

Selectboard's Member's present: Chair Joel Bouvier, Michelle Perlee, Brian Fox, Sharon Compagna, and John "Peeker" Heffernan. Also present: Interim Town Administrator Therese Kirby, Administrative Assistant Jen Stetson, filmed for NEAT TV by Mary Arbuckle, Jim Quaglino, Robert Kishko, Sylvia Miller, Carol Wells, and Mark Brasure.

1. At 7:00 pm Joel Bouvier called the meeting to order. He took a moment to remember Roy LaRose, a member of the Bristol Fire Department for 62 years who recently passed away.
2. Robert Kishko and Sylvia Miller from Dubois & King joined the Selectboard to present the drawings for the Village Green Beautification Project. They concluded adequate lighting for the park is 5 poles and luminaire that will match the current luminaire and poles on Main Street. The focus of this project is to light the sidewalk using low lumen output. Using the lights shown it gives the Town the ability to control the lumen output as needed. These lights will illuminate 3-4 feet outside the sidewalk while also keeping almost all of the light produced inside the park. This layout also avoids all of the trees in the park currently. Robert Kishko discussed the three meters that are currently in the park. This project would be a good time to put everything on one meter. He also mentioned eliminating the wooden pedestals the panels were on now. Putting all of the electricity on one meter will involve a lot of underground excavation and clean up. Peeker Heffernan asked if they could put the new power on the North Street part of the intersection which would coincide with Vermont Agency of Transportation's Intersection project. Robert Kishko is aware of the intersection project and is in contact with VTrans about how they are planning to install electricity. The board discussed different options for trenching. Michelle Perlee asked about the time span the light bulbs would last and the cost of replacement. Sylvia Miller is unsure of the cost, but is certain the bulb would last 10-15 years. Sharon Compagna is concerned about the finances for the project. Adam Lougee understands there is a monetary constraint. He suggests the Selectboard apply for a permit for both the lighting and the work to be completed to put the electrical on one meter, but put this out to bid as drawn and add the other extras as alternates to see what the cost would be. Robert Kishko agreed with Adam Lougee's suggestion about a base bid and bidding the alternate, but also mentioned once there is a contractor on board they might have a better idea as to how to make this more efficient. Mary Arbuckle asked about brightness of the lights for movies in the park. Bob Kishko said this had been addressed there would be a switch to turn them on and off. The Board discussed the different options they could do with the meters. Brian Fox didn't think any decisions could be made until they put it out to bid. Carol Wells spoke about the original grant and what it included. Peeker Heffernan moved to approve the plans for the lighting enhancement to the park with the only change being the electric will feed from the back of the park. Brian Fox seconded all were in favor, so voted.
2. Mark Brasure joined the board to discuss the insulation of the "T" section of the waterline that feeds his house. Peeker Heffernan was sure it was already insulated and thought perhaps the blow off didn't get turned on in time. Mark Brasure remembered this winter and believes that his "T" which was not exposed is where the freezing occurs. The Board decided Lance Perlee will cut the pavement to access the "T" for Mark Brasure's house to be sure it is insulated.

3. Carol Wells joined the board to discuss the construction bid openings for Prince Lane Project. She explained the bid and what each alternate option included. After seeing the bids, she recommends accepting the base bid from Wright & Morrisey. She also recommends the Selectboard waive the technicality that Wright & Morrisey was not pre-approved by VTrans as that pre-approval expired in May of 2014; because if we don't waive it, it will be detrimental to the project. Carol Wells asked the Selectboard to table the acceptance of this bid until their meeting on June 30, 2014 because she wanted the opportunity to make sure all property owners understand the project. Brian Fox asked about property owners refusing to do the project. Therese Kirby discussed the Revolving Loan Fund as an option for property owners. There is money set aside for this project, but is the Selectboard willing to wave the application fee, roll the closing costs into the loan and have the loan be interest free for a period of time? The Selectboard agreed if the RLF suggested any or all of these conditions they would support their decision. Carol Wells also suggested to property owners that if they are going to the RLF, they should also consider any other projects they want to do. If the electrical doesn't get completed a sidewalk will still be constructed. Michelle Perlee asked if there were any other concerns for updating their panels. Therese Kirby explained that Chris Griggs had made the point of saying that once the electrical inspector is here, there is no guarantee owners won't be required to do more work. Therese Kirby explained this was three different grants; she has spoken with Peter Ryan about organizing these grants to figure out how to separate invoices and requisition money from the correct grant. The board agreed that was a good idea and to table the acceptance of construction bid from Wright & Morrisey until their June 30, 2014 meeting..

4. Public Forum: Jim Quaglino asked about the shrubs around the bandstand as he had donated them back in 1990's. Therese Kirby explained the trash and moisture problems the Town had surrounding the bandstand.

5. Brian moved to approve the use of Marshall & Swift cost table for the Listers until June 30, 2015 for \$238.81. Peeker Heffernan seconded, so voted.

6. The board discussed the job description for the Administrative Assistant. Sharon Compagna moved to approve the job description for the Administrative Assistant as printed. Brian Fox seconded so voted. Michelle Perlee suggested including in the advertisement that no applications will be accepted via email. Sharon Compagna moved to approve the advertisement for the Administrative Assistant job with Michelle's addition. Peeker Heffernan seconded, so voted.

7. Joel Bouvier, Facilities Manager from the National Bank of Middlebury, joined the board. The bank would like to add a drain to prevent icing on the sidewalk in the winter. Joel Bouvier also discussed the bank's willingness to replace a portion of the sidewalk, but was unsure if they had the funds to pay for the truncated domes at each end. Brian Fox moved to allow National Bank of Middlebury to work in the Town right of way cutting into the drainage basin and replacing the sidewalk with the Town purchasing truncated domes for the new sidewalk. Peeker Heffernan seconded, so voted.

8. The board discussed having John and Rita Elder tie on to 2" water line that provides water to Mountain Greens Market. The Board is unsure if this is owned privately by Mountain Greens Market or if the Town owns it. If this is a privately owned line the board would discuss the Elder's connection at the June 30, 2014

meeting. Peeker Heffernan moved to allow John and Rita Elder to use a 2" line to connect to their house, connecting on Mountain View Street if the Town owns the line entering Mountain Greens Market. Brian Fox seconded, so voted.

9. The Board discussed the Landfill's monitoring well. Therese Kirby has spoken with Merle Knight and he recommends hiring Daly Environmental to monitor the problem in hopes of correcting the problem. Peeker Heffernan moved to hire Daly Environmental at a cost not to exceed \$2,750, to repair a 2" monitoring well. Brian Fox seconded so voted.

10. The Selectboard approved an accounts payable warrant for \$159,840.59. Therese Kirby explained the new police cruiser was here and Sergeant Crowe will be looking to pay for the car prior to the next meeting. Brian Fox moved to authorize Therese Kirby to write a check for the payment of the police cruiser not to exceed \$32,000 and authorize Sergeant Randy Crowe to sign the paperwork for the cruiser.

11. Sharon Compagna moved to approve meeting minutes from June 2, 2014. Peeker Heffernan seconded so voted.

12. Selectboard Round Table: Michelle Perlee asked if the Recreation Department revenues will come in at budget before the end of the year. Therese Kirby explained there is usually a lag that will hopefully be filled up by summer camps. Michelle Perlee asked about library reimbursement line item that was budgeted higher. Therese Kirby explained the Library would reimburse us for the coverage provided to the librarian for health insurance, but beginning in 2014 the librarian opted to go into the exchange. Michelle Perlee asked about the Road Department electric and telephone lines. Therese Kirby was unsure but will look further into it. Jen Stetson mentioned the phone increase was due to the garage getting wireless internet there. Michelle Perlee asked about the tree planting line. Sharon Compagna said this line was used for tree removal this year as more trees needed to be removed. Michelle Perlee asked about the Recreation Facilities rent line item. Therese Kirby explained it is used for renting facilities other than Holley Hall such as Bristol Elementary. Brian Fox asked about the landfill digging and encroaching on boundary lines. Therese Kirby has spoken with Merle Knight. He has been in contact with KAS and Ken Weston to discuss if there is a survey of the property. Brian Fox has seen the market for scrap metal go up and suggested this might be a good time to dispose of the bomag. Joel Bouvier will look into this. Sharon Compagna asked about the Listers budget. Therese Kirby explained with new Lister's in the office it required training and longer hours to complete what needs to be done. Sharon Compagna noticed a storm drain at 17 Church Street that is in rough shape. Therese Kirby will let Peter Bouvier know. Sharon Compagna also mentioned a posting on Front Porch Forum about the Upper Notch Road grading. Jim Quaglino didn't think it was that bad. Joel Bouvier asked about the status of the East Street sidewalk. Therese Kirby will call Case Street to remind them of the time line. Joel Bouvier asked about the status of the second speed cart for the Police Department. Therese Kirby wants to see it on the Notch Road near Fred Schroeder's house.

13. Town Administrator's Report: Therese Kirby discussed the plan for removing the underground tanks for Howden Hall, the Garage, and Mountain Street on Wednesday. She had met with Tom Yager and Bill Sayre from A. Johnson Company about the waterline that was broken at the reservoir. She explained what Tom Yager said had been done with the project that he didn't break the pipe. Peeker Heffernan understood it was

a temporary fix had been done because only a portion of the pipe had been removed. Therese Kirby asked if they were broken or pulled apart. Peeker Heffernan clarified that if they pulled 6 feet of an 18 foot pipe, they broke it. He feels if A. Johnson does not want to correct the issue, the Town can call Digsafe and let them sort it out. Therese Kirby explained ECI would be working for Vermont Gas around Bristol for the next couple of weeks. She also discussed that there is a change in open meeting law and next meeting they will discuss changes the Board needs to make. Therese Kirby discussed the conservation commission funds. Peeker Heffernan moved to approve the transfer of \$2,849 from Conservation Funds to pay for the balance of a bill for the Saunders Grant. Brian Fox seconded, so voted. Therese Kirby handed out the S.O.S. monthly report. She discussed the Hub activities planned for the summer along with the waiver form. Michelle Perlee suggested they get a copy of car insurance and a driver's license for all drivers. Therese Kirby asked the board about The Hub taking over selling balloons and glow sticks at the July 4<sup>th</sup> festivities. She suggested starting out small in hopes they run out and pairing a child with a parent/adult to sell them per her discussion with Darla. Michelle Perlee agreed as long as the 4<sup>th</sup> of July Committee isn't selling them. Michelle Perlee asked about the AmeriCorps position. Therese Kirby explained the funding and the past AmeriCorps workers who had been part of that. Therese Kirby asked about auctioning off the playground equipment. Michelle Perlee explained just because the equipment isn't ADA compliant, doesn't mean it isn't safe. She suggested there be a bill of sale with a waiver stating it is sold as is and the Town has no liability. Therese Kirby will send additions, corrections or suggestions for the Water Capital Report to Kevin Camara on Tuesday. Therese Kirby discussed the zoning issue for the Fire Facility and her communications with Kevin Brown, Eric Forand and Sue Kavanagh. The Board discussed the process for the Planning Commission to make a decision. Therese Kirby then explained the process if someone wanted to repeal the decision of the Planning Commission. Peeker Heffernan asked if this needed to be done before negotiations begin. The Board agreed it did and would like Therese Kirby to make a formal request the Planning Commission meet in July if necessary because the Selectboard needs a response as soon as possible.

At 9:25 pm, Brian Fox moved to go into executive session to discuss three personnel matters involving the appointment, employment, or evaluation of public officers or employees and two legal matters/real estate negotiations involving the Town where premature general public knowledge of the subject matter would clearly place the Town at a substantial disadvantage. Peeker Heffernan seconded, so voted. Jen Stetson joined them for a portion of the session.

At 10:10 the Selectboard came out of executive session. Michelle Perlee moved to hire Jared Hubell for the Highway Maintenance Worker effective July 7, 2014 at \$15.00 per hour increasing to \$15.50 after receiving his CDL. Brian Fox seconded, so voted.

Peeker Heffernan moved to authorize the Interim Town Administrator to send a letter to Peter Nelson in response to his June 14<sup>th</sup> letter to the board. Brian Fox seconded, so voted.

The meeting adjourned at 10:15 pm.

Respectfully Submitted,

Jen Stetson  
Administrative Assistant