

**Town of Bristol, Vermont**  
**Special Selectboard Meeting Minutes of**  
**Saturday, January 20, 2018**

Selectboard members present: Chair Pecker Heffernan, Joel Bouvier, Peter Coffey, Ted Lylis, and Michelle Perlee. Also present was Town Administrator Valerie Capels, Shawn Kimball (NEATv), Police Lieutenant Bruce Nason.

I. **Call to Order.** Pecker Heffernan called the meeting to order at approximately 10:30am at Holley Hall. There were no changes to the agenda.

**II. Regular Business.**

1. Public Forum. There was no one for public forum.

2. FY2019 budget work session: Police Dept., Recreation Dept., overall general fund, and capital funds. Valerie Capels and Bruce Nason provided budget figures for three scenarios: (1) current year with three members into FY2019; (2) 3-person with more part-time into FY2019; and (3) 4-person with limited part-time into FY2019. Assumptions were made about overtime and shift differentials. The substantial increase in budget was based on workers compensation. There was discussion about the increase to the district and impacts of going town-wide, if voters approved it. There was agreement to focus on the 3-person status quo budget and wait until next year to consider a fourth position. No changes were made to the proposed Police budget.

There was discussion about the workload demands on the front desk to support the Clerk/Treasurer's proposal to increase staff hours. The hours were adjusted to bring the salaries line to \$82,868.

Elections was increased to \$4,900 to account for the addition of a primary election. There was agreement to keep the Selectboard minute taker expense within the Selectboard Salaries line but increase it to \$7,500. The Selectboard agreed to add a \$500 stipend for the Health Officer. Parks maintenance was increased to \$2,000. Holley Hall building maintenance was increased to \$6,250. Dog Pound expense was reduced to \$1,250.

There was much discussion about the Street Lights expense and it was increased to \$28,000. Valerie will look for the grant application Therese prepared for the Main Street light project to see what numbers she had in that budget. Fire Department building maintenance expense was adjusted to \$12,500. There was agreement to consolidate the multiple Apparatus Maintenance line items into one Apparatus/Vehicle Maintenance line.

Peter Coffey left the meeting and there was agreement to defer discussion of the Recreation Department budget.

Library expenses were discussed. Building maintenance includes elevator inspection. Library personnel expenses are reimbursed by the Library board.

Cemetery care was increased to \$3,500. Solid Waste Program expense was reduced to \$4,000. Fourth of July expense was increased to \$1,500. Questions were asked about what expenses come out of the Holiday Committee line. Valerie will try to get a detailed transaction report for the next meeting.

Recreation Department program registration fees was reduced to \$48,000. There was considerable discussion about the staffing arrangements for the Recreation Director and Teen Center Director positions. There was consensus to make no major changes to the Recreation Department budget and allow the new Director decide how to work within it. Expenses and activities associated with Bristol CORE and the coordination with other Town activities were discussed.

Capital appropriations were reviewed. The suggestion was made to consolidate the Howden Hall building fund with the Capital Building Fund.

Valerie summarized that, based on all the adjustments to date, the total of non-tax revenues is down by 4.9%, total of all departments and voted appropriations is up by 1.8%, and the total supported by taxes is up by 2.9%.

**III. Other Business.**

1. Correspondence, reports, correspondence received.

**IV. Adjourn.**

Michelle Perlee moved to adjourn the meeting. Joel Bouvier seconded. The meeting was adjourned at 1:45pm.

Respectfully submitted,

Valerie Capels  
Town Administrator

