

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

Others present: filming for NeatTV Shawn Kimball, Troy Paradee, Matlak Mayforth, Ian Albinson, and 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.

**II. Public Forum:**

1. Troy Paradee asked what the process is to have the Bristol Rec Club budget appropriation from the Town be increased. He will need to collect 200 signatures for 3 years in a row. It then gets put into the Town Warning to be voted on at Town Meeting. He will need to collect 200 signatures by January 17, 2019.

**III. Regular Business:**

1. Budget workshop: Recreation Department and consideration of Pottery Studio contract. Meridith MacFarland presented Residential summary of the Fall/Winter 2018 programs that are being used by Bristol residents and out of town residents. Brian LeClair is leaving as the Hub Teen Center Director. The Selectboard reviewed the budget with Meridith and Brian. Meridith MacFarland is putting together the Pottery studio contract. The Selectboard would like to see the contract and have a heads up about it. Michelle said usually if someone works strictly for one place then they are considered a worker and would fall under the workman's compensation. Matlak Mayforth started doing time sheets this week.
2. Budget workshop: Police Department. Chief of Police Bruce Nason and the Selectboard discussed the Police Department budget information. The Selectboard discussed with Chief of Police Bruce Nason the Police Department budget. The Mt. Abraham Union High School contract is being worked on.
3. Budget workshop: General Fund overview. Personnel COLA increase will be discussed in Executive session. A few line items like Medicare reduction, and 401k reduction needs to be looked at on the spreadsheet. Something seems to be off. Valerie will fix these. Valerie will ask Kris Perlee about the Computer equipment since it's 300% complete. Workers Compensation was under budgeted. Election pay will need to be increased to the minimum wage. The stipend for Delinquent Tax Collector is a flat rate,

so Valerie is going to check the correct amount. The Undesignated Fund Balance will be discussed at the special January 14, 2019 budget meeting. Peeker Heffernan asked about the Accidental Death Life Insurance line item. Valerie will check it out. Cemetery Care line item \$3,500 this covers mowing, maintaining and tree removal. Valerie will ask Meridith about the "Holiday Committee" line item. The Selectboard was wondering what it's used for. Joel Bouvier asked if we should budget for the Tax Sale abatement. Habitat for Humanity and Turning Point should be added to the budget since it's on the Town 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. Authorize to put RFQ out to get an engineer. Peeker Heffernan said this was looked at and the estimate was almost \$500,000 and decided that roughly 30 users wouldn't 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 then they are eligible to apply for Revolving Loan Fund. The loan would be 0% interest and 50% subsidy. Once a study is done it will give the Selectboard answers on what needs to be done immediately and others to phase in possibly. Peeker Heffernan moved to have the CWSRF study done. Joel Bouvier seconded, so voted.
5. Review of preliminary Town Meeting warning. Will discuss this 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 aren't 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.
  - a. Ted Lylis said he was pleased to see the sidewalks looked good after this last storm.
  - b. Michelle Perlee asked if the picnic tables at Lord's Prayer Rock were tied down and they are. She said there were also several garbage bags thrown down there and have the Public Works Department pick them up. Ms. Lovely business is not able to accrue the RLF and this will be on the next agenda item. Michelle research one of the delinquent taxes and it's the Devino heirs. The property was not on the decree, so more than likely the estate will need to be reopened on this and have the heirs be sent a tax bill. The person that is delinquent on the RLF, Michelle wants to see what rights the town has towards it. Valerie said Jen is working on a plan.

- c. Peeker Heffernan said he has seen a lot of Christmas trees on people's lawn and the Town doesn't pick them up. Should we put it on FPF?
- IV. Town Administrator's report. Jen, Kris and Valerie met with 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. They can attend the January 14, 2019 meeting.
- V. **Other Business:**
- 1. Correspondence, reports, correspondence received.
- VI. **Executive Session:**
- 1. At 8:49 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), 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.

Respectfully Submitted by,

Tasha Bouvier  
Board Clerk