

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 27, 2020**

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

Staff present: Board Clerk Tasha Bouvier and Town Administrator Valerie Capels.

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

I. Call to Order.

1. Chair Joel Bouvier called the meeting to order at 6:02 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: finalize general fund budget. There was discussion about the Administrative Assistant section of the budget and the allocation of percentages. Since the last meeting, we learned that \$50,000 was not transferred to the Capital Building fund as approved by the voters for Article 7 at last year's Town Meeting. This correction will reduce the fund balance from \$335,188 to \$285,188. The Selectboard revisited its previous goal to keep \$210,000 of the undesignated fund balance to cover FEMA expenses. It was agreed that 5% of the total expenses would be sufficient to keep in the rainy day fund, approximately \$143,270.

There was discussion about the need to put funds aside for Memorial Park. The Conservation Fund could be a resource depending on what other projects the Conservation Commission had in mind. The Selectboard agreed on the following allocations of the undesignated fund balance: \$10,000 to a new Cemetery Fund, \$52,620 to pay off the South Street Bridge loan, \$25,000 to the Paving Fund, \$30,000 to the Sidewalk Fund, and \$20,000 to the Capital Building Fund. The budget will be finalized after the Executive Session.

Review Water and Sewer Dept. budgets and water system long range capital plan. Valerie and Jen recommend eliminating the projected budget column for the Town Report, show only actuals through 12/31/19 for FY2019-2020, and add a notation in the Report that the budgets will be presented and discussed at the annual meeting (May/June). Valerie provided a draft water equipment capital plan. She noted that the generator needs to be replaced which is estimated to be \$50,000 and the control panel. Valerie and Jen are working with Jill Marsano on a plan for replacements.

2. Review and finalize Town Meeting and Police District warnings. Peter Coffey moved to accept the Police District warning as printed. Michelle Perlee seconded. So voted. February 17, 2020 6:00 p.m. and March 2, 2020, 6:00 p.m. will be the informational meetings.

3. Designate alternate authorized representative for the DWSRF planning loan for the Village water line replacement engineering report. Michelle Perlee moved to appoint Jen Myers

as the alternate authorized representative for the DWSRF planning loan for the Village water line replacement engineering report. Peeker Heffernan seconded. So voted.

4. Approval of the January 13, 2020, January 20, 2020, and January 15, 2018 (backlog, *tentative*) meeting minutes. Michelle Perlee moved to approve January 13, 2020 and January 20, 2020 with corrections. Peter Coffey seconded. So voted. The January 15, 2018 minutes will be moved to next week.

5. Authorize accounts payable warrant and any liquor licenses. There are no liquor licenses or accounts payable.

6. Selectboard concerns. Ian Albinson spoke with someone AT&T. There are projects that they cannot currently discuss, however, we may see improvements in the next few weeks. He will still discuss with them about a tower in the future if that is possible.

Joel Bouvier spoke with Theresa at GMP and she had no idea about the letter regarding replacing the street lights in town because they were already replaced. She would like a copy of the letter. Regarding possibly putting the pole near Brown McClay Funeral Home, she noted that they will need to come up with something else because the business is looking at installing a storm drain pipe in the driveway. Theresa asked Joel if the Town would be willing to put a guard rail in front of the poll by Burpee and Monkton Road.

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

IV. Other Business.

1. Correspondence, reports, correspondence received. None were 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). Peter Coffey seconded. So voted. Town Attorney Joseph Farnham participated by telephone regarding the pending litigation.

The Selectboard met in executive session from 6:45pm to 8:20pm. Upon returning to open session, Peeker Heffernan moved to approve the Town Meeting warning with the following adjustments:

- that Article 12 be amended to read “ Will the voters establish a Cemetery Reserve Fund pursuant to 24 V.S.A. § 2804 for the purpose of maintaining, repairing, and preserving cemeteries owned by the Town of Bristol and authorize use of the June 30, 2019 General Fund undesignated fund balance to appropriate a sum of \$10,000 to it?”
- that Article 13 regarding the Conservation Fund be removed; and
- that the final budget figures as presented are approved.

Peter Coffey seconded. So voted.

VI. Adjourn.

At 8:25pm Michelle Perlee moved to adjourn the meeting. Peter Coffey seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator