

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday January 21, 2019**

Selectboard members present: Chair Peter Coffey, Vice-Chair Joel Bouvier, Peeker Heffernan, Ted Lylis, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Police Chief Bruce Nason.

Others present: Porter Knight and Ian Albinson.

**I. Call to Order.**

1. Chair Peter Coffey called the meeting to order at 6:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No Additions, removals, or adjustments.

**II. Public Forum.**

1. Porter Knight asked about the corner of Garfield and North Street. During the winter months snow piles up and you can't see over the snow banks. The problem is year-round. Porter asked if there could be a curved mirror put up across the street on the North Street side. Joel Bouvier suggested having a letter sent to the owners to have the snow removed and if it isn't then the Town will remove it and bill the owners. Valerie Capels will send a letter. The Selectboard can't do much about the parking. Valerie Capels will check with Eric and Champlain Valley to see about putting up a curved mirror on the pole.

**III. Regular Business.**

1. Continued consideration of recommendations for use(s) of the Andrew Johnson estate bequest.

- Peeker Heffernan suggested using the money to invest and use the interest only, replant trees and student community service projects.
- Peter Coffey suggested to spend \$10,000 annually, maintaining and replacing the trees, and trails.
- Michelle Perlee suggested to use the interest only and decide year to year what to use it for, and trails.
- Joel Bouvier suggested to invest the money, put money in the budget to plant and replace trees, and use the money to match grants, but not if they are more than \$10,000 to \$20,000.
- Ted Lylis suggested investing the money and to replace trees.

Peeker Heffernan moved to invest the money and use the interest only to fund trees, trails, and forest-related projects that evoke the memory of Andrew Johnson every year. Ted Lylis seconded. So voted. If one year the Selectboard decides not to use the interest and invest it again then at least talk about it and take the opportunity to remember Andrew Johnson and his generosity.

2. Budget workshop: General Fund, Capital Budget and Plan. The Selectboard discussed the General Fund, Capital Budget and Plan. There was discussion about the Administrative Assistant's salary being broken into different areas: Assistant Clerk, Administrative Assistant,

Water, and Sewer. Joel Bouvier asked why if the salaries went down the health insurance went up. The percentage of each town employee changed just slightly for each department. There are three listers and Craig will be at 15 hours. The new person will need to be trained. The supplies line in the Planning and Zoning budget is over because Kris Perlee created a folder that is given to the person that needs a permit and has all the information needed to apply for permits needed. He is also reorganizing the permit files. The attorney fees was increased to \$8,000. The Zoning Board stipends have not been used. Some members may not have realized there was a small stipend. The Zoning attorney fees was lowered to \$2,500. The stipend for Health Officer was not issued last year. Valerie will look into that. There was discussion about use of the Capital Building Fund to address wiring in the bell tower and under the stage in Holley Hall . It was confirmed that Delinquent Tax Collector compensation is a stipend. Street Lights item under Public Safety would like to see this number stay at \$28,500 instead of \$25,000. The Police Responses do not match according to Police Department budget, so the number on the Public Safety budget was increased to \$5,400. DominionTech Services was added to the budget. Fire Department mowing leave at \$900. Delete line "Fire/Apparatus Pump Service & Testing" line under Fire Department budget since all zeros. Landfill Closure amount Jen Myers noted should this line item be removed. The Holiday Committee funding allocation has been moved to the Bristol Recreation Department and she will use it to decorate Holley Hall for the holidays. Highway General Operating Fund page 10 under Miscellaneous was increased from \$1,000 to \$2,000. Joel Bouvier suggested having Valerie Capels ask the fuel company to fill the tanks in May that way it is more accurate of what is being spent for the year and then when the heat is turned back on in the fall the tank is full. Joel thought the Guard Rail line should be increased from the suggested \$3,000 to \$3,500. Peter Coffey said Eric was working on the guard rails for next year and he must have budgeted for them. There was discussion about whether the Youth Center Events Income under Arts, Parks, & Recreation Department projected revenue of \$5,000 is too much. Valerie said they plan on doing more summer activities. Reducing the Pottery Studio revenues of \$13,050 down to \$12,000 was discussed. The Selectboard agreed to give this another year. For the Youth Center Health Insurance budget was increased to include a single taking the health insurance since Brian currently takes the buyout and is leaving the department. The health insurance line for Youth Center increase to \$17,928. There was discussion about the trash removal for the Youth Center and why it's at zero. Valerie will look into it. Capital Technology Fund was increased from \$5,000 to \$10,000. "Capital Road Fund - Paving" increase from \$100,000 to \$125,000. Conservation Reserve Fund Jen Myers had a note to decrease from \$10,000 to \$5,000. Right now, the fund total is about \$40,000. There was agreement to leave it at \$10,000. Valerie will talk with them for next year whether to decrease it to \$5,000. Charter House did not get their paper work in, so this was removed from the budget. The Selectboard discussed using part of the Undesignated Fund balance and need to get more information put together before they decide.

3. Continued review of the Town Meeting warning. Technology fund and paving needs to be increased on the warning. There was agreement to add another article to put money into the Capital Building Fund.

4. Review of the Police District Annual Meeting warning. There was agreement to go with the February 18 informational meeting for the Police District at 6 p.m. and on March 4, 2019 at 6 p.m. Police Budget item "Homeland Security" should be deleted. Bruce said the permanent

speed detector will probably be installed on North Street just inside the Police District. Joel Bouvier moved to approve the Police Warning in the amount of \$468,769. Pecker Heffernan seconded, so voted.

5. Review draft Town Reports: Selectboard and Town Administrator, Water and Sewer Districts, etc. Dedication will be discussed in Executive Session. Selectboard members had no changes to the draft combined Selectboard and Town Administrator annual report. There was agreement that budget section should be added.

6. Review of draft Water and Sewer District budgets. Peter Coffey asked Ian Albinson if installing solar panels to reduce the electricity at the pump house would be possible. Ian said the Energy Committee is looking at how to reduce the electricity use for the Town and that was one item that came up. For the water budget, increase the water rents by \$5,600 and the water connection fees increase from \$1,000 to \$2,000. Under expenses increase insurance by \$15. Water budget total water revenue and expenses are \$264,450. Joel Bouvier asked about the water capital plan and Valerie said she has not had the chance to look at that. Sewer budget revenue \$42,400 and expenses \$42,400.

7. Determine if meeting on January 28 will be needed to finalize budget and Town Meeting preparations. If so, determine affect on the February meeting schedule. There was agreement that the Selectboard will need meet on January 28, 2019 as a special Budget meeting and regular Selectboard meeting on February 4, 2019.

8. Approval of meeting minutes of December 17, 2018, January 7, 2019, and January 14, 2019. December 17, 2018 is not ready. Pecker Heffernan moved to approve the January 7, 2019 minutes with minor corrections provided by Michelle Perlee. Ted Lylis seconded. So voted.

9. Authorize accounts payable warrant and any liquor licenses. \$67,034.42.

10. Selectboard Concerns.

Ted Lylis expressed annoyance about when people have their driveways plowed, the snow is being packed onto the sidewalks.

Pecker Heffernan said he saw that Cyrus is doing a water repair on Mountain Street Extension. Pecker talked with him about clearing hydrants and if he needs help to ask him.

IV. Town Administrator's report. Valerie Capels reported that the Mountain Street Extension water line break repair work will be done on Wednesday January 23, 2019. People in the area will have no water for part of the day and will be notified tomorrow. Notice will be put on Front Porch Forum and Facebook.

#### **IV. Other Business.**

1. Correspondence, reports, correspondence received. No discussion.

#### **V. Executive Session.**

Michelle Perlee moved to enter executive session finding that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding personnel matter per 1 V.S.A. §313(a)(3), and potential real estate negotiations per 1 V.S.A. §313(a)(2). Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 9:28pm to 9:55pm. Upon returning to open session, Michelle Perlee made a motion to terminate the Purchase and Sale Agreement for 76 West Street pursuant to section 3, inspection contingency section of the purchase and sale agreement. Ted Lylis seconded. So voted.

Peeker Heffernan moved to accept the letter of resignation from Firefighter Karen Moore with deep regret. They wish her well.

**VI. Adjourn.**

A motion was made and seconded to adjourn. The meeting was adjourned at 10:00pm.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator