

Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday January 21, 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, and Board Clerk Tasha Bouvier.

Others present: Porter Knight 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. Porter Knight asked about the corner of Garfield and North Street. During the winter months snow piles up and you can't see over the snow banks. The problem is year-round. Porter asked if there could be a curved mirror put up across the street on the North Street side. Joel Bouvier suggested having a letter sent to the owners to have the snow removed and if it isn't then the Town will remove it and bill the owners. Valerie Capels will send a letter. The Selectboard can't do much about the parking. Valerie Capels will check with Eric and Champlain Valley to see about putting up a curved mirror on the pole.

**III. Regular Business:**

1. Continued consideration of recommendations for use(s) of the Andrew Johnson estate bequest.
  - a. Peeker Heffernan suggested using the money to invest and use the interest only, replant trees and student community service projects.
  - b. Peter Coffey suggested to spend \$10,000 annually, maintaining and replacing the trees, and trails.
  - c. Michelle Perlee suggested to use the interest only and decide year to year what to use it for, and trails.
  - d. Joel Bouvier suggested to invest the money, put money in the budget to plant and replace trees, and use the money to match grants, but not if they are more than \$10,000 to \$20,000.
  - e. Ted Lylis suggested investing the money and to replace trees.
  - f. Peeker Heffernan moved to invest the money and use the interest only to fund trees, trails, and forest related projects that evoke the memory of Andrew Johnson every year. Ted Lylis seconded, so voted. If one year the Selectboard decide not to use the interest and invest it again then at least talk about it and remember Andrew Johnson.

2. Budget workshop: General Fund, Capital Budget and Plan. The Selectboard discussed the General Fund, Capital Budget and Plan. Sharon's salary is broken into different areas: Assistant Clerk, Town records, etc. Joel Bouvier asked why if the salaries went down the health insurance went up. The percentage of each town employee changed just slightly for each department. There are three listers and Craig will be at 15 hours. The new person will need to be trained. Planning and Zoning the supplies are over and it's an organizational thing. Kris Perlee created a folder that is given to the person that needs a permit and has all the information needed to apply for permits needed. The attorney fees will be increased to \$800. The Zoning Board stipends haven't been used. It seems the members didn't realize there was a small stipend. Should the Zoning attorney fees be lowered? The Selectboard is lowering to \$2,500. The stipend for Health Officer, Diane hasn't been used. Valerie will work on that. Under the stage in Holley Hall needs to be worked on which could come out of the Building fund. Delinquent tax collector is a stipend. Jen asked if the Holley Hall Acoustics RLF could. This is an article in the Town Warning. Street Lights item under Public Safety would like to see this number stay at \$28,500 instead of \$25,000. The Police Responses don't match according to Police Department budget, so the number on the Public safety budget needs to increase to \$5,400. DominionTech Services was added to the budget. Fire Department mowing leave at \$900. Delete line "Fire/Apparatus Pump Service & Testing" line under Fire Department budget since all zeros. Landfill Closure amount Jen Myers noted should this line item be removed. Holiday Committee has been moved to the Bristol Recreation Department and she will use it to decorate Holley Hall for the Holidays. Under General Operating Fund page 10 under Miscellaneous should this amount be increased from \$1,000. Increasing to \$2,000. Joel Bouvier suggested having Valerie Capel asked the fuel company to have them fill the tanks in May that way it's more accurate of what is being used for the year and then when the heat is turned back on in the fall the tank is full. Joel thought the Guard Rail line should be increased from the suggested \$3,000 to \$3,500. Peter Coffey said Eric was working on the guard rails for next year and he must have budgeted for them. Youth Center Events Income under Arts, Parks, & Recreation Department is the \$5,000 too much. Valerie said they plan on doing more summer activities. Pottery Studio Revenues is at \$13,050, should this go down to \$12,000. The Selectboard is going to give this another year. Change the Health Insurance for Youth Center budget for a single taking the health insurance since Brian currently takes the buyout and is leaving the department. The health insurance line for Youth Center increase to \$17,928 for the change for the new Director. Michelle asked about the trash removal for the Youth Center and why it's at zero. The Selectboard thought if it's because it's not getting broken out on the bill and just getting billed one amount. Capital Technology Fund increasing to \$10,000 from \$5,000. "Capital Road Fund - Paving" increase from \$100,000 to \$125,000. Conservation Reserve Fund Jen Myers had a note to decrease from \$10,000 to \$5,000. Right now, the fund total is at \$40,000. Leaving at \$10,000. Valerie Capels will talk with them for next year to decrease to \$5,000. Charter House didn't get their paper work in, so this can be removed from the budget. The

Selectboard discussed using part of the Undesignated Fund balance and need to get more information put together before they decide.

3. Continued review of the Town Meeting warning. Technology fund and paving needs to be increased on the warning. Need another article to put money into the Capital Building.
4. Co Review of the Police District Annual Meeting warning. February 18 informational meeting for the Police District at 6 p.m. and on March 4, 2019 at 6 p.m. Police Budget item "Homeland Security" should be deleted. Bruce said the permanent speed detector will probably be installed on North Street just inside the Police District. Joel Bouvier moved to approve the Police Warning in the amount of \$468,769. Peeker Heffernan seconded, so voted.
5. Review draft Town Reports: Selectboard and Town Administrator, Water and Sewer Districts, etc. Dedication will be discussed in Executive Session. Annual report is complete, and Valerie said they will add the budget section.
6. Review of draft Water and Sewer District budgets. Peter Coffey asked Ian Albinson if installing solar panels to reduce the electricity would be possible. Ian Albinson said the Energy Committee is looking at how to reduce the electricity use for the Town and that was one item that came up. For the water budget, increase the water rents by \$5,600 and the water connection fees increase from \$1,000 to \$2,000. Under expenses add insurance by \$15. Water budget total revenue \$264,436 and expenses \$264,450. Joel Bouvier asked about the water capital plan and Valerie said she hasn't had the chance to look at that. Sewer budget revenue \$42,400 and expenses \$42,400.
7. Determine if meeting on January 28 will be needed to finalize budget and Town Meeting preparations. If so, determine affect on the February meeting schedule. Will meet on January 28, 2019 as a special Budget meeting and regular Selectboard meeting on February 4, 2019.
8. Approval of meeting minutes of December 17, 2018, January 7, 2019, and January 14, 2019. December 17, 2018 is not ready. Ted Lylis moved to approve January 8, 2018 with no corrections. Peeker Heffernan seconded, so voted. Peeker Heffernan moved to approve January 7, 2019. Ted Lylis seconded, so voted.
9. Authorize accounts payable warrant and any liquor licenses. \$67,034.42.

10. Selectboard Concerns.

- a. Ted Lylis when people have their driveways plowed the snow is packing onto the sidewalks.
  - b. Peeker Heffernan said he saw Cyrus and he is doing water repair on Mountain Street Extension. Peeker talked with him about clearing hydrants and if he needs help to ask him.
- IV. Town Administrator's report. Mountain Street extension water line break will be done on Wednesday January 23, 2019. People in the area will have no water for the day and will be notified tomorrow. Valerie Capels will put it on Front Porch Forum.

1. **Other Business:**

- 1. Correspondence, reports, correspondence received.

2. **Executive Session:**

- 1. At 9:28 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 real estate negotiations per 1 V.S.A. §313(a)(2). Peeker Heffernan seconded, so voted.

Respectfully Submitted by,

Tasha Bouvier  
Board Clerk