



# ***Executive Committee Meeting***

**February 11th, 2022, 1:00 PM**

**Zoom**

## **Agenda**

**1) Call to Order**

**2) Public Comment**

Members of the public in attendance of today's meeting have an opportunity to provide public comment on today's agenda items.

**3) Approval of November 9th, 2021 BACTS Executive Committee Meeting Minutes (Attachment A)**

**4) BACTS Priorities 2022**

**Staff Report**

Staff would like to discuss with the Committee the goals and priorities for BACTS to build toward in the calendar year 2022.

***Proposed Action: For discussion only.***

**5) BACTS Staffing Discussion**

**Staff Report**

Staff would like to discuss current job openings at BACTS as well as potential future openings.

***Proposed Action: For discussion only.***

**6) BACTS Office Space - On hold**

**Staff Report**

Staff would like to discuss with the Committee various options for the BACTS office space.

***Proposed Action: For discussion only.***

**7) BACTS Meeting Locations**

**Staff Report**

Staff would like to discuss with the Committee various options for BACTS to conduct meetings.

***Proposed Action: For discussion only***

**8) Upcoming Meetings**

Policy Committee - February 15th, 2022

Transit Committee - March 2nd, 2022



**Attachment A**  
**Executive Committee Meeting**  
**November 9th, 2021**  
**2:00 PM**  
**GoogleMeet**

**Minutes**

Committee Members	Affiliation
John Theriault	Bangor
Belle Ryder Rob Yerxa	Orono
Linda Johns	Brewer
Sara Devlin	BACTS

- 1) **Call to Order**  
Meeting called to order by John Theriault at 2PM.
- 2) **Public Comment**  
There were no public comments.
- 3) **Approval of April 16th, 2021 BACTS Executive Committee Meeting Minutes**  
Meeting minutes were approved as written.
- 4) **BACTS Priorities 2022**  
Committee discussed a long term vision for BACTS and recommended staff research regional models for COG like organization. Committee expressed interest in BACTS obtaining additional contracts with MaineDOT, municipalities, or other organizations, with a focus on local technical assistance and potentially land-use planning.
- 5) **BACTS Staff Merit Cap and Title Changes**  
Per the Personnel Policies and Procedures, the Executive Committee is responsible for setting the cap for merit increases for BACTS staff. The Committee agreed to a one time Cost of Living Adjustment, which will reflect the percentages in the New England Consumer Price Index. The Committee also set the merit increase cap at 5%. The Committee also approved a title change from Office Coordinator to Office Manager for an existing staff member.
- 6) **BACTS Office Space**  
Committee discussed the need for larger office space, which would include meeting space for future meetings. The Committee requested that staff prepare a memo outlining the need for additional space.

**7) BACTS Meeting Locations**

Committee discussed the locations of committee meetings. Committee decided to keep hosting meetings virtually and to look towards a hybrid option in the future.

**8) Meeting Adjourned**

Meeting was adjourned at 3:40, the committee entered into Executive Session to conduct the Executive Directors evaluation.