

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Wednesday, September 29, 2021**

Selectboard members present: Chair Peeker Heffernan, Joel Bouvier (arrived 7:4pm), Michelle Perlee, and Darla Senecal.

Members absent: Ian Albinson.

Staff present: Town Administrator Valerie Capels, Town Clerk Sharon Lucia.

I. Call to Order. Chair Peeker Heffernan called the meeting to order at 7:30pm at Holley Hall and via Zoom.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels asked that the Treasurer's proposal to purchase the NEMRC cash module be added to the agenda. There was consensus to add it under other business.

II. Regular Business.

1. Review and approval of the Town Treasurer job description. The draft Town Treasurer job description was reviewed. It was agreed the Treasurer *may* appoint one or more Assistant Treasurers, *subject to Selectboard approval*. Various bullet items were edited to include reference to grants, delinquent tax collection, and other functions. Michelle Perlee made a motion to approve the job description, subject to some of the bullets being consolidated without affecting the content. Joel Bouvier seconded. So voted.

III. Other Business.

1. Consider Treasurer's proposal to purchase the NEMRC cash receipt module. Town Treasurer Jen Myers' 09/28/2021 e-mail was referenced. Town Clerk Sharon Lucia explained the module would streamline operations at the front office, save time, and improve being able to keep track of various transactions quickly. Her current computer would become host to the module and she would get a new computer. A cash drawer would need to be installed under the front counter that could be closed and concealed. Michelle Perlee made a motion to approve purchase of the cash receipt module up to \$4,000 from the Technology Reserve Fund, including purchase of a new computer. Darla Senecal seconded. So voted. There was consensus that construction of the new under counter cash drawer would not be very expensive and would come from other operating funds.

2. Peeker Heffernan reported that he completed the follow-up communications he agreed to do at the previous meeting. He recommended that Green Mountain Engineering mark out the property line between Firehouse Drive and property next door.

3. Valerie Capels reported noted Samantha Dunn's e-mail announcement that she has resigned from Evernorth to take a position with the City of Burlington and identified who will be continuing the Firehouse Drive Apartments project and CDBG grant work.

IV. Adjourn.

At 8:10pm, Joel Bouvier made a motion to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Valerie Capels, Town Administrator