

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

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

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.

1. Michael Psaros, DominionTech Computer Services. Michael Psaros reviewed the Services that DominionTech Computer Services provides. If the Town was to go with DominionTech Computer Services, they would need a list of users and schedule a time for agents to come and assess the computers. Appointments would not be until about mid-February at this point. NEMRC, which is a company the Town uses for payroll, works with DominionTech, so there is no problem with anti-virus blocking NEMRC and then having issues with the NEMRC software not work. Valerie Capels noted that the procurement policy allows the Selectboard to sole source various 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. A preliminary draft of the Capital Budget and Plan was reviewed. Valerie Capels is working on putting together a snapshot and narrative description of each department's capital equipment needs. It was noted that 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 General Operating budget that gets approved at the Town Meeting, does not include all the different funds that get broken out separately. The Town has not received a petition from the Charter House. The Bristol Rec Club decided to keep the appropriations the same as last year. 4th of July and Historical Society requests have been sent for the same amounts. 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 fund balance at the next meeting. Jen Myers noted that a goal to keep 5% of the total operational budget not including the appropriations in an undesignated fund balance, it would amount to \$102,000

roughly. She needs to get a solid number since the South Street bridge was not 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 write off the Liz Lovely RLF debt base amount plus any accrued interest and penalties. Ted Lylis seconded. So voted, with Joel Bouvier voting no.

4. Consider recommendations for use(s) of the Andrew John bequest. Valerie Capels provided the Selectboard with a spreadsheet of ideas that have come through in the last few months. There was consensus that the Selectboard 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. The recommendations from Tree Warden John Sweptson were reviewed. It was noted that the tree he is recommending, Autumn Blaze maple, is not the same he recommended last time he came. Michelle expressed concern that 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 will get quotes for the Selectboard to review.

6. Approval of meeting minutes of December 17, 2018 and January 15, 2018. The meeting minutes are not ready for approval.

7. Authorize accounts payable warrant and any liquor licenses. \$0. No special liquor licenses.

8. Selectboard Concerns.

Ted Lylis asked about the status of the Main Street project for the lights. Valerie noted that four responses were received to the RFP for the engineering and it will be on an upcoming agenda. Ted noted that the fog lights on the Holley Hall building do not seem to be pointing in the right direction. He will direct them when it warms up. He also noted there are bricks that are falling off the Holley Hall building by the chimney. This will need to be added this to the Capital Building Fund. Michelle will give Valerie some names to get quotes.

Joel Bouvier asked that these special budget meetings not include non-budget items. Valerie said the items were added because they might affect the budget.

Peeker Heffernan reported that the Town truck backed up onto Baslow Road and slid into the ditch due to the ice conditions. Town of Lincoln folks 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 will cover. 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.

9. Town Administrator's report. Valerie Capels had no additions to her written report.

IV. Other Business.

1. Correspondence, reports, correspondence received. None.

V. 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), 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 7:41pm to 8:05pm. Upon returning to open session, Joel Bouvier made a motion to accept DominionTech's proposal starting July 1, 2019, for staff to initiate the systems assessment and a quote for installation of a firewall, and to re-evaluate the contract and services after one year. Peeker Heffernan seconded. So voted.

VI. Adjourn.

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 8:10pm.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator