

**Town of Blue Hill  
Select Board Meeting  
Monday, November 20, 2023  
Minutes**

**Call the Meeting to Order at 5:30pm**

1. **Quorum and meeting attendance** – E. Best (Chair), J. Dow, S. Miller, S. Dooley (online), J. Atwell (Town Administrator – online), B. Adams (Road Commissioner—online), M. Rockwell (Treasurer), D. Robertson (Harbor Master) and the press.
2. **Approve Select Board Meeting Minutes of November 13, 2023** – Tabled until next meeting.
3. **Public Comment** – D. Robertson spoke to the Board concerning the crane at the Village wharf. He reported that some fishermen are using it with their own equipment and that, as a result, the Marine Resource Committee would like to keep it in place.

Robertson also spoke about the town floats. They were removed by Sparky Clifford on Sunday. He would like to get into a float replacement rotation so that it doesn't all fall in the same year. They do not have an estimate yet on new floats but hope to receive one soon.

There was discussion about adjusting the South Blue Hill Wharf rules to allow trailers with a dingy once floats are removed.

**Business**

1. **Mountain Road Construction Bids** – S. Miller would like to understand the bid package a little more. What will be the total project cost (including project oversight)? Given that the bids are based on estimated quantities, how much more than the stated price might the project ultimately cost? What is the likely interest rate for borrowed funds (and how different is that rate from the example rate used when Town approval was received)?

B. Adams stated that they needed to move fast, but indicated his view that the Town should work with a civil engineer to confirm that the work is being performed to the bid specifications. It was agreed that the Town would request that Haley Ward provide the Town with copies of the 5 bids received from contractors, a copy of the bid package, and an estimate of the cost of ongoing project oversight by Haley Ward. The Board expressed a willingness to schedule a special meeting if materials come in before the end of the week.

B. Adams also expects to provide some oversight of the project. He would check in on a regular basis so that he might understand what they are doing and communicate with the crew. He also mentioned having the Board do a “meet and greet” so the contractor’s foreman would know who is involved from the Town’s side.

2. **Town Office: 10-Hour workdays for hourly office staff** – J. Atwell asked the Board if they were at all interested in considering being open to the public four days versus five days. Two were not in favor and two were maybes. She proposed that for now they could keep the same schedule to the public and start cross training the office staff. Ultimately, she would like to see the public hours change to 7:30am – 5:00pm Monday through Friday once the cross training has been completed. There would be only two people in the office on Mondays and Fridays. S. Miller stated he would like to give it a try and that Julie should manage the details of which staff members work which days. The towns of Belfast and Bucksport have recently moved to four days per week and the citizenry seems to like it.
3. **Review proposed changes to employee policies** – S. Miller reviewed the proposed changes to the Employee Policy document and some specific text in the policies with the Board. Among other things, there was discussion on the percentage of health benefits that the Town would contribute towards employees benefits. Miller and Atwell will revise the document and present it for approval at the next Select Board meeting.
4. **Review of proposed changes to Town “Chart of Accounts”** – S. Miller reviewed the proposed changes to the Chart of Accounts. There was discussion about how to capture the public works department. J. Dow moved to adopt the new chart of accounts effective immediately. S. Miller seconded. Vote: 4/0 Approved.
5. **2022 Audit Status**
  - a. **Financial Statements**
  - b. **Management Representation Letter**
  - c. **Management Letter**

The Board discussed the revised draft of the audit and the Management Letter.
6. **Map 29 Lots 69 & 70 – Inquiry** – This item was tabled for another meeting.
7. **Assessing Service Proposal** – This item was tabled for another meeting.
8. **Capital Investment Plan** – J. Dow motioned to adopt the Capital Investment Plan as written. S. Dooley seconded. Vote: 4/0 Approved.

### **Other Business**

1. **Libby Campbell Survey** – E. Best stated that 85% of the survey fieldwork for the Town-owned property on the Salt Pond has been completed.
2. **Cemetery Trees** – J. Dow updated the Board concerning cemetery trees. He spoke with Phil Norris, the Town Tree Warden. There are about 8 trees that need to be removed. He has contacted Meadowsweet Tree & Landscaping to get the work completed.

### **Meeting Updates/Reminders**

1. **Town Office Closures** – The Town Office and the Transfer Station are closed on Thursday and Friday in observance of the Thanksgiving Holiday.
2. **Select Board Meeting** – Monday, November 27<sup>th</sup>, 2023, at 5:30pm in the Town Hall.

**Adjourn**

The meeting was adjourned at 7:30pm.