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Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 8, 2018

Selectboard Members present: Chair Peeker Heffernan, Joel Bouvier, Michelle Perlee, Peter Coffey and Ted Lylis. Also present was Town Administrator Valerie Capels, Board Clerk Tasha Bouvier, Filming for NeatTV Mary Arbuckle, Lieutenant Bruce Nason, Jim Quaglino, Peter Ryan, Gregg Burton, Fire Chief Brett LaRose, Mark Gibson, Amos Martin, Linda Andrews and Road Foreman Peter Bouvier.

1. Meeting called to order by Chair Peeker Heffernan at 6:03 p.m.
2. Review agenda for addition, removal or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There are no adjustments to the agenda.
3. Road Foreman Peter Bouvier: Proposed FY2019 highway and capital equipment budgets. Michelle Perlee asked what constitutes miscellaneous revenue. Peter Bouvier said could be gravel purchases when a culvert is first being installed. Peter Coffey asked when a new street is being made does the Town purchase these. They are purchased by the Town. Peeker Heffernan suggested if a sign is required then part of the fee include the cost of the sign. At one point all road signs will need to be updated to be compliant. Peter Bouvier mentioned the Town needs to start thinking about getting a new mower. Peter Coffey said something else we need to look at are the trees when doing the sidewalks and budgeting for this. The average cost per tree could range from \$1,000 to \$1,500 per tree. Valerie Capels passed out a handout to the Board members of the sidewalk spending since 2009. The Board is adding \$18,000 to the sidewalk fund to make it a total of \$35,000 for FY2019.
4. Fire Chief Brett LaRose: Proposed FY2019 fire and capital equipment budgets. In 2018 minimum wage is being increased, so there is an increase in the line item for calls averaging about 110 calls per year. Michelle Perlee asked what the current stipends are for each officer. The annual stipends are as follows: Fire Chief \$2,500, First Assistant Chief \$1,050, Second Assistant Chief \$950, Captain \$600, Lieutenant \$500, Truck Captain \$325, Truck Lieutenant \$225 and Clerk \$150. The extra officer stipend would be \$500 and the Clerk position would be eliminated. The current clerk is leaving and Brett LaRose feels this is an opportune time to have a new officer and eliminate the clerk position. Brett LaRose thinks the officer would be a Captain or Lieutenant. Dues for membership have not changed. People that are on leave don't have their dues paid which is why there is a small decrease. There are two corrections to budget line items. Supplies should be \$8,860 and Electricity should be \$4,500. The Board feels the Electricity should be \$8,000 instead of \$4,500. The new compressor requires annual maintenance which is why you see the line item for this. Custodial fees were not budgeted for the first and second year of use. Right now the Fire Station is cleaned once per month and Brett LaRose is looking at doing this twice per month. The estimated cost to have the Fire Station cleaned twice per month for the entire fiscal year is \$3,300. The cost of \$2,200 is just for the floors and windows once per year. Valerie Capels is going to check the property insurance since the 32 North Street has been sold this amount should have been changed and not increased by 15%. Peeker Heffernan made a suggestion to instead of having on the budget each individual truck listed out, there would be a general maintenance amount. We would still track the amount that is being spent on each truck, but just have one apparatus maintenance

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amount. The total amount is \$22,567. The 2007 Pumper truck bond payment will be finished by next fiscal year. Brett LaRose mentioned \$840 in the budget for damage to an EMT vehicle. Valerie suggested adding a line item for insurance deductible to the budget. Peter Coffey asked about food for when the department is on an extended call and Brett LaRose said that would come under supplies. With all of the adjustments mentioned the new total is \$345,219 4.3% increase for the Fire Department budget. Peeker Heffernan said the Board is looking to increase the Capital Reserve fund to \$70,000 for fiscal year 2018-2019. Fiscal year 2019-2020 add \$30,000 from bond payment to make it a total of \$100,000. Fiscal year 2020-2021 will stay \$100,000. Capital Equipment plan didn't change since last year. Brett LaRose is looking at purchasing a ladder for the mezzanine area. Peeker Heffernan felt he liked how it is done now since two people have to use the ladder then if there is an accident someone is there to help. Brett LaRose will continue having two people using the ladder.

5. Peter Jackman: request for Water Commissioners to abate a portion of a water line repair bill. The first bill is when the initial leak was found. The second bill was when the rest of the line needed to be fixed. 50 feet of copper pipe was replaced. The Board is not abating the water bill.
6. Mark Gibson: Planning Commission candidate interview. Ted Lylis asked if we need to appoint someone right now. Valerie Capels stated yes we need to appoint someone soon. Ted suggested to Mark to watch or attend a meeting and then come back to the board and advise if he is still interested.
7. Public Forum: Peter Ryan asked when the Board will address their final decisions regarding the budget. Peter Ryan asked why the Town buys the uniforms for the Fire Department. Peter feels the Fire Department personnel should purchase their own uniforms. Peter stated is the Town paying for the Firemen to go on each call. Yes they get paid for each call.
8. Public Hearing - Running-at-large violations of Dog Ordinance: Vicki and Greg West. Valerie Capels sent a certified letter on December 20, 2017 which they never received. Vicki West sent an email stating she apologizes she didn't get the letter and is neutering the dog around tax time unless a different vet comes back with a better price. Peeker Heffernan had suggested if he gets impounded again then before he is returned he gets neutered at the owner's expense. Peter Coffey moved if the dog gets impounded again then before he is returned he gets neutered at the owner's expense. Joel Bouvier seconded, so voted.
9. FY2019 budget work session: general and capital funds. Valerie Capels is hoping to have at the budget meeting on January 15, 2018 to have capital funds information. Discussion regarding the Police for the 4th of July and the 4th of July Committee. Peter Ryan is going to check these line items for the next meeting.
10. Review of preliminary Town Meeting warning. Peter Coffey stated he didn't see under Article 10 Fire Apparatus in the reserve fund. The 2 cents goes into the Fire Truck Reserve Fund. Reworking Article 11, so instead of having 2 cents levy on the tax rate there is a physical amount of \$70,000 for Capital Fire Truck Fund. Article 18 will read \$35,000 for the moment. Valerie Capels passed out a petition for the Cemetery Association to increase the funding from \$7,000 to \$22,000. Articles 15, 16, 17 Valerie wasn't sure the history on these and if they need

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to continue being on the town warning. Valerie Capels will check on these three warnings. Valerie Capels is going to research regarding the Bristol Rescue Squad if they can be removed from the articles. Change Chair from Michelle Perlee to Peeker Heffernan.

11. Consider resolution to update signers on People's United Bank account. Joel Bouvier moved to update signers to include Sharon Lucia to the People's United Bank account and have Chair Peeker Heffernan sign the document. Peter Coffey moved, so voted.
12. Review and approve minutes of November 20, December 4 and December 18, 2017. Valerie Capels hasn't had time to go through these and are being moved to next meeting January 22, 2018.
13. Authorize accounts payable warrant: \$162,891.17.
14. Liquor licenses are: R.L. Vallee and Bobcat Cafe are both renewing their liquor licenses.
15. Selectboard Concerns. Joel Bouvier asked Lieutenant Bruce Nason about collecting service revolvers and everything from the old chief of Police. Bruce stated everything has been collected. Joel Bouvier asked Bruce about parking and towing vehicles when the snow removal is going on. Bruce Nason stated he works with the businesses during these parking bans. Ted Lylis is requesting again for the sidewalks on Main Street to be well maintained by the businesses. Valerie Capels is going to check with Ian Albinson from Bristol Core. Michelle Perlee asked who hit the sign at the Bristol Fire Station. Not sure who hit the sign, but it was probably the plow truck.
16. Town Administrator's Report. There is one correction regarding upcoming meetings the Conservation Committee meets the second Thursday of every month and there next meeting is January 11, 2018. Valerie Capels said it has been a pleasure working with Darla Senecal.

Other Business:

1. Correspondence, reports, correspondence received.
2. Michelle moved to enter executive session and find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. §313(a)(3) and labor relations per 1 V.S.A. §313(a)(1)(b). Joel Bouvier seconded, so voted.