town's signatory on the account of The Bibber trust. Motion passed, 2 – 0.

Old Business

Fire Chief contract. Chief Sutter, accompanied by First Assistant Chief Jared Pendleton, described the stress that members of Bristol Fire and Rescue are under due to the small number of volunteers available for call especially during the working day. It is essential,

they argued, for the Chief to be available during the working week as he – along with the EMS Service chief – are usually the only ones available for response to EMS calls. More members respond when there is a major incident, but many are stretched in their personal lives and jobs and, while members do not do the job for the money, it must be made financially possible for them to take time away from their business or workplace.

It was agreed that it is not sustainable for the Chief to be in effect on standby 24/7. Chad asked that the Department come up with a plan to allow the Chief free time. He asked what it would cost to cover weekends with members other than the Chief. In discussion, it was suggested that at the Officers' meeting scheduled for November 23rd there should be discussion of payments to members to be on standby at weekends and other times when the Chief may not be available, to give him personal and family time to avoid burnout. He will report back with the results of that discussion, and build appropriate personnel costs into the draft 2022 budget. The matter will be discussed further in Executive Session.

Regular Business

Open Space Land Classification: Selectmen approved an update of trust ownership on land classified as Open Space at Map 006, lots 053 and 054.

BETR equipment update: Selectmen (as Assessors) reviewed and approved a application by Masters Machine Company for state reimbursement of a portion of their Personal property taxes paid in 2020 under the Business Equipment Tax Reimbursement program.

Building Permits: Building permits were approved for structures at Map 002, lot 93-12; Map 03A, lot 074; Map 004, lot 140-B; Map 006, lot 080-1; Map 027, lot 042; Map 031, lot 048.

Appointments: Appointments to the Comprehensive Plan Committee were tabled to December 3rd to allow participation by the full Board.

Warrants: The board reviewed and approved Payroll and Accounts Payable warrants for the Town, Bristol Fire and Rescue, Bristol Consolidated School, Parks Department, and the Bristol/South Bristol Transfer Facility.

Correspondence: A letter was received from Alfred Ajami stepping down, with regret, from his position as Chair of the Comprehensive Plan Committee due to health problems. His position will be filled on an interim basis by Vice-Chairs Jessica Yates and Richard Francis as acting Co-Chairs.

The Harbor Committee forwarded for the board's information a proposed Memorandum of Understanding with Online Mooring, Inc., a supplier of software for management of harbor mooring fields. They proposed to accept this MoU at their forthcoming meeting on Thursday November 18th. The contract can be signed by Hall as within his signatory authority as Purchasing Agent.

Executive Session: Hanna moved, seconded by Poland, that the Board move into an Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters. Motion to passed, 2 – 0, and the Board entered Executive

Session at 8:08 pm.

The Board left Executive Session at 8.57 pm.

Chair Hanna reported that no action will be taken as a result of the Executive Session.

There being no further business, the Board adjourned at 8:58 pm.

Respectfully submitted,
Chris Hall
Town Administrator