

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 20, 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 Foreman Eric Cota, Town Clerk/Treasurer Jen Myers, and Chief of Police Bruce Nason.

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

I. Call to Order:

1. Vice 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.

1. Ken Weston said he brought up increasing the budget for the cemeteries (Varney, Briggs Hill, and Meehan) at the last Town Meeting. He handed the Selectboard a letter he wrote explaining his request that funds be budgeted for their maintenance. He said visually they are in poor shape.

III. Regular Business

1. Budget workshop: continued Public Works capital and vehicle replacement plan. Eric Cota reported that the Equipment Committee opted to go with a heavier truck. The different options were discussed. There was consensus of the Selectboard to hold off for now to replace the truck and have Eric get the warranty work done.

2. Continued general fund and capital budget workshop: general fund, insurance, compensation, benefits, capital plan. May include deliberation in Executive Session. The Selectboard made the following changes to the budget:

- Under the General Operating Budget, General Expenses – Supplies reducing from \$3,000 to \$2,500. General Expenses – Furnishings reducing from \$300 to \$200. General Expenses – Equipment reducing from \$3,000 to \$2,500. Administrator’s Office – Training reducing from \$250 to \$200. General Operating Fund – Training, Jen Myers increased this due to Sharon will have more training this coming year. General Operating Fund – Equipment under Total Clerk/Treas. Office reduce from \$750 to \$600. Lister Department – Training reduce from \$500 to \$300. Lister Department – Supplies reduce from \$350 to \$250. Lister Department – Equipment reduce from \$200 to \$100. Lister Department – Telephone increase from \$900 from \$600. Planning/Zoning/Economic Development – Training reduce from \$300 to \$200. Planning/Zoning/Economic Development – Supplies reduce from \$1,000 to \$800. Planning/Zoning/Economic Development – Mileage moved to Kris Perlee’s salary. Planning/Zoning/Economic Development – Attorney Fees reduce from \$2,500 to \$2,000. Planning/Zoning/Economic Development – Planning Services reduce from \$6,000 to \$5,000 and Valerie Capels will check with Kris Perlee. Michelle Perlee suggested to increase the pay for Zoning Board & Administration & the Planning Commission from \$5 to \$10 increase per meeting which would increase the total for the year from \$850 to \$1850. Town Parks – Supplies

reduce from \$800 to \$600. Town Parks – Maintenance increase from \$2,000 to \$3,000. Howden Hall – Heating Fuels increase from \$1,000 to \$1,600. Ian Albinson would like to see under Public Safety – Street Lights more of a breakdown of the amount to see if we can reduce that expense. 2018-2019 spent \$1,000 on just maintenance out of \$22,873. Reducing Street Lights from \$25,000 to \$23,000. Administrative Assistant Training removed line item which was \$200. Reducing line Admin Assistant Computer & Equipment from \$1,000 to \$800.

- Fire Department: Water fees reduce from \$400 to \$325. Cemetery Care discuss having a capital reserve fund for Cemetery. General Operating Fund Total Expenditures dropped by 1%. \$922,799. Net supported by taxes 2% increase \$741,747.

- Highway Department: Equipment – Purchase/Tools reduce from \$2,600 to \$2,000. Mileage reduce from \$400 to \$300. Garage Supplies reduce from \$6,000 to \$5,500. Winter Sand reduce from \$40,000 to \$37,000. Propane reduce from \$5,000 to \$4,000. Pagers reduce from \$750 to \$600. Water fees increase \$325 from \$300. Signs reduce from \$3,000 to \$2,000. Guard Rail increase from \$3,000 to \$4,000. Contracted Services reduce from \$3,000 to \$2,000 revisiting this next week when Jen Myers makes sure things didn't get coded wrong. Total Highway Operating Expenses 5.3% \$815,365 total net supported by taxes \$716,515.

- Recreation Department: Peter Coffey raised the concern that the pottery classes are partially supported by taxes. Mileage reduce from \$350 to \$200. Valerie Capels will check the Equipment line and see if we can reduce to \$1,500. Programs Jen Myers said Meridith felt comfortable to reduce to \$32,000 since Meridith and Taylor run some of the classes instead of hiring someone. Events reduce \$4,000 to \$3,000. Total General Recreation expenses are \$170,943. Youth Center/Skate Park: Programs/Workshops reduce from \$1,800 to \$1,500. Water fees increase to \$325 from \$275. Pottery Studio: Kiln reduce to \$600 from \$800. Arts, Parks, & Recreation Dept. Net Supported by Taxes 0.9% increase \$195,353.

- Capital Equipment Fund increased to \$135,000 from \$125,000, reduce paving to \$135,000. Capital Fire Equipment Fund put back to \$25,000. Technology Fund now at \$7,000. Total Voted Appropriations is \$809,004, 5.3% increase. Total Expenditures 4% increase. Net supported by taxes 4.2% increase. Taking the following from Undesignated Fund Balance: Create Cemetery Care Fund \$10,000. Capital Paving by \$25,000. Capital Sidewalks by \$15,000. Capital Building Fund \$20,000. South Street Bridge \$50,000. These amounts would reduce the Voters Appropriation Funds since we are using the Undesignated Fund Balance. This would leave \$210,000 in the Undesignated Fund balance. Michelle Perlee moved to designate the Undesignated Fund balance to the following capital funds: Cemetery Care \$10,000, Paving \$25,000, Sidewalks \$15,000, Building \$20,000, and South Street Bridge \$50,000 to the above appropriations. Peeker Heffernan seconded, so voted. Net supported by taxes 3.1% increase \$2,437,169. Will need a separate article in the Town Warning with adding the Capital Cemetery Fund and designating the money.

3. Review of draft Town Meeting and Police District warning. There was discussion about which dates in February to hold the Police District public meeting. Joel Bouvier will check the February dates and see which Mondays work best. Then will decide on the first meeting date of the Police District meeting. Everything will get finalized next week.

4. Approval of the January 6, 2020, January 13, 2020, and January 15, 2018 (backlog, *tentative*) meeting minutes. Michelle Perlee moved to approve January 6, 2020 with corrections.

Peter Coffey seconded, so voted. January 13, 2020 and January 15, 2018 will be moved to January 27, 2020 meeting.

5. Authorize accounts payable warrant and any liquor licenses. Accounts Payable \$94,123.09.

6. Selectboard concerns. Michelle Perlee reported that the light is out in front of Holley Hall. Jen Myers said they are waiting until spring because the underground cabinet is frozen.

Ian Albinson reported he is working on getting a contact from AT&T about improved cell service. He noted that the VOREC grant application was submitted last week and raised the question about establishing a fund to match certain grant projects. Valerie Capels suggested one way was to expand the purpose of the Conservation Reserve Fund to include community development projects. Selectboard members expressed support for adding an article to that effect to the warning. Ian expressed congratulations to Bristol Beverage for getting their State license to be the State liquor retailer.

Peeker Heffernan expressed congratulations to Peter Coffey and Kevin LaRose who were both recognized at the Addison County Firefighters Association annual meeting for their commitment and dedication to the fire service. Honorary Chief Officer, ACFA Life Member and Past President Peter Coffey was honored by having the 2020 Addison County Regional Fire School dedicated to him. Assistant Chief Kevin LaRose received the ACFA Fire Chief of the Year award. Matt Lathrop and James Goodyear were also nominated.

Joel Bouvier asked whether the sidewalk near Garfield Street is on track for Spring. Valerie Capels confirmed that Sargents Construction is lined up to begin the work in the spring. Joel Bouvier wondering if there is any more information on why wants to change the streetlights because thought they were LED.

7. Town Administrator's report. Valerie Capels expressed her thanks for Porter Knight, Ian Albinson, Meridith McFarland and others who worked on the VOREC grant application that was sent in today. The emerald ash borer grant application was submitted last week, which is one reason why the minutes were not completed.

IV. Other Business.

1. Correspondence, reports, correspondence received. None discussed.

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) and pending litigation per 1 V.S.A. § 313(a)(1)(E). Peeker Heffernan seconded. So voted. The Town Attorney will be called in for pending litigation. The Selectboard met in executive session from 9:40pm to 10:45pm. Upon returning to open session, Peter Coffey made a motion to have the Town Meeting warning reflect appointment of both the Town Clerk and the Town Treasurer. Ian Albinson seconded. So voted.

VI. Adjourn:

At 10:48pm Peter Coffey moved to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

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