

**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.

Others present: Linda Andrews, Mary Arbuckle (NeatTV), Road Foreman Peter Bouvier, Gregg Burton, Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Mark Gibson, Fire Chief Brett LaRose, Amos Martin, Lieutenant Bruce Nason, Jim Quaglino, Assistant Treasurer Peter Ryan, Recreation Director Darla Senecal.

- I. Call to Order.** The meeting was called to order by Chair Peeker Heffernan 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 are no adjustments to the agenda.

II. Visitor Appointments.

1. 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 named does the Town purchase the signs. They are purchased by the Town. Peeker Heffernan suggested if a sign is required, that part of the fee include the cost of the sign. At one point all road signs will need to be updated to be compliant. There was discussion about whether to purchase a new mower. They currently lease an over the guardrail mower at \$49 per hour, but it is difficult to schedule because of the demand. A new one would be about \$65,000. As part of the sidewalk budget, Peter Coffey said we need to include funding to remove and replace trees that are pushing up the sidewalk. The average cost to remove a tree could range from \$1,000 to \$1,500. Valerie Capels passed out a handout of the sidewalk spending since 2009, which was about \$15,000 per year. There was consensus of the Board to increase the sidewalk fund to \$35,000 for FY2019.

Valerie Capels noted that different percentages of administrative salaries and benefits are divided among different departments, so some of those figures might change as the percentages get worked out.

2. Fire Chief Brett LaRose: Proposed FY2019 fire and capital equipment budgets. In 2018 minimum wage is being increased to \$10.50 per hour, so there is an increase in the line item for calls averaging about 110 calls per year for dispatch at \$35 per call. The department responded to 138 calls, but some of the dispatch fees were paid by the mutual aid host. 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 current Clerk is leaving and Brett LaRose feels this is an opportune time to add a new officer position and eliminate the Clerk position. The officer would be a Captain or Lieutenant with a \$500 stipend. If the proposal for an additional officer is accepted, the budget reflects the stipend for half the year. Officers are currently paid on a calendar year basis, and there is a plan to move it to a fiscal year basis. Officers' duties have increased over the years and it would be good to have another officer to share the responsibilities, though a detailed

description is not available. Dues for membership have not changed. People that are on leave do not 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. The Fire Station is currently 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. There was agreement to increase that item to \$13,400 and re-evaluate it if necessary when there is a clearer picture of the bottom line. Valerie Capels is going to check the property insurance. Since the 32 North Street property has been sold this amount should have been reduced, not increased by 15%. The communication tower lease increases 3% each year and expires June 30, 2018. It will automatically roll over for another five year lease term if other arrangements have not been made. The budget accounts for replacing five pagers per year.

The budget for apparatus maintenance was reviewed. Peeker Heffernan suggested instead of having each individual truck listed in the budget, that there be a general maintenance amount. We would still track the amount that is being spent on each truck, but just have one apparatus maintenance amount. As currently listed, they total \$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. Peter Coffey asked about food for when the department is on an extended call. Brett LaRose said that would come under supplies, but the food is often donated by local businesses. With all of the adjustments mentioned the new total is \$345,219, a 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. In fiscal year 2019-2020, the \$30,000 bond payment value would be added to make it a total of \$100,000. Fiscal year 2020-2021 will stay \$100,000. Capital Equipment plan did not change since last year.

Access to the mezzanine was discussed. Brett LaRose asked if the Board would want to consider purchasing a fixed ladder for the mezzanine area. Peeker Heffernan said he liked how it is done now with two people needing to use the ladder so if there is an accident someone is there to help. Brett LaRose will continue having two people using the ladder.

3. 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. Mr. Jackman was not present. There was discussion about the two invoices for the water line repair. The second bill was when the rest of the line needed to be fixed. Fifty feet of copper pipe was replaced. Following discussion, there was a consensus of the Board to not abate the water bill.

4. Mark Gibson: Planning Commission candidate interview. Mark Gibson was present and described his background and interest in participating in the community. Ted Lyllis asked if we

need to appoint someone right now. Valerie Capels said yes, someone should be appointed soon. Ted suggested to Mark that he watch or attend a meeting and then come back to the board and advise if he is still interested.

III. Regular Business.

1. Public Forum: Peter Ryan questioned why the Town buys the uniforms for the Fire Department. He feels the Fire Department personnel should purchase their own uniforms. He also asked that the Selectboard look carefully at how firefighters are paid for each call and whether all calls require two or more men. Peeker Heffernan offered to meet with him to review the per call procedures.

2. Public Hearing - Running-at-large violations of Dog Ordinance: Vicki and Greg West. Valerie Capels reported that she sent a certified letter on December 20, 2017 which they never received. Vicki West sent an email stating she is planning to neuter the dog around tax time unless a different vet comes back with a better price. Peeker Heffernan had suggested if he gets impounded again, that the dog be neutered at the owner's expense before he is returned. Peter Coffey moved if the dog gets impounded again, that he gets neutered at the owner's expense before being returned. Joel Bouvier seconded. So voted.

3. FY2019 budget work session: general and capital funds. Valerie Capels is hoping to have at the capital funds information for the budget meeting on January 15, 2018. There was 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.

4. Review of preliminary Town Meeting warning. Peter Coffey stated he did not see under Article 10 Fire Apparatus in the reserve fund. The 2 cents goes into the Fire Truck Reserve Fund. Article 11 was reworked 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 was not sure of the history on these and if they need to continue being on the town warning. She will check on these three articles and whether the Bristol Rescue Squad article can be removed from the warning. The Chair on the warning should be changed from Michelle Perlee to Peeker Heffernan.

5. 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 seconded. So voted.

6. Review and approve minutes of November 20, December 4, and December 18, 2017. Valerie Capels said she has not had time to go through these and suggested they be moved to the January 22, 2018 meeting.

7. Authorize accounts payable warrant: \$162,891.17.

Liquor licenses are: R.L. Vallee and Bobcat Cafe are both renewing their liquor licenses.

8. **Selectboard Concerns.** Joel Bouvier asked Lieutenant Bruce Nason about whether the service revolvers and everything from the old chief of Police have been collected. Bruce affirmed that everything has been collected. Joel 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 noted the condition of the Main Street sidewalks was very dicey and requested again that they be well maintained by the businesses. Valerie Capels will check with Ian Albinson from Bristol CORE about reaching out to the businesses.

Michelle Perlee asked who knocked over the sign at the Bristol Fire Station. No one was sure who hit the sign, but it was probably the plow truck.

9. **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.

1. **IV. Other Business.** Correspondence, reports, correspondence received.

V. Executive Session.

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. Recreation Director Darla Senecal was invited to participate. Town Attorney John Klesch participated by telephone regarding Police union negotiations. The Selectboard met in executive session from 8:38pm until 10:15pm. Upon returning to open session, Michelle Perlee moved to approve Darla Senecal's recommendation that Eric Warren be hired as a sub at the Teen Center at the rate discussed. Peter Coffey seconded. So voted.

VI. Adjourn.

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 10:18pm.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator