



**Selectmen's Meeting
MINUTES
Bristol Town Office, December 1st, 2021**

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

Also Present: Chris Hall (Town Administrator); Jessica Westhaver (Treasurer); Scott Sutter (Fire Chief); Brad Pendleton, Paul Leeman Jr.

Executive Session: The Board was called to order by Chair Hanna at 6.30 pm. It was moved by Hanna, seconded by Poland, to move into Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing personnel matters. Motion to passed, 3 – 0, and the Board entered Executive Session at 6.31 pm.

The Board left Executive Session at 6.43 pm and adjourned until the start of Public Business at 7 pm.

Public Session: At 7.00 pm Chair Hanna called the meeting to order and led the recital of the Pledge of Allegiance.

Poland moved that the minutes of November 17th be accepted as presented. The motion was seconded by Yates and passed, 3 – 0.

The Chair reported that in Executive Session, the Board had accepted, with regret, the resignation of the Treasurer, Jessica Westhaver, effective December 3rd. he thanked her for her service to the Town.

Comprehensive Plan Committee: The Chair invited Richard Francis and Jessica Yates, Acting Co-chairs of the Comprehensive Plan Committee, to discuss a memorandum prepared by them requesting additional appointments to the committee to maintain its numbers at 19, following the resignations of four members over the preceding six months due in each case to the time commitments involved. Yates explained that the Committee had several residents working with them who are not full members, but are considered advisors to the Committee and are a valuable part of its work. The Committee had discussed who to nominate to the board as new full members with a view to maintaining a balance of gender, of geography within the town, and between established families and more recent residents. Four persons had been sponsored by existing Committee members as follows:

- Darcee Harrington, sponsored by RoseAnne Holladay;
- Steve Jorgensen, sponsored by Tom Bishop;
- Wendy Pendleton, sponsored by Becky Cooper;
- Mary Piasecki, sponsored by Alex Beaudet.

Hanna moved, with Poland seconding, to appoint the four nominees as presented. Motion passed, 3 – 0, and the Chair asked Hall to bring Certificates of Appointment to the next meeting for signature.

Fire Chief's Contract: Chief Sutter asked what allowance would be made for inflation, given the news that the inflation rate has reached approximately 6%. It was noted that the 'grid' of grades and experience ratings had been prepared in August and September, and that inflation since that time has already eroded purchasing power by around 2%. After discussion, Hanna moved that the salary grid be amended by a 2 1/2% increase for all staff not currently holding a contract, with effect from January 1st. The motion was seconded by Poland and passed, 3 – 0.

This increase was added to the 2022 salary set out in the Chief's contract, which was then signed by the Board and by Chief Sutter.

Second Executive Session: The Chair then moved, seconded by Poland, to enter a second Executive Session pursuant to M.R.S. Title 1, chapter 13, § 405.6.A for the purposes of discussing a personnel matter at the request of the Fire Chief. Motion passed, 3 – 0, and the Board entered Executive Session at 7.50 pm.

The Board left Executive Session at 8.14 pm.

As a matter arising from the Executive Session, the Chair moved that the Town Administrator should contact the Town's Attorney to seek assistance with a Workers Compensation issue. Seconded by Yates, the motion passed, 3 – 0.

The Chair also directed the Town Administrator to look into whether AFLAC supplemental insurance for emergency services personnel would be appropriate for the town to purchase, and also to seek a legal opinion as to the practicality and legalities of setting up a municipal fund to compensate town employees incurring injury on or arising from their job.

Warrant for Special Town Meeting: It appeared that there would not be a need for Articles appropriating funds to cover deficits in accounts that could not be met from Contingency. The remaining proposed Article is to appropriate up to \$20,000 from ARPA federal grant funding to make bonus payments to staff who have worked through the Covid epidemic.

In response to questions from the Fire Chief, it was explained that the allocation of the money is based on one dollar per hour bonus pay for each hour worked in the preceding year. Thus a full time employee at year end would be granted \$2,000, and all others paid in proportion to their hours worked. After considerable discussion, the Chair stated his belief that it is neither practical nor fair to try to distinguish between different levels of risk of Covid exposure in different positions; he favored sticking with the \$1 per hour as an easily understood basis for the payment. Yates then moved to accept the Warrant article for \$20,000 as drafted. The motion was seconded by Poland and passed, 3 – 0.

Hall presented a question that had arisen at the staff meeting, regarding the effective dates of changes in the payroll timing and the move of certain staff to salaried, exempt status. The Board confirmed that as in the past adjustments in wages and salaries would

take effect after budget approval at Town Meeting, excepting existing contracts, and that increases would be paid retrospectively to January 1st. The change to biweekly payroll deposits for all will commence January 1st.

Hall also noted that there had been discussion of compensation time for personnel. He noted that the Human Resources Handbook is clear on the subject for exempt staff, and the practice for non-exempt staff will continue to be that while salaried staff are expected to work irregular hours such as evening meetings without additional pay or comp. time, they are expected to be flexible in their hours so as not to regularly work hours far in excess of 40 per week. Thus for example, if a member of the Parks or Fire staff has to work on Saturday and Sunday, they are expected to take (for example) Monday and Tuesday off work. Poland, agreeing, said this should be considered a Flex-Time working rather than Comp Time.

The Chair proposed that the first draft of a 2022 Town Budget, prepared by the town Administrator, be considered homework by the Board, and discussion was tabled to December 15th.

Regular Business:

The Board reviewed and signed the November check reconciliation report, and real estate and personal property tax reconciliation reports.

One application for recertification of Tree Growth status was reviewed and signed.

One Building Permit application, for Map 02A, lot 040A, was reviewed and approved.

The Board reviewed and approved Warrants for Payroll and Accounts Payable from the Town, Fire and Rescue, Parks, Bristol Consolidated School and the Bristol / South Bristol Transfer Station.

Under Correspondence, a card of thanks from Lincoln County EMA Director was noted.

The Chair gave Public Notice of the following upcoming meetings:

- Shellfish Committee, Monday December 6th, 6.30 pm at the Town Office
- Parks and Recreation Commission, Tuesday, December 7th, 6.00 pm at the Ellingwood Information Center
- Comprehensive Plan Committee, Tuesday, December 14th, 7.00 pm at the Town Office
- Select Board; an Executive Session will be held on Wednesday, December 8th, at 6.30 pm, to interview a job candidate. The next Regular meeting will be on Wednesday, December 15th, 6.30 pm at the Town Office
- AOS 93 Budget Meeting, Wednesday, December 22nd, 6:00 pm at Great Salt Bay School, Damariscotta
- Special Town Meeting: Wednesday, December 22nd, 7:00 pm at the Town Office

There being no further business, the Board, the adjourned at 9.01 pm.

Respectfully submitted,
Chris Hall
Town Administrator