

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday January 7, 2019**

Selectboard members present: Chair Peter Coffey, Vice-Chair Joel Bouvier, Peeker Heffernan, Ted Lylis, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier. Town Administrator Valerie Capels, Hub Director Brian LeClair, Bristol Recreation Director Meridith MacFarland, Police Chief Bruce Nason.

Others present: Ian Albinson, Shawn Kimball (NeafTV), Matlak Mayforth, Troy Paradee, Jim Quaglino.

**I. Call to Order.**

1. Chair Peter Coffey called the meeting to order at 6:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No Additions, removals, or adjustments to the agenda.

**II. Public Forum.**

Troy Paradee asked what the process is to have the Bristol Rec Club budget appropriation from the Town be increased. The Selectboard affirmed that the Club will need to collect signatures of at least 5% of registered voters for 3 years in a row. It then gets included in the Town budget automatically to be voted on at Town Meeting. The petition is due by January 17, 2019.

**III. Regular Business.**

1. Budget workshop: Recreation Department and consideration of Pottery Studio contract. Meridith MacFarland presented a PowerPoint summary of the Fall/Winter 2018 programs that are being used by Bristol residents and out of town residents. Brian LaClair handed out a summary of Hub attendance by month from 2015-2018. Peter Coffey expressed regrets upon the news that Brian LeClair is leaving as the Hub Youth Center Director and wished him well. The Selectboard reviewed the budget with Meridith and Brian. No adjustments were suggested. Meridith has put together a Pottery studio contract. There was consensus of the Selectboard that they do not need to sign off on it as had been done in the past, but would like to have a heads up about it going forward. Michelle Perlee expressed concern about the workers comp and liability insurance aspect of the contract. She said usually if someone works strictly for one place, they are considered an employee and would fall under the workers compensation. Although she is paid with an annual stipend, Matlak Mayforth will be keeping time sheets to note hours worked.

2. Budget workshop: Police Department. Chief of Police Bruce Nason and the Selectboard discussed the proposed Police Department budget. The Communications line is reduced because some of it was moved to the Computer line. The final Mt. Abraham Union High School contract is being worked on but reflects an increase based on increased hours and hourly rate.

3. Budget workshop: General Fund overview. Personnel COLA increase will be discussed in Executive session. A few line items like Medicare and retirement expenses appear to be too low. Valerie will look into it. A question was raised regarding the increased Planning and Zoning computer line item. Valerie will follow up with Kris Perlee about it. Workers

Compensation was under budgeted. Election pay will need to be increased to the minimum wage. There was discussion whether the Delinquent Tax Collector compensation is a flat or hourly rate. Valerie will follow up. The Undesignated Fund Balance will be discussed at the special January 14, 2019 budget meeting. Peeker Heffernan questioned whether the Accidental Death Life Insurance line item in the Fire Department budget is necessary because a similar benefit is provided through their membership with National Volunteer Fire Council. Valerie will look into it. The Cemetery Care line item of \$3,500 covers mowing, maintaining and tree removal. Ian Albinson questioned if there is still a Holiday Committee and noted that the Bristol CORE has taken on more of coordination and expenses for the holiday decorations. The suggestion was made to move it into the Recreation Department budget. Valerie will follow up with Meridith. Joel Bouvier asked if we should budget for the Tax Sale abatement. There was agreement to include Habitat for Humanity and Turning Point to the Voted Appropriations budget since they will be on the Town Meeting warning.

4. Bristol Core Area Sewer upgrade: consider authorization to reapply for the 2020 CWSRF priority list, initiate an RFQ process for engineering services, and to proceed with a CWSRF planning town loan application. Peeker Heffernan said this was looked at and the estimate was almost \$500,000 and decided that roughly 30 users would not be able to pay that back. Valerie Capels said this process however is a study that is more extensive and if the study is done, they are eligible to apply to the Clean Water State Revolving Loan Fund. The loan would be 0% interest and 50% subsidy. The study will give the Selectboard answers on what needs to be done immediately and others to possibly phase in. Peeker Heffernan moved to have the CWSRF study done, to authorize the Town Administrator to initiate the RFQ process, and to authorize Green Mountain Engineering to assist with the CWSRF Priority List and planning loan applications. Joel Bouvier seconded. So voted.

5. Review of preliminary Town Meeting warning. The preliminary warning was discussed. Information from the Vermont League of Cities and Towns was provided regarding the management of undesignated fund balances. The warning will be discussed further next week.

6. Consider Errors and Omissions Report from the Bristol Listers related to the 2018 Grand List. Joel Bouvier moved to approve the Listers Errors and Omission Report for 2018 Grand List. Ted Lylis seconded. So voted.

7. Approval of meeting minutes of December 17, 2018 and January 8, 2018. The December 17, 2018 meeting notes are not ready. Ted Lylis moved to approve January 8, 2018 with no corrections. Peeker Heffernan seconded, so voted.

8. Authorize accounts payable warrant and any liquor licenses. \$429,866.16.

9. Selectboard Concerns.

Ted Lylis said he was pleased to see the sidewalks looked good after this last storm.

Michelle Perlee asked about the picnic tables at Lord's Prayer Rock. Valerie Capels noted they were tied down and could not be easily moved. Michelle said there were also several garbage bags thrown down there and asked to have the Public Works Department pick them up. She

reported that the Liz Lovely business is not able to repay the RLF loan and should be on the next agenda. Michelle did some research on the Devino estate and heirs. The Adirondack View property was not on the decree, so more than likely the estate will need to be reopened on this the heirs should be sent a tax bill. She asked about the person that is delinquent on the RLF loan and wants to see what rights the town has toward it. Valerie said Jen is working on a plan with the borrower.

Peeker Heffernan said he has seen a lot of Christmas trees on peoples' lawns and noted the Town does not pick them up. He asked if a notice should be put it on FPF?

**IV. Town Administrator's report.** Valerie Capels reported that she, Jen, and Kris met with a representative from Dominion Tech Services. They are a company that provide cyber security, computer maintenance, and management. The company offered to come to a Selectboard meeting and have a package of computer services. The Selectboard agreed he would be welcome to attend the January 14, 2019 meeting.

**V. Other Business.**

1. Correspondence, reports, correspondence received.

**VI. 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 personnel matter per 1 V.S.A. §313(a)(3), potential real estate negotiations per 1 V.S. A. §313(a)(2), and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 8:49pm to 9:15pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 9:15pm.

Respectfully Submitted by,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator