

Selectboard Attendance: Chair Sharon Compagna, Brian Fox, John “Peeker” Heffernan, Alan Huizenga and Joel Bouvier. Also attended by: Town Administrator Bill Bryant, Town Clerk Therese Kirby, filmed for NEAT TV by Mary Arbuckle, Fred Duplessis, Peter D. Ryan, Jim Quaglino, Kevin Gibbs, Kris Perlee, Jim Lockridge, Steve Libby, Randy Crowe, Kristen Underwood, Allen Karnatz, Brett LaRose, Robert Worley, Diane Cushman and Kevin Harper.

1. Sharon Compagna called the meeting to order at 7:00 pm. Fred Duplessis of Sullivan & Powers was here to discuss the FY 2012 audit. 2012 was the second year Sullivan & Powers has audited the Town of Bristol. Fred provided the Selectboard with a brief overview of the audit process and the bound audit. We have a clean audit opinion and are in full compliance with governmental audit standards. Fred discussed fund balances and for Bristol he would recommend 10% to 15%; Bristol has been using 5%. He gave an overview of the enterprise funds – water, sewer and the landfill. The landfill is currently in a deficit position as the current revenues are not projected to be enough to cover closure costs. One of Sullivan & Powers recommendations was to move from weekly payroll to bi-weekly payroll as it would save the Treasurer’s Office approximately 40 hours per year. Peter Ryan noted that was a discussion we have had before and he believes being paid Friday for hours worked Thursday night creates a hardship on the Treasurer’s Office. Sullivan & Powers recommendation did include the possibility of giving employee advances to be paid back over a period of time set by the Selectboard. Fred presented a letter to the Selectboard stating Sullivan & Powers received full co-operation by the Treasurer’s Office and staff. The Selectboard thanked Fred for his time.

2. Kristen Underwood of the Conservation Commission, Allen Karnatz of Vermont Land Trust and Steve Libby of the Vermont River Conservancy were here to update the Selectboard on the Saunders, Farr and Fuller conservation projects. Bill Bryant suggested having the Town’s attorney, Kevin Brennan review the documents so the Selectboard fully understands the impact of the deal and the Town’s responsibility and role regarding the Saunders conservation project. The Selectboard agreed to have the documents back to Steve Libby by the next Selectboard meeting. There is a fundraising effort started to raise \$90,000 locally to cover the conservation easement costs of the Farr Fuller conservation project. The Conservation Commission formally requested \$10,000 from the Conservation Reserve Fund to be paid to the Vermont Land Trust to help cover the \$90,000 in costs to the project. The Farr farm is in the process of being sold to Trent and Abby Roleau, as long as the conservation funding comes to fruition. There is a 30 acre piece on Bob Fuller’s property that will not be subject to the conservation easement per his agreement with the Vermont Land Trust. Bill Bryant asked if any money had been raised yet and Kristen said they have raised about half of the money. They are hoping to close in October or November of this year. Peeker Heffernan wanted to know if this property comes off the grand list. Allen Karnatz said no, but the property value could be reduced by the Listers. Alan Huizenga moved to approve the Bristol Conservation Commissions request to contribute \$10,000 to the Vermont Land Trust for the Farr/Fuller project. Brian Fox seconded. Peeker Heffernan would like to know if the Vermont Land Trust fundraises enough money, would it reduce our contribution amount. Allen Karnatz said yes. So voted. The Selectboard thanked Kristen, Allen and Steve for their time.

3. Diane Cushman was here regarding her interest in serving on the Fire Facility Site Selection Committee. She submitted an application and would like to be considered for a role on the Committee. Sharon Compagna asked Diane why she would like to serve. Diane said she would like to see more than one woman on the committee, she grew up in Bristol and she does not live in a neighborhood that would be impacted by any of the proposed sites and feels she could be unbiased as growth is a sign of progress. The Selectboard thanked Diane for her interest. Chief Kevin Gibbs introduced Bob Worley, the new part-time police officer for the Bristol Police Department. The Selectboard welcomed him aboard.

4. Discussion regarding the appointments to the Fire Facility Site Selection Committee and issues surrounding the Fire Facility. The Selectboard reviewed the letter Bill drafted to be sent to the owners of the proposed sites. The Selectboard received notice from the Bryden's stating they would like their property removed from the list of proposed sites and the Selectboard agreed to do that. The Selectboard decided to appoint a nine member Committee made up of one Selectboard member, four residents (two male/two female) and four fire fighters. The Selectboard member would be Alan Huizenga. Joel Bouvier moved to appoint Gerry Slager, Diane Cushman, Liz Hermann and Shawn Oxford to the Fire Facility Site Selection Committee. Brian Fox seconded. The Selectboard feels Liz brings an architectural background and since she lives across from the current fire station, she knows what would fit well in the community, Diane is a long term resident and has experience serving on boards, Gerry has traveled through a lot of Towns while working for Vermont Bicycle Tours and has experience understanding what fits in a community and he has a very positive attitude, and Shawn served on the original committee, so he has an understanding of the history of the project, so the Selectboard would like him to continue. So voted. The Bristol Fire Department recommended Brett LaRose, Peter J. Ryan, Chris Griggs and Kevin LaRose as their four members. Alan Huizenga thanked fire fighter Lance Perlee for his service on the previous committee. Peeker Heffernan said the four fire fighters will be representing the entire Bristol Fire Department as well as residents of the Town. Peeker encouraged residents to speak with any of the nine members or any member of the fire department with questions or concerns. The Selectboard thanked all of the applicants for their interest.

5. Shawn Oxford of Bristol Financial is recommending the Town move to the Standard Group from Unum for our employee life and disability insurance coverage, where the rates will be locked in for three years, as Unum was proposing a large increase. Brian Fox moved to award the contract for the employee life and disability insurance policy to the Standard Group. Alan Huizenga seconded. So voted. Bill Bryant updated the Selectboard on the Vermont Health Exchange. The Vermont Health Trust has been working with municipalities to help them understand the proposed changes.

6. First Assistant Fire Chief Brett LaRose was here regarding the lease agreement with CTI Towers for their repeater. Brett went over the history of the repeater placement and the federal mandate of transitioning to narrow banding. Brett received a copy of the lease today and CTI is looking for a start date of July 1, 2013, with a fee of \$100 per month until July 2014, then beginning July 1, 2014 BFD will be charged \$250 per month with a 3% increase annually. In addition, a one-time \$1,800 lump sum payment would be due, which makes up the difference from the 2013/2014 fiscal year. This would be a five year lease with an option to extend. CTI is abandoning the building so BFD and Bristol Rescue would need to enter into a Memorandum of Understanding (MOU) regarding the maintenance of the

building. Brett would like an electrician to take a look at the baseboard heating currently in the building as he could not find a breaker and the building is now inhabited by insects and garter snakes. BFD is currently paying the electric bill for the building, but there is no back-up power at that site. Several years ago BFD bought into the Chipman Hill tower in Middlebury and they use that if this tower goes down. Bill Bryant would like attorney Kevin Brennan to review the lease before signing. Brett LaRose noted this unbudgeted expense will cause the BFD budget to be overspent in fiscal 2013/2014. Peeker Heffernan and Bill Bryant commended Brett for his work on this project. Alan Huizenga moved to authorize Bill Bryant to sign the lease pending the review of attorney Kevin Brennan. Joel Bouvier seconded. So voted.

7. Brian Fox moved to approve the driveway access application of Curt & Heather Estey and Richard & Christine Estey for a lot on Lower Hardscrabble Road with the conditions outlined by the Road Foreman. Alan Huizenga seconded. So voted.

8. Jim Lockridge was here regarding the HUB's request for approval of the Department of Labor funded summer employment program with no matching funds required. Brian Fox wanted to know how many hours each hire can work. Jim thinks 20 or more per week but needs to clarify that with the Department of Labor as well as the age range of the hires. Alan Huizenga moved to approve the grant application to the Department of Labor for up to three summer workers. Peeker Heffernan seconded. So voted. Bill Bryant also discussed the article that was in the Addison Independent last week regarding the septic tank pumping at the HUB. Bill will invite the President of the Bristol Recreation Club to the Selectboard meeting on July 1, 2013 regarding their underlying concerns. The Selectboard agreed.

