

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 15, 2018**

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

Others present: Mary Arbuckle (NEATV), Town Administrator Valerie Capels, Clerk/Treasurer Jen Myers, Lieutenant Bruce Nason, Jim Quaglino, Recreation Director Darla Senecal.

I. Call to Order. The meeting was called to order by Chair Pecker Heffernan at 6:00pm.

1. Review agenda for addition, removal or adjustment of any items per 1 V.S.A. 312(d)(3)(A). Two items were agreed to be added to the agenda after Public Forum: (1) purchase orders approval and (2) fireworks permit approval.

II. Executive Session.

Michelle Perlee moved to enter executive session and find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. §313(a)(3). Peter Coffey seconded. Town Clerk & Treasurer Jen Myers was invited to participate. So voted. The Selectboard met in executive session from 6:06pm until 6:40pm. Upon returning to open session, no action was taken and the session is to be continued to the end of the agenda.

III. Regular Business.

1. Public Forum: No one was present for the public forum. None.

1.a. Fire Department Purchase Order request: Fire Chief Bett LaRose is requesting authorization the use of FD Capital Equipment funds up to \$2,015.90 for the purchase of ten (10) Fire Service Poly Backpack Pumps for forest/brush firefighting. There is currently \$2,200 earmarked in the FD Capital Equipment Fund and funds have been raised by donation for this purchase. Michelle Perlee moved to authorize the Fire Department to spend \$2,015.90 on the fire fighting equipment as proposed. Peter Coffey seconded. So voted.

1.b. Fireworks permit request: Ted Lylis explained that the permit is required for the Fourth of July display on July 3rd every year. It requires Selectboard, Town Administrator, and Police Chief approval. Peter Coffey moved to approve the permit application as proposed. Joel Bouvier seconded. So voted.

2. FY2019 budget work session: Town Clerk/Treasurer, Police Dept., Recreation Dept., overall general fund, and capital funds. Jen Myers explained the proposed Clerk and Treasure Dept. salary adjustments and overall Clerk/Treasurer budget. They reflect proposed raises, adjustments in hours, and adjusted allocations of time to other departments. There was discussion about the basis for the additional hours for Val Hanson to work downstairs to assist the Clerk/Treasurer's office when there are absences, including Jen's upcoming maternity leave. The administrative apportionments among the Police, Highway, Planning, Water, and Sewer Departments were reviewed and some minor adjustments were made.

Valerie Capels explained that Bruce Nason prepared a work-in-progress budget to compare the difference between four full-time officers with limited part-time officers allocated with three full-time officers with more part-time officers allocated. A number of variables are moving targets, such as differential hours and when a new Police Chief will be selected. The 4-person scenario presumes the new officer would take the highest level of benefits. The three-person scenario involves more overtime and variations in the on-call, night, and other differentials. The 4-person table personnel budget totaled \$340,944; the 3-person table totaled about \$368,000, resulting in a difference of about \$27,056 (7.9%). The 4-person scenario would provide more coverage and flexibility for use of part-time officers, whose availability is usually limited to weekends and some nights.

Bruce looked up the on-call and call-out numbers for 2017. The suggestion was made that a table be prepared summarizing the 2016 and 2017 data. Valerie noted they would not be comparable apples to apples because of the Police Chief and other staff transitions. With four full-time officers, only four hours of call-out would be scheduled each night. A goal is to use on-call more than paying overtime.

The Police Department draft budget was reviewed. Valerie noted that the personnel-related expenses, including insurances, are based on the 4-person scenario. Bruce explained that detail revenues includes fingerprinting and special events. Part-time salaries was increased to \$5,000 overtime shift differential was decreased to \$10,000. Retirement was increased to \$16,930, workers comp was increased to \$45,000, and facility expenses was reduced to \$43,000. Based on the adjustment the total projected budget for a 4-person department amounts to \$498,959, a 7.8% increase.

Darla Senecal presented her proposed budget, which was prepared when she thought she would still be the director. She provided an overview of the Recreation Dept. revenues from the various programs and some ideas for new program to generate new revenue. The Pottery Studio programming, revenues, and expenses were discussed. The Town rents and space and owns the kiln. Rent is \$7,800 per year. The revenues do not cover the program expenses. Darla noted most of the other program revenues also do not cover all expenses. The programs are considered a service to the community.

Darla explained why she is proposing to purchase the MyRec.com software to replace the current Web site for on-line registrations, promotions, and overall improvements in efficiencies with data entry and management. Various other line items were discussed and explained. No changes were proposed.

Staffing of the Teen Center was discussed. The Teen Center Director position is currently vacant. Darla recommended increasing the position from 37 to 52 weeks a year in order to attract candidates. The job description should also be reviewed. Attendance drops in the summer and it is open three days a week. More girls are beginning to participate than in the past. The skate park is not in good shape and will need significant repair in the spring. Options are

being explored for a concrete alternative. While the Recreation Department owns the land under the skate park, the Town owns the skate park materials, which are covered under the VLCT insurance. The skate park has been a major draw for kids using other programs. Departmental part-time labor has averaged about 23 hours per week in recent years. Val Hanson plans to reduce her hours in June. No changes were proposed.

Following the executive session, the General Fund proposed budget was reviewed page by page. Funds for computer tech support expenses are dispersed in different departments and some under general expenses. The increase in workers comp insurance was discussed. That and other aspects of the insurance expenses are part of VLCT's formula. The increase in legal fees was estimated to be associated with the reappraisal and grievances. The Addison County Regional Planning Commission costs include a base annual member fee and contract fees for specific projects. Zoning personnel expenses decreased due to staff turnover and reduction to 20 hour per week. There was agreement to resume budget discussion at 10:30am on Saturday, January 20, 2018.

Valerie explained the draft Capital Budget sheet that was provided. It attempts to show a big-picture view of all projects currently known, the Town's share of total costs, contributions to reserve funds, total debt load per year, potential future loans, and other capital expenses.

3. Review of preliminary Town Meeting and Police District warnings. The question was asked whether voter approval to bring the Delinquent Tax Collector in-house needs to be done every year (Article 6). Valerie will consult with VLCT. Article 13 was clarified to be \$35,000.
4. Selectboard Concerns. Joel Bouvier thanked Eric Cota and Peter Bouvier for 41 hours of plowing before they hit the pillow and the rest were out more than 30 hours.

Ted Lylis asked why the Town Health Officer stipend paid is zero. Valerie Capels explained it is a new item added to reflect the amount of time required to respond to various incidents in any year. Ted asked about the status of the Town Report dedication. It was reportedly in the works. The identity of the honoree was not disclosed.

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

IV. Other Business.

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

V. Executive Session.

Michelle moved to enter executive session and find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. 313(a)(3). Joel Bouvier seconded. So voted. Darla

Senecal and Bruce Nason were invited to attend. The Selectboard met in executive session from 8:45pm to 9:35pm. Upon returning to open session, the following actions were taken:

Michelle Perlee moved to increase Brian LaClair's wage to \$15 per hour for the duration of the fiscal year. Peter Coffey seconded. So voted.

Ted Lylis moved to accept Darla Senecal's proposed contract to provide Recreation Department support services at \$30 per hour as needed on a contract basis. Joel Bouvier seconded. So voted.

Michelle Perlee moved to authorize the Treasurer to spend up to \$300 for an open house at Hatch 31 to recognize Darla Senecal's service to the Town of Bristol. Peter Coffey seconded. So voted.

VI. Adjourn.

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 10:18pm.

Respectfully submitted,

Valerie Capels, Town Administrator