

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Thursday, January 27, 2022

Selectboard members present: Chair Peeker Heffernan, Vice-Chair Ian Albinson (until 7:00pm), Joel Bouvier via cell phone, Michelle Perlee, and Darla Senecal.

Members Absent: None.

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Treasurer Anthony Delmonaco, Fire Chief Brett LaRose, Board Clerk Sharon Lucia, Police Chief Bruce Nason.

Others present: Jill and Cyrus Marsano (VTUMS).

I. Call to Order. Chair Peeker Heffernan called the meeting to order at 6:03 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There were no additions, removals, or adjustments.
2. Overview of Zoom meeting operation and procedures, rules for participation, mute microphone, recognition by Chair, etc.

II. Regular Business.

1. Review and finalize Capital Improvement Plan and allocations to capital reserve funds.

The Highway Capital Equipment Long Range Plan was reviewed. Valerie Capels noted that the opening balance of \$149,250 includes the FY2022 \$135,000 appropriation. Addition of the FY2023 \$135,000 appropriation would bring the total available in FY2023 to \$284,549.

Replacement of the F-350 pickup truck in FY2023 is listed at \$85,000. Valerie explained that the chloride trailer mentioned at the previous meeting is actually a tandem landscaping trailer to replace the current one that needs frequent repair and may be on its last legs. The capital plan includes an estimated \$15,000 for its replacement. If we really have that much available, Eric Cota explained he would like to replace with Kubota sidewalk plow with one similar to the one Middlebury College uses with a plow, blower, and broom (\$85,000). The Kubota continues to require a lot of repairs and a contractor needs to be hired to plow sidewalks when the Kubota is down. There was a consensus of the Selectboard to support these recommendations.

Valerie and Sharon were asked to work with the Treasurer to verify the FY2021 and FY2022 numbers. There was agreement that if it turns out there is not as much money in the highway capital equipment fund as it looks, the purchases do not need to be made; it is not a commitment.

Valerie explained that the Capital Roads Fund in the draft capital plan includes the Town's \$125,000 estimated match for the Lincoln Road riverbank repair and \$50,000 for the Basin Street project. The Lincoln Road project has received a \$175,000 VTrans grant, so this project is committed. Various grant applications have been submitted for the Basin Street project, which, if funded in whole or in part, will be a multi-year project. The total project cost is estimated to be \$700,700. This plan estimates different levels of expense commitment over four years. With these projects, the current balance of \$75,951, and the \$40,000 FY2023 appropriation, the balance for FY2024 would be -\$59,049. Eric added that the Lower Hardscrabble Road project includes grinding, adding road base, and repaving at an estimated cost of \$220,000 in FY205.

That would need to be 100% locally-funded project. Eric pointed out that Monkton Road needs to be added to the plan. A \$175,000 VTrans grant is pending. Total cost is estimated to be around \$250,000.

The Sidewalk Reserve Fund was reviewed. Valerie explained the projects reflect Peter Coffey's 2016 sidewalk inventory and \$65 per liner foot. She noted that the new Bicycle Pedestrian Advisory Committee might come up with new recommendations.

Valerie referred to the recommendations in her Town Administrator's Report that because the Capital Equipment Fund and the Sidewalk Reserve Fund appear to be rather healthy, that the undesignated fund balance allocations agreed at the previous meeting (\$22,500 and \$30,000 respectively, totaling \$52,500) be reallocated to the Capital Road Fund. There was consensus of the Selectboard to support this recommendation.

Ian Albinson left the meeting at 6:55pm to host another Zoom meeting. Recording of the Selectboard meeting was lost.

Valerie pointed out that, although the 6-year capital plan document is still a work in progress, it shows the total capital investments, including debt, have consistently been just under \$1 million, ranging from \$957,000 to \$990,000, which is a benefit of capital planning and helps maintain a stable tax rate.

In Table 2. Contributions to Reserves. Following discussion about whether the Reappraisal Reserve Fund allocation should be increased, there was agreement to keep it at the \$15,000 previously agreed. The Reappraisal Reserve Fund is also planned to receive a \$20,000 allocation of the undesignated fund balance. There was agreement that no funds be allocated this year to the new Cemetery Reserve Fund, which currently has a balance of about \$10,000.

The Police Department capital budget was reviewed. Bruce Nason recommends planning on purchasing hybrid vehicles going forward and replacing a vehicle every other year instead of every three years while they still have some value and will incur fewer repairs.

The Water Capital Equipment Long Range Plan was reviewed. Jill Marsano noted that the entire generator has not yet been paid for yet. The \$21,000 deposit came out of the 071 account; a balance of \$26,798 is due. Jill recommended holding off on the control panel until the end of the next fiscal year. It was noted that one of the loans was paid off this year.

Valerie recommended that a capital plan for the sewer system be developed.

2. Review and finalize the proposed FY2023 budget, including potential use of some of the undesignated fund balance. No changes were proposed to the proposed general fund budget. Michelle Perlee moved to approve the general fund budget as proposed. Ian Albinson seconded. So voted.

3. Finalize and approve the Town Meeting and Police District annual meeting warnings. In response to the adjustments previously made to allocations of the undesignated fund balance, Article 9 was revised to indicate transfer of \$52,500 to the Capital Roads Reserve Fund rather than \$30,000 to the Sidewalk Reserve Fund. Article 13 regarding allocation of \$22,500 to the Highway Equipment Reserve Fund was eliminated.

Michelle Perlee made motion to approve the Police District warning and the Town Meeting warning as adjusted. Darla Perlee seconded. So voted.

III. Other Business.

1. Correspondence, reports, correspondence received. None.

IV. Adjourn.

At 7:40pm, Michelle Perlee made motion to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator

Approved 4/11/2022