9. Alan Huizenga moved to approve VTrans maintenance agreements for projects on River Road, Burpee Road and the downtown sidewalk accessibility improvements. Brian Fox seconded. So voted.

10. The Selectboard signed an accounts payable warrant of \$90,466.87.

11. Joel Bouvier moved to approve the minutes of June 3, 2013 with a correction of him loaning the pump not donating the pump for the fountain. Brian Fox seconded. So voted.

12. Selectboard Roundtable: Joel Bouvier updated the Selectboard on the repairs currently underway at the Coach House. Tom Wallace, owner of the Village Crème Stand, acknowledged the need for pedestrian safety and will be in contact with Joel or Bill Bryant to create a plan for possibly extending the crosswalk through his parking lot. Joel wanted to know if Jen could put road maintenance progress on the website. Therese Kirby said yes, it would just require the Road Foreman to come in and speak with Jen about the projects and their timeline. Peeker Heffernan asked the Police Chief about posting press releases on Facebook. Kevin Gibbs has checked with the State's Attorney and he is not opposed to posting that information as it is a media outlet. Kevin will follow up with dispositions so if people are found innocent or charged, that information will also be posted. Sharon Compagna said the Peace Garden is looking great and they are currently accepting donations.

13. Town Administrator's Report: Discussion of Sergeant Randy Crowe's request to accept a 2013 Chevy Silverado forfeiture vehicle from a recent arrest. Randy explained if the truck is sold at auction, the Bristol Police Department would receive 80% of the sale price after liens and other fees are paid. If

the BPD kept the truck, they would need to keep the truck for 2 years before they could sell it, unless they proved to the Fed's it was a hardship and they could seek special permission to sell it early. The Selectboard is not in favor of the BPD taking possession of the truck. Bill Bryant updated the Selectboard on the following items: a dog issue surrounding a New Haven dog, S.O.S. has 51 galvanized service lines left to check and Bill will ask them to finish the process, Lance Perlee and Will Elwell will start exercising the valves before the nighttime effort to locate a leak so S.O.S.'s time is spent efficiently, Lance is also working with Brent Duranlow of Rural Water to come back and specifically locate leaks on Elm Street and Rockydale, Town Green Improvement Project update as design engineering services are out to bid and Adam Ginsburg resigned from the Conservation Commission as he does not have enough time to commit. Bill received another invoice from VTrans for the Town's 10% of design costs and 5% of the construction costs for the South Street Bridge. Bill would like to know if the Selectboard will approve paying this invoice based on the attached back-up. Alan Huizenga moved to approve the purchase of a direct vent heater for \$844 from Jackman's Fuel to be installed in the dog pound. Brian Fox seconded. So voted. Alan Huizenga moved to approve Darla Senecal's request to sell one week of vacation time to the Town for 80% of its value and to approve Peter Bouvier's request to carryover 10.02 vacation hours, to be used over the week of the Fourth of July. Peeker Heffernan seconded. So voted. Sharon Compagna would like to see employees use their vacation time during the year as it promotes wellbeing. Bill reported there is a sink hole on Prince Lane in our right of way, that the Road Foreman feels could be an abandoned fuel tank. Reg Dearborn provided Bill with a photograph of when the Old Trading Post was a garage. Bill will contact the State of Vermont's underground storage tank program to see if it is our responsibility to clean up or that of the property owner.

14. Alan Huizenga moved to go into executive session to discuss annual employee evaluations - personnel matters involving the appointment, employment or evaluation of public officers or employees and 2 legal matters (Piasecki tax appeal and the Lathrop/Folino zoning appeal) and 1 real estate negotiation (Bristol Works/BPD lease agreement) involving the Town where premature general public knowledge of the subject matter would clearly place the Town at a substantial disadvantage. Brian Fox seconded. So voted. The Selectboard met in executive session from 9:35 pm to 11:40 pm with Therese Kirby and Kevin Harper joining them for separate discussions. The Selectboard meeting adjourned at 11:41 pm.

Respectfully Submitted,
Therese Kirby
Clerk