

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 14, 2019

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

Staff present: Town Administrator Valerie Capels, Police Chief Bruce Nason, Town Clerk Jen Myers, and Board Clerk Tasha Bouvier.

Others present: filming for NeatTV Mary Arbuckle, Kris Kouwenhoven, Cole Kouwenhoven, Michael Psaros (DominionTech Computer Services), and Ian Albinson.

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.

II. Public Forum:

1. None.

III. Appointments:

2. 6:00 p.m. – Michael Psaros, DominionTech Computer Services. Michael Psaros reviewed the Services that DominionTech Computer Services provide. If the Town was to go with DominionTech Computer Services, then they would need a list of users and then schedule a time for agents to come and look at the computers. Appointments wouldn't be until about mid-February at this point. Nimric which is a company the Town uses for payroll, works with DominionTech, so there is no problem with anti-virus blocking Nimric and then having issues with the Nimric software not work. Valerie Capels said the procurement policy allows the Selectboard to sole source from a business due to several professional services. Jen Myers has would like to discuss with the Selectboard in Executive Session.

IV. Regular Business:

1. Budget workshop: General Fund, Capital Budget and Plan. General Fund will be discussed at the next meeting. The Selectboard did get a print out of the Capital Budget and Plan. Valerie Capels will be putting together a snapshot of each departments capital equipment items. The vehicles for the Fire Department need to be updated on the spreadsheet.
2. Continued review of the Town Meeting warning. Valerie met with Peter Ryan and he reminded her that the budget that gets approved at the Town Meeting, all the different funds get broken out separately. The fund amount is a separate amount than all the article amounts. The Town is waiting on the petition from the Charter House. The Bristol Rec Club decided to keep the appropriations the same. 4th of July and Historical Society petition has been sent. There was no increase just the same amount. The

Bristol Family Center has asked what the process is to receive an increase and may see that next year. There will be more information about the Undesignated Reserve Fund at the next meeting. It's money that needs to be ear marked. There is supposed to be 5% of the total operational budget not including the appropriations which is \$102,000 roughly. If there is a line in the general budget it doesn't need to be voted on since it's for a "rainy day fund" or "emergency". Jen Myers needs to get a solid number since the South Street bridge wasn't paid for until July even though it was ear marked for 2017-2018 fiscal year.

3. Bristol Revolving Loan Fund: consider writing off Liz Lovely debt due to bankruptcy. Michelle Perlee did some research and said there is no way we will get the money back. Michelle Perlee moved to remove Liz Lovely from the RLF. Ted Lylis seconded, so voted. Joel Bouvier votes no.
4. Consider recommendations for use(s) of the Andrew John bequest. The Selectboard was presented with a spreadsheet of ideas that have come through in the last few months. A few people said replacement of trees. The Selectboard is going to go through the ideas and discuss at the next meeting. Ian Albinson mentioned going through the list and eliminating the ones that cost more than the amount that was given and eliminate the items that are already being worked on. The Selectboard will pick their maximum of 5 top items and have for the next meeting.
5. Maple Street replacement trees: consider options and next steps. Recommendation from Tree Warden which is not the same trees he recommended last time he came. Michelle's concern is the sidewalks could be damaged within 20 years. There are three trees being taken down and three being replaced and one of the trees in on the property owners land. It is the responsibility of the land owner after the 1-year warranty. Valerie asked what authorizations need to come with this. Should Valerie get quotes and then the Selectboard decide. Valerie is going to speak with the land owner and then get quotes.
6. Approval of meeting minutes of December 17, 2018 and January 15, 2018. The meeting minutes aren't ready for approval.
7. Authorize accounts payable warrant and any liquor licenses. \$0. no special liquor licenses.
8. Selectboard Concerns.
 - a. Ted Lylis what was the outcome of the Main Street project for the lights. The Fog lights on the Holley Hall buildings don't seem to point in the right direction. He will direct them when it warms up. There are bricks that are falling off the Holley Hall building by the chimney. Need to add this to the capital fund. Michelle will give Valerie some names to get quotes.

- b. Joel Bouvier asked that these “odd” or budget meetings not discuss none budget items. Valerie said the items were added because they might affect the budget.
- c. Peeker Heffernan the Town truck backed up onto Baslow Road and the truck slide into the ditch due to the ice conditions. Lincoln came and sanded the road for them. There is a dent on the exhaust pipe, back of the truck, and a few minor damages. The Driver has a few minor injuries that workman’s compensation covered. Joel Bouvier thanked Peeker for the help with getting the truck back on four wheels. Eric Cota is getting quotes to try and get some of the repairs done because it is a newer truck.

V. Town Administrator’s report.

1. Other Business:

- 1. Correspondence, reports, correspondence received.

2. Executive Session:

- 1. At 7:41 p.m. 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), and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). Peeker Heffernan seconded, so voted.

Respectfully Submitted by,

Tasha Bouvier
Board Clerk