

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, January 9, 2023**

Members Present: Ian Albinson (Chair), Joel Bouvier, Peeker Heffernan, Michelle Perle, Darla Senecal

Staff Present: Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meridith McFarland (Rec Director), Bruce Nason (Police Chief), Jen Wagner (Town Moderator), Taylor Welch (Teen Center Director)

Others Present: Jill Marsano (VTUMS), Jim Quaglino

I. Call to Order. Ian Albinson called the meeting to order at 7:01 pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

No adjustments were made to the agenda.

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

II. Public Forum.

Nobody present requested time to address the Board.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk):

- Land Records software is still down due to cyberattack follow up, this makes it difficult to look some things up for people
- Elections upcoming, people are registering
- Dog registration renewals have begun
- Weight permits coming in, sewer and water billing up to date
- All Town Report items are in the associated drop box

Meridith McFarland (Rec Department):

- Gearing up for this month's events – square dancing, Rusty DeWeese
- Starting to plan for summer and camps
- Other programs all going well

Anthony Delmonaco (Town Treasurer):

- Peter Ryan's last day was Friday
- Budgeting work and quarterly reports has been the focus
- W2s and learning what impacts IRS changes will have

Bruce Nason (Police Department):

- Over 300 incident reports in December
- Appreciates Eric's back up early one morning
- Cruiser is now has lettering and is in service

Eric Cota (Public Works):

- Truck that was out of service last week has been repaired
- Freightliner is going to be fixed this week

- Storm debris is being cleaned up, and will be chipping the brush, Estes was hit badly, Lathrops will hopefully be helping to clean up

IV. Regular Business

1. Bristol Fire Department: Firefighter Kerrin Hoff leave of absence request.

MOTION: Peeker made a motion to approve Kerrin Hoff's leave of absence request. The motion was seconded by Michelle. All voted in favor.

2. Bristol Fire Department: Authorize Chief Brett LaRose to sell Fire Station Air Compressor.

Brett explained that the compressor resides in the mezzanine and has served well in the past, but now has significant issues and parts are difficult to obtain, taking months to arrive. Also this machine is not being utilized in the daily manner it is designed for. A less commercial grade compressor is necessary and has been purchased. The older compressor is not currently in use, Brett has solicited two bids from potential buyers. Board members expressed that they were comfortable with Brett taking on the responsibility of selling the old compressor, and that they did not feel another route needed to be followed.

MOTION: Michelle made a motion to authorize Brett to sell the Fire Station Air Compressor for the best price. The motion was seconded by Peeker. All voted in favor.

3. Hardscrabble Cemetery clean up and repairs.

Ian reported that this property sustained a bit of damage from fallen trees in the recent storm and Greg Butler has provided a quote for cleanup. Peeker offered to pick up the bigger trees if Eric is able to cut them into manageable pieces. Ian suggests that the Board reach out to Greg after the big trees are removed, and determine if he would like to provide a quote for picking up the remaining brush. Sharon agreed to let Greg know of this discussion and decision.

4. Personnel Policy update: Martin Luther King and Indigenous People's Day. Section 22.

It was discussed that this can be taken up now as an amendment, and further work on the policy update will continue. This change will match with the Police Department schedule. Joel pointed out that many people do not have the day after Thanksgiving as a paid holiday, and expressed his preference for staff giving that day up in order to have these two days added.

MOTION: Michelle made a motion amend the Personnel Policy to add Martin Luther King Day and Indigenous People's Day to the staff's paid days off. The motion was seconded by Peeker. The motion passed, with nobody opposed.

5. Budget workshop: schedule, Recreation Department preliminary budget review, other section.

Board members reviewed with Meridith and Taylor's input, the proposed budget; the potential for ARPA fund allocations was discussed.

6. Budget workshop: schedule, Public Works Department preliminary budget review, other sections.

Board members worked with Eric to review and make some updates to the preliminary budget.

7. Review of preliminary draft Town Meeting and Police District warnings.

Ian presented a draft of the Town Meeting warning for review; it was noted that dollar amounts will be changing as the budget is finalized. The logistics of the agenda items related to allocations for various organizations was reviewed with Sharon and with Jen Wagner. Sharon will look into what is allowed regarding providing a Zoom link.

It was decided that an additional Informational Meeting was not necessary this year, as the schedule will be back to a pre-Covid configuration.

Review of the Police Department warning was postponed.

Jen was given approval to attend this year's VLCT moderator training.

8. Authorize accounts payable warrant and any liquor or tobacco licenses.

The warrant was for the amount of \$66,384.64.

There were no objections voiced for approval of a 1st and 3rd Class Liquor License to be issued to Drink Pink (Bobcat Café).

9. Selectboard Roundtable.

Michelle asked Anthony for an update on revolving loan fund payments, and he reported that one delinquent payment had been received and the fund was looking ok.

Joel asked for an update on the Pine Street water line project, Valerie explained that a response from the State regarding the Revolving Loan Fund had not yet been received. Jill Marsano noted that this is a good time of year for announcing a bid process, and Valerie noted that the proposal would require a caveat regarding approval/availability of funds.

Joel noted that he will be bringing a proposal to the Board at an upcoming meeting for the replacement of old water line pipes.

V. Other Business.

1. Correspondence/reports received were reviewed.

2. Upcoming Schedule

The upcoming schedule, agenda items, and meeting start times was reviewed.

VI. Adjourn.

The meeting adjourned at 9:45 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary