

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 28, 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.

Others present: None.

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). Valerie Capels asked that a small change to the Hub Director job description be added to Other Business.

II. Public Forum. None.

III. Regular Business.

1. Budget workshop: Finalize proposed General Fund budget. Valerie Capels noted the budget reflects adjustments from the previous meeting and that numbers may change if there are any adjustments to the Town Meeting warning.

There was discussion about the Lister Department hours and whether the proposed budget figure should be increased. Their budget is only 1/3 spent half way through the budget year and the reappraisal is complete. Although the new Lister will need training, there is a separate Lister training fund and Theresa Gile will be cutting back her hours. The hours were adjusted to 10, 5, and 5, which reduced the budget figure to \$17,185. Benefits will add another \$1,551.

There was agreement that election workers should be paid at least minimum wage and to keep Attorney Fees at \$8,000.

The Holley Hall Renovation Bond figure was increased to \$52,988 to include the loan \$10,510 loan payment reflected in Article 14. If, for some reason, Article 14 does not pass, we would need to accommodate the loan payment. Similarly, Line 319 was increased by \$5,200 to account for the acoustics loan payment if Article 15 does not pass.

The undesignated fund balance was discussed and how much of it is from the highway fund, which is believed can only be used for highway purposes. In FY2018, the highway carryover was \$32,084 and in FY2017 it was \$12,937, totaling more than \$45,000. There was agreement that \$20,000 of that would be earmarked for the Public Works Dept. buildings and grounds engineering study. Five percent of the sum of the Operating, Recreation, and Highway budgets would be approximately \$98,500.

The remaining undesignated fund balance has traditionally been considered to be a rainy day fund, to be dipped into only if needed for expected circumstances. Peeker Heffernan did not recall that the Town has ever needed to do it. There was agreement that a policy should be developed to guide future use of undesignated reserve funds and to determine whether voter

approval is required or whether funds can be used upon a motion of the Selectboard after a public hearing.

Total expenses amount to \$2,736,486, an increase of 3.9%. Net supported by taxes is \$2,263,386, an increase of 3.4%. These would be reduced if voters approve Articles 14 and 15. Joel Bouvier made a motion to approve the proposed budget as adjusted. Peeker Heffernan seconded. So voted.

2. Review Water Dept. long range capital plan. The capital plan called for replacement of 150 meters each year. The question was asked how many meters were actually purchased and replaced? There was discussion about the relays at the pump house that failed over the weekend. The Selectboard was comfortable with Valerie getting more information from the Water Operators and Jen for the Town Report submission and adding a statement that the Water Commission will be reevaluating the capital plan which will be discussed in greater detail at the spring annual meeting.

3. Review and finalize the Town Meeting warning. The articles in the warning were reordered and adjusted to reflect adjusted budget amounts. Articles 5 and 6 will include a statement noting that, if they are approved, the budget would be reduced by the loan amount. It was affirmed that Article 7 will add \$50,000 of the undesignated fund balance to the Capital Building Fund in addition to the amount in Article 12. Peeker Heffernan made a motion to approve the Town Meeting warning as adjusted. Ted Lylis seconded. So voted.

4. Approval of meeting minutes of December 17, 2018, January 14, 2019, and January 21, 2019. Review of the draft December 17 and January 14 minutes are still in progress. Michelle Perlee made a motion to accept the January 21, 2019 minutes with minor adjustments. Peeker Heffernan seconded. So voted.

5. Authorize accounts payable warrant and any liquor licenses. None.

6. Selectboard concerns. Ted Lylis noted that the snow pile at North and Garfield Street has not been removed. Valerie Capels noted that the message has been drafted, but she wants to consult with the DPW Foreman to be sure of what the owner is expected to do versus what DPW would ordinarily do if the snow was not blocking the sidewalk.

Joel Bouvier asked how a delinquent sewer bill is handled if the customer pays their water bill on time. Valerie will look into it and what the ordinance provides. One option may be for the Town to put a lien on the property. He is also concerned that the grease traps are not being cleaned. He would like to see some teeth in the sewer ordinance. Valerie noted she sent a letter to all the grease trap owners about a month ago but that it is a fuzzy issue because the Sewer District maintains some but not others and the District pays for it. The suggestion was made that a grease trap fee be added to those with grease traps the Town maintains. Valerie noted it does not appear that Shaw's has a grease trap for their deli and the ordinance is not clear who is responsible for installing one, especially since the District currently maintains the other exterior grease traps. Joel also raised the question about who should be responsible for a water leak if one of the O-rings on the water meter fails. The O-ring is part of the meter the Water District

installs. If the leak is on the intake side, the District pays for it; if it is on outflow side, the customer pays 100% of it. He would like this to be a topic for future discussion. Joel asked if there is an agreement for maintenance of the water system at KTP (Kountry Trailer Park). Cyrus has been called to address leaks at one or more units and the District is being billed. All agreed there is a master meter and the Land Trust is responsible for everything beyond it. They should call a plumber rather than the water operator.

Michelle Perlee expressed her condolences to the family of Penny Sherwood, who recently passed. She was a former Town Clerk, long-time resident of the Town, and was highly regarded.

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

IV. Other Business.

1. Correspondence, reports, correspondence received. No discussion.

2. Adjustment to Hub Teen Center Director job description. Recreation Director Meridith McFarland would like to amend the job description that was updated last year to include the following additional bullet: "• Participate in the planning and operation of the Bristol Summer Camp hosted out of the Hub." Ted Lylis moved approval of the adjustment. Joel Bouvier seconded. So voted.

V. Adjourn.

Joel Bouvier moved to adjourn the meeting. Michelle Perlee seconded. The meeting was adjourned at 7:15pm.

Respectfully submitted,

Valerie Capels
Town Administrator