

Selectboard Members Present: John "Peeker" Heffernan, Alan Huizenga, Joel Bouvier and Brian Fox. Town Administrator Bill Bryant, filmed for NEAT TV by Mary Arbuckle. Also present: Jimmy Quaglino, Chris Bapp, Michelle Freegard, Alissa Grace, Georgia Grace, Elizabeth Herrmann, Sgt. Randy Crowe and Chief Kevin Gibbs.

1. Chairman Peeker Heffernan called the meeting to order at 7:00 p.m. As the first meeting following Town Meeting, this is the annual organizational meeting of the Selectboard. He welcomed new member Brian Fox.

The floor was opened for nominations for Chairperson for the ensuing year. Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to elect Sharon Compagna as Chairperson for the year, and to elect Peeker Heffernan as Acting Chairperson until Sharon returns from a vacation.

Motion was made by Joel Bouvier, seconded by Alan Huizenga and carried to designate the regular meeting schedule of the Selectboard to be every other Monday evening beginning at 7:00 p.m. at Holley Hall, beginning with tonight's meeting.

Motion was made by Joel Bouvier, seconded by Brian Fox and carried to designate the Addison Independent as the official newspaper of record for town business for the coming year.

There was discussion about the process for making annual town officer appointments. It was agreed that this process will be conducted at the next two meetings on March 25<sup>th</sup> and April 8<sup>th</sup> and incumbents seeking re-appointment and new candidates will be invited to speak to the Board about their interest at these meetings.

There was discussion about the Selectboard's annual road trip. It was agreed to set the date for the trip for Tuesday April 16<sup>th</sup> beginning at 3:00 in the afternoon. Joel Bouvier will arrange for the bus.

2. Sgt. Randy Crowe was present to discuss a grant application to the Vermont Homeland Security Grant Program on behalf of the Police Department. The application would be for up to \$15,000 with no local match requirement for replacement of one cruiser radio with a P25 digital compliant radio (a grant for the radio in the other cruiser is already in place) and the addition of a fourth mobile data terminal for use by part-time officers. Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to approve the grant application request as submitted.

3. Jill Kopel was present on behalf of the Bristol Farmers Market and Bristol Downtown Community Partnership in regard to two separate matters:

She was present to discuss the Farmers Market for this summer and they are requesting approval to conduct the market on Saturdays from 10-1 and on Wednesdays from 3-6. The markets will run from June 1<sup>st</sup> to October 5<sup>th</sup>. Dates will be coordinated with the Recreation Department to assure no conflicts with other scheduled events – July 3<sup>rd</sup> for example which might conflict with setup for the July 4<sup>th</sup> celebrations. There will be no prepared food vendors on Wednesdays so as to not compete with non-profit barbecue fundraisers on the Park on those nights. It was agreed that market vendors who sell food in disposable containers will provide trash receptacles and also that the market could put up sandwich board signs for the market in four locations from Wednesday mornings through Saturday afternoons. Motion was made by Alan Huizenga, seconded by Brian Fox and carried to approve the Farmers Market as proposed.

On behalf of BDCP Jill discussed their interest in updating the playground equipment on the Park. They are looking into grants and other funding sources. There was discussion about possible landscaping. It was agreed that this proposal should be coordinated with the Park Grant now being planned for Main/North Streets improvements, lighting/electrical upgrades, and being designed in coordination with the ACRPC. There was discussion of the age of the existing equipment and it was noted that some of the equipment was a memorial gift. There was a consensus of the Board to have BDCP proceed with its plans and to keep the Board informed of progress.

4. The annual financial plan for highways was reviewed as prepared by Bill Bryant. The plan is required as part of the statute for receiving state highway aid and is a breakdown of the road budget by various categories. Motion was made by Brian Fox, seconded by Joel Bouvier and carried to approve the plan as submitted.
5. A request was reviewed from the Three Day Stampede (July 26-28) regarding access to the landfill for leftover materials from their fundraiser that require disposal. Cover material, hauling and labor to cover is donated and the Town only provides the landfill space. Also, request for approval of the 5k Run and Walkathon on Sunday July 28<sup>th</sup>. These are same as last year. Motion was made by Alan Huizenga, seconded by Brian Fox and carried to approve the requests.
6. Hearing regarding Vicious Dog Complaint: Present for this discussion were Chris Bapp, Michelle Freegard, Alissa Grace and Georgia Grace. Bill Bryant outlined the background in this matter. On February 28<sup>th</sup> a dog (Black Lab-Charney mix) belonging to Chris Bapp bit an 11 year old boy on the arm at Kountry Trailer Park, requiring emergency room treatment and 11 stitches. There is no current rabies vaccination certificate on file and the dog license was not renewed in 2012. This is the third incident brought to the Town's attention regarding this dog – the first was also a bitten child in August 2011, at which time the dog had not received its first rabies shot yet and had no license. Both bite incidents required 10-day rabies quarantine. The dog is kept tied outside Mr. Bapp's mobile home. The dog is at the town pound pending outcome of this hearing. A letter has been received from Addison County Community Trust indicating the dog will no longer be permitted to be kept at the park. Mr. Bapp is proposing to give the dog to his sister Rosie Emmons who resides in the Town of Washington and would intend to keep the dog on a runner or utilize an invisible fence system. He has an appointment to have the dog vaccinated on Wednesday and has pre-paid for that appointment. Michelle Freegard is the mother of the boy that was bitten. His stitches will be removed this week. She does not yet know how much out of pocket expense she will have for treating his injuries. There was lengthy discussion about the options regarding handling this matter. Motion was made by Brian Fox, seconded by Alan Huizenga and carried with three in favor and one opposed (Joel Bouvier) to: 1) impose a fine of \$300 to be inclusive of boarding charges for quarantine and dog license fee; 2) to order that the dog will no longer be kept by Mr. Bapp in Bristol, but given to his sister in Washington; 3) that the town administrator notify the Washington Town Clerk of this situation; and 4) that the Selectboard finds that Mr. Bapp is liable for the out-of-pocket medical expenses for the Freegard family resulting from this incident. Upon payment of the \$300 fine, the dog will be released to Mr. Bapp who will then take the dog for the rabies shot, pick up the new license and then take the dog to his sister's home.

7. Amendment of Grants Management Policy: The draft policy had been previously distributed to the Board and briefly discussed at the last meeting. It updates the form used by applicants to inform the Selectboard and Treasurer and requires some additional information helpful in grant administration by the town office. Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to adopt the policy amendment as outlined in Therese Kirby's February 15, 2013 memo. The revised policy was signed by the Board.
8. Consultant Services Agreement with South Mountain Research and Consulting for Saunders Property Erosion Control & Riparian Buffer Plantings Project: The draft agreement was discussed. It was noted that the agreement should only be signed once the grant agreement funding it is in place. Kristen Underwood is the consultant. Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to authorize the Town Administrator to sign the consultant agreement at the appropriate time.
9. Fire Department Annual Capital Fire Equipment Reserve Fund Purchases: A memo from First Assistant Chief Brett LaRose was reviewed and Chief Peeker Heffernan explained the proposed purchases as well. The total request is \$9,189 and consists of two sets of personal protective equipment (\$4,042), five helmets (\$1,943), two air cylinders for SCBA (\$1,450), one MSA Altair 4 gas meter (\$928), and a Knox KeySecure retention system (\$826). There was discussion. Motion was made by Brian Fox, seconded by Alan Huizenga and carried with 3 in favor and one abstention (Peeker Heffernan) to approve the purchases from the capital fire equipment reserve fund as recommended.
10. Recreation Department Grant Applications: Three grant applications were considered, all to the Five Town Friends of the Arts. The first is for the Recreation Department summer theater production in the amount of \$1,000. Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to approve the summer theater grant application. Second is for the Recreation Department summer cabaret series in the amount of \$900. Motion was made by Joel Bouvier, seconded by Brian Fox and carried to approve the summer cabaret series grant application. Third is for the Hub Teen Center for several arts projects in the amount of \$800. Motion was made by Alan Huizenga, seconded by Brian Fox and carried to approve the Hub arts grant application. It was noted that no town funds are proposed to match these grants.
11. The Selectboard discussed what steps to take next on the fire facility project given the defeat of the bond vote at Town Meeting. The public seems to have a better understanding now of the need for upgraded facilities following the open houses which were part of the public process for the bond vote. The public also however, has serious reservations about expansion of the facility on North Street and has expressed considerable interest in being involved in a more open site selection process. There was discussion about conducting a public site selection brainstorming meeting. It was agreed that such a meeting should be held fairly soon and the date of Saturday April 13<sup>th</sup> was picked as a target date. It was agreed that such a meeting would benefit from being moderated by an experienced facilitator and it was agreed to discuss whom this might be at the next meeting and several possible facilitators have already been identified. The meeting would identify and discuss site selection criteria, identify potential sites to consider (including the many sites that have previously been reviewed), and review options for reuse of the North Street fire station property if the facility was moved elsewhere. An expanded facility committee might then proceed with further analysis of proposed sites with the goal of narrowing the field down to the two or three sites with best potential, which could then be reviewed and discussed

at another public meeting before determination by the Selectboard on which direction to proceed. Liz Herrmann was present and spoke favorably about a more inclusive process and looking beyond North Street. She is interested in participating as the process moves forward.

12. The Selectboard briefly discussed the process for moving forward with plans to locate police offices at Bristol Works. Some of this discussion still involves real estate lease term negotiations and will be continued in executive session.
13. Bills payable were reviewed and the Selectboard signed Treasurer's Warrants for payment of bills totaling \$195,634.
14. Motion was made by Joel Bouvier, seconded by Alan Huizenga and carried with three in favor and one abstention (Brian Fox who was not on the Board at the time of the meeting) to approve the minutes of February 25, 2013 as drafted.
15. Roundtable:
  - It was noted that the road crew will begin summer hours of working 9 hour days Monday thru Thursdays and a 4 hour day on Fridays beginning on April 5<sup>th</sup> and running thru early October.
  - Liquor license applications were reviewed and signed for the American Legion, Shaws supermarket and N.D.'s tavern.
  - The Town Clerk and Bristol Animal Hospital will hold a rabies vaccination and dog licensing clinic on Wednesday March 27<sup>th</sup> from 5:30 to 6:30 at the animal hospital.
  - Therese Kirby has received the draft audit for FYE 6/30/12 and is reviewing it with the intent to present to the Selectboard and public shortly.
  - Joel Bouvier encouraged planning for the High Street water line replacement. Bill Bryant noted Simon Operating Systems will be preparing a plan for trying to locate water system leaks through a master meter at the reservoir and shutting down portions of water service in the middle of the night to isolate problem areas.
  - Joel Bouvier inquired about written documentation of the occupancy limits for the Hub. Bill Bryant shared a written report from the State that the Hub had requested putting these limits at 72 with furniture in place and 99 with furniture removed. These limits are respected by the Hub during special events/concerts. There were five recommendations for fire safety improvements at the Hub, three have been implemented and two will be discussed with the Recreation Club as landlord as they are building modifications.
  - The Eagle Park Universal Fishing Platform is receiving a design award which will be presented by the Governor in Montpelier later this month.
  - The Vermont Land Trust has sent a letter to the Selectboard to inform them of plans to close on a purchase of development rights on 44 acres of the Choiniere Farm.
16. Executive Session: Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to meet in executive session regarding one personnel matter, two legal matters and one real estate negotiation involving the Town where general public knowledge of the subject matter

would clearly place the Town as a substantial disadvantage. The Board met in executive session from 10:00 to 10:50 p.m. Chief Kevin Gibbs joined the Board for a portion of the executive session. Upon return to open meeting the following motions were made:

- Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to authorize scheduling of Road Department employee Dan Gebo at the landfill on Saturdays for three hours of overtime to assist with landfill operations and end of day covering.
- Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to approve expenditure of up to \$3,500 for the initial design phase of work for a new police facility to be located at Bristol Works.
- Motion was made by Alan Huizenga, seconded by Joel Bouvier and carried to offer new loan terms to Meg Wendel, formerly dba as the Village Corner Store, for her loan from the Bristol Revolving Loan Fund for the balance of the amount owed (currently \$22,644.11 in principal, \$646.66 in interest, \$310.94 in late fees) for a ten year term at a rate of interest of 2.95%, and for the fund to pay the attorney's costs to close such new loan documents.

The meeting was adjourned at 11:00 p.m.

Respectfully Submitted,  
William Bryant  
Town Administrator