

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday January 13, 2020**

Selectboard members present: Chair Joel Bouvier, Ian Albinson, Peter Coffey, Peeker Heffernan, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Director Eric Cota, Town Clerk/Treasurer Jen Myers, and Chief of Police Bruce Nason.

Others present: Shawn Kimball (NEATV), Jim Quaglino.

**I. Call to Order.** Joel Bouvier 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). There are no additions, removals, or adjustments to the agenda.

**II. Public Forum.** None.

**III. Regular Business.**

1. Budget workshop: Public Works capital and vehicle replacement plan. Public Works Foreman Eric Cota explained that the Truck #2 problems started about 3 weeks ago. He got a price to get it checked out and what it would cost to fix it or replace it. They fixed the issues that was wrong with it previously, but the truck is having problems again. The Equipment Committee recommended fixing it at the first meeting. The second meeting for the Equipment Committee didn't go as planned since only one person attended, so an updated capital equipment long-range plan wasn't available to be included in the packets. Selectboard would like to see the Equipment Committee meet and then bring a recommendation back to the Selectboard to review.

2. General fund and capital budget workshop: Police Department. Police Chief Bruce Nason proposed increasing the Town Contract from \$10,000 to \$12,000 and increasing Non-District services to \$6,400. Under Town Traffic Patrol Contract the actual for 2019-2020 is incorrect it shows \$40,116 but should show \$5,002. There is an increase in part-time expenses and decrease in full-time expenses. The Police Department currently has 3 full-time Officers and possibly up to 3 part-time Officer. There was discussion whether to include a budget revenue for dog incidents. Valerie Capels wanted to explore whether some portion of the Dog Pound expenses should be redirected to the Police Department as a revenue because of the frequency with which they respond to dog-related issues, but after talking with the Dog Warden, she does not recommend changing that. There was uncertainty about the process for changing the fine structure. The consensus was to add it as a line to track it, but not to increase the revenues. There was consensus to support the Police Department budget of \$452,370, which is a -3.5% decrease from the previous year.

3. General fund and capital budget workshop: general fund, insurance, compensation, benefits, capital plan. Jen Myers thinks we should put an extra amount in for the tech support piece from DominionTech and code it to a general expense no matter who called from different departments. Jen Myers said taxes that are due in April 2020 anyone delinquent will be charged the 8% not the 4% since it wasn't voted on the year before. The Article at Town Meeting March 2020 will be voted on for 4%. Tickets that are not in the district of Bristol it goes to the general fund. If the ticket is within the district it goes towards the Police budget because it's within the district. The R&L rates are going up, so the rubbish removal amount may need to be increased.

Joel Bouvier asked about if the audit amount should be increased because we have a few grants that we have done, and some may require a single audit. The single audit is required for at \$750,000 or more for a grant. Jen Myers is going to check with the auditor and see if it will be necessary. Craig Scribner is resigning in March as Lister and Theresa Gile may need to resign. If no one is elected in March, then the Selectboard can appoint listers. Valerie Capels mentioned there is an up to \$5,000 grant that is a 50/50 match for the Emerald Ash Borer issue. Joel Bouvier asked if the Selectboard wanted to add more to the tree planning line item to help with the work on the Ash Borer Trees. The Selectboard is increasing the Tree planning line item to \$5,000. VLCT line is overbudget, so Michelle Perlee asked if we are budgeting enough for 2020-2021. Valerie Capels said yes. Jen Myers will check with R&L rubbish if they are just doing a rate increase for people bringing their rubbish to them or if they are increasing their charges to us also. Increasing the building maintenance for Holley Hall the Selectboard is increasing the line item to \$15,000. USDA fund of \$18,894 moving from general fund Holley Hall to the Storm Water Public Works budget. Jen Myers said her, and Valerie Capels spoke and for the Water and Sewer budget that goes in the Town Report they aren't going to project the amount from January to July and just show actuals through December 31, 2019. Howden Hall the lift broke and the Selectboard is increasing the mowing to \$2,500. Bristol Fire Department budget Apparatus/Maintenance Fund \$25,000. OSHA fund \$4,000, but Jen's number she had \$4,500 should be \$4,000. Mowing leaving at \$1,700. Fire Station bond is correct at \$137,700 not the roughly \$138,000 that the previous budget had. LE Environmental to do monitoring and got a quote to replace a pump for \$1,960. This might have to come out of the line item Post Closure Landfill. Valerie Capels is going to get more information. Comes out to be increase of 0.6% supported by taxes. Fuel Oil for Equipment Fuel for Public Works reduce to \$4,250. Public Works net supported by taxes \$721,840 6.9% increase. Youth Center, Michelle Perlee asked why such an increase with the food line. The previous Director, Brian was relying on receiving donations from food shelf, etc. and Taylor is a bit more realistic, but also looking at grants, etc. Lawrence Memorial Library up from last year to \$144,248. Turning Point increase to \$3,000 from \$1,500. Sidewalks changed to \$40,000. Total General operating fund \$175,552, decrease of 4.6%. Highway Fund \$98,850 level funded. Recreation Department \$105,300, 16.7% increase. Total nontax revenue \$379,072, 1.8% increase. Expenditures General Operating \$907,112, .5% decrease. Highway Department \$820,690, 6% increase. Recreation Department \$206,753, 8.1% increase. Voter appropriations \$818,504, 6.6% increase. Total Expenditures \$2,853,059, 4.2% increase. Amounts supported by taxes: Operating fund \$731,560, .6% increase. Highway Department \$721,840, 6.9% increase. Recreation Department \$201,453, 4% increase. Voter appropriations \$181,504, 6.6% increase. Total supported by taxes \$2,473,357, 4.6% increase. If the Selectboard was to decrease paving to \$125,000 then that is 3.6% increase supported by taxes. Selectboard will look at it this week on their own and come with ideas to Monday January 20, 2020 meeting.

4. National Bank of Middlebury loan subordination request: Bristol Works refinancing. Joel Bouvier recused himself and left the room. Pecker Heffernan moved to approve the subordination agreement for Bristol Works' refinancing of the National Bank of Middlebury loan. Ian Albinson seconded. So voted.

5. Approval of the January 6, 2020 and January 15, 2018 (backlog, tentative) meeting minutes. This was postponed to next week.

6. Authorize accounts payable warrant and any liquor licenses. None this week.
7. Selectboard concerns. Ian Albinson suggested having a guide to Town Meeting for people who aren't familiar with Town Meeting and cited Middlesex as a good example. Valerie Capels said the Secretary of State website also has great information.

Peeker Heffernan apologized to Valerie Capels for something he said at Saturday's Fire Department dinner to pick on a friend. Valerie said she had no idea what he was talking about but appreciated his concern.

Michelle Perlee expressed frustration about the State's ruling about needing to continue testing for PFAS contamination even though the test results were negative. She wondered how many years of testing the Town will need to go through since we passed.

Joel Bouvier raised the question of when the last time the State increased funding for highways. He raised the concern about school buses traveling on steep dirt roads, such as going down Briggs Hill. He thought there used to be a policy that they could not go down the hills like that. Peeker Heffernan does not think the Town has any say on this. Michelle Perlee said even on Upper Meehan Road have this issue during the spring. Peeker Heffernan said would think if the school bus driver had a school bus full of kids, they would think of a different way to go. Joel Bouvier said he is going to investigate it with Bet-Cha Transit. Joel added that he thinks the Selectboard will be receiving a petition for getting approval of social service agency appropriations on the Australian ballot.

8. Town Administrator's report. Valerie Capels had nothing to add to her written report.

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

1. Correspondence, reports, correspondence received.

#### **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 matters per 1 V.S.A. § 313(a)(3). Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 9:33pm to 11:00pm. Upon returning to open session, no action was taken.

#### **VI. Adjourn.**

Peter Coffey moved to adjourn the meeting. Ian Albinson seconded. So voted. The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator