

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 25, 2021

Selectboard Members present: Chair Michelle Perlee, Vice-Chair Pecker Heffernan, Ian Albinson, Joel Bouvier, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Town Clerk Sharon Lucia, Recreation Director Meridith McFarland, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Josh Crandall, Shawn Kimball (NEAT TV), Cyrus Marsano, Jill Marsano (VTUMS), Jim Quaglino, and Jessica Teets.

I. Call to Order. Chair Michelle Perlee called the meeting to order at 7:04 p.m.

1. 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.

2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum. None.

III. Regular Business.

1. Budget workshop: finalize FY2022 General Fund and Police Department budgets. The budget sheets Jen Myers prepared were reviewed. There was agreement to increase the National Forest payment to \$15,500. The Library Reimbursement was adjusted to \$10,304 because the Town does not get reimbursed for the workers comp expense. No changes were made to the Police Department budget. The proposed general fund budget results in a 1.6% increase and the Police Department budget reflects a 0.8% increase. Final budget numbers will be determined after the Selectboard discusses employee compensation in executive session.

2. Review Water Dept. long range capital for Town Report. Jill Marsano and Cy Marsano provided the Selectboard a Water Department Long Range Capital Plan. The high priorities are replacement of the original generator, the original control panels, and replacement of the 4" pump with a 2" pump. Estimated cost for the replacement of the original generator and transfer switch at the pump house is \$75,000. The replacement of the 4" pump with a 2" pump is \$10,000 which includes hydraulic analysis, fit up and install. Both these repairs/replacements are for the Fiscal Year 2020-2021. During fiscal year 2021-2022 they are recommending ordering a new 2" high lift pump for backup for both identical pumps with an estimated cost of \$10,000. During fiscal year 2022-2023 they are recommending upgrading the original 1995 SCADA/control panel with an estimated cost of \$80,000. During fiscal year of 2023-2024, 2024-2025, 2025-206 they are recommending to budget \$20,000 for each fiscal year for unexpected repairs. The Selectboard authorized VTUMS to work with Alan Huizenga to conduct a hydraulic analysis for the pumps and to initiate replacement of the pump. Following discussion, there was consensus of the Selectboard to accept the proposed capital plan.

3. Review and finalize Town Meeting and Police District warnings. Valerie Capels reported she received guidance from VLCT that the question whether the voters want to move Town

Meeting to a different date would be binding. They recommended not putting it on the ballot unless Selectboard is prepared to accept the result. There was agreement to remove that article from warning and to seek voter input on the question from other ways. The penalty rate in Article 3 was changed to 4% to reflect the will of voters from previous votes. Reminder the informational meetings will be on February 22, 2021 and March 1, 2021. The Police meeting will start at 6:30 p.m. and the informational meeting will be at 7:00 p.m. Ian Albinson moved to approve the warnings as adjusted. Darla Senecal seconded. So voted.

4. Approval of Annual Certificate of Highway Mileage without change. Peeker Heffernan moved to approve the Annual Certificate of Highway Mileage with no changes. Ian Albinson seconded. So voted.

5. Approval of the January 4, January 11, and January 18, 2021 meeting minutes. Joel Bouvier moved to approve January 18, 2021 with corrections. Darla Senecal seconded. So voted. The remainder of the meeting minutes will be moved to next meeting.

6. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant: \$59,243.90. Liquor licenses were approved for Walgreens and Bristol Cliffs Café.

7. Selectboard roundtable.

a. Joel Bouvier just asked when the Selectboard meetings will be for March, noting there are five Mondays and they will be meeting on March 1. There was agreement that for only the month of March the meetings will be: March 1, 15, and 29 instead of the 8, and 22. Selectboard meetings will then go back to the 2nd and 4th Monday of every month.

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

IV. Other Business.

1. Correspondence, reports, correspondence received. There was no discussion.

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 contract personnel matters per 1 V.S.A. § 313(a)(3). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 9:09pm to 9:53pm. Upon returning to open session, Peeker Heffernan moved to approve the general fund budget of 2,886,723 and Police Department budget of \$455,987. Joel Bouvier seconded. So voted.

VI. Adjourn.

At 9:55 p.m. Joel Bouvier moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator