

Selectboard Member's present: Chair Joel Bouvier, Sharon Compagna, Brian Fox, John "Peeker" Heffernan and Michelle Perlee. Also present was Town Administrator Therese Kirby, Town Clerk Jen Myers, Police Chief Kevin Gibbs, Bob Donnis, Brendan Gallivan, Mike Corey, Wendy McArdle and John Elder.

1. Michelle Perlee moved to appoint Peeker Heffernan as temporary chair. Sharon Compagna seconded, so voted. Michelle moved to rescind her motion. Sharon Compagna seconded, so voted. At 6:00 pm Joel Bouvier called the meeting to order.

2. Police Chief Kevin Gibbs joined the Board to discuss the Bristol Police Department Town Response & Contracted Patrol Policy. Peeker Heffernan asked about responding VSP and surrounding Towns. Kevin said when they are requested to respond to surrounding Town's by VSP the Town is not billed. Michelle asked about authorized medical assist. The Board discussed medical response. Sharon Compagna moved to adopt the Bristol Police Department town Response and Contracted Patrol Policy as amended. Peeker Heffernan seconded, so voted. The Board thanked the Chief for his time.

3. The Board discussed preparation of a Spill Prevention, Control and Countermeasure Plan for the Town garages. Therese explained this plan needed to be part of the storm water plan for the landfill. Green Mountain Engineering will complete the plan and will give a copy to LE Environmental so they can reference it in the storm water plan for the landfill. Michelle asked where this money is coming from. Therese said capital building. Peeker Heffernan moved to authorize Therese Kirby to sign the contract with Green Mountain Engineering for Spill Prevention, Control and Countermeasure Plan for the Town Garages for a cost of \$4,280. Brian Fox seconded, so voted.

4. John Elder joined the Board to discuss a Planning Grant and Water and Environment Program Grant for a business park on Stoney Hill. John asked for authorization to submit for both grants. John explained the process of the previously submitted grant. He explained there are two grants he would like to apply for. The first is the Planning Grant which is \$25,000, 25% would be a loan, 75% would be a grant. The second grant is a \$30,000 Rural Development grant that is specifically dedicated to water and septic design. This grant is also a 25% loan and 75% would be a grant. Therese asked where the funding for the 25% loan for both grants would come from and suggested asking the developer to for that funding.

The Planning Commission met with Kevin Harper and discussed creating a business park in that area. The Planning Commission agreed the Town Plan suggested a business park in that area. John discussed the current zoning and the light industry definition. Joel Bouvier asked if there was a correlation between the size of the building and the number of employees. John explained the priority of the area would be to offer a high wage manufacturing job within walking distance of the downtown. Brian Fox asked about omitting smell from the business for example coffee roasting and meat smoking. John explained light industry is self-contained, they don't have inventory stored outside, but yes they could emit a smell. The Board agreed to create a working group that includes, John Elder, Kevin Harper, Adam Lougee, Peeker Heffernan and Therese Kirby. They will meet soon to discuss the planning grant and related topics.

5. Brendan Gallivan, Wendy McArdle, Mike Corey and Bob Donnis joined the Board to update the Board on goals and strategies of the Energy Committee. Bob Donnis explained the different projects they had accomplished since being established in 2007. They discussed the goals created regarding energy in Bristol. They want to be a resource for the Town and residents of Bristol when looking to build or become more efficient. Wendy McArdle spoke to the Board about her experience and interest in Energy Efficiency. Peeker Heffernan moved to appoint Wendy McArdle to the Energy Committee with the term ending March 2015. Sharon Compagna seconded, so voted. The Board thanked them for their time.

6. The Board discussed the landfill topographic survey, closure and post closure plan preparation and closure cost estimate. Peeker Heffernan moved to authorize Therese Kirby to sign a contract with LE Environmental for the Landfill topographic survey, closure and post closure plans and preparation and a closure cost estimate for up to \$11,260. Brian Fox seconded, so voted.

7. The Board signed an Accounts Payable warrant in the amount of \$46,530.63

8. The Board signed liquor license applications for The Bobcat Café, Rite Aid, Snap's Restaurant, Maplefield's and Champlain Farms.

9. Town Clerk Roundtable: Jen Myers discussed the change in the pay week. Sharon Compagna moved to authorize the Treasurer to implement the change in the pay week going to Sunday through Saturday beginning March 13, 2015 to be completed by April 3, 2015. Brian Fox seconded, so voted. Jen asked if the Board would approve the employees to use vacation time to supplement their pay throughout this change over. Peeker Heffernan moved to allow employees to use up to 4 days (32 hours) of vacation for the pay week change. Brian Fox seconded, so voted. Jen discussed direct deposit with the Board. In efforts to encourage all current employees to use direct deposit, she suggested the employee is paid via direct deposit with the pay stub being mailed or emailed to the employee. If the employee wanted to be paid with a check the check should be mailed to the employee, guaranteed to be in the mail by Thursday at noon. Brian Fox moved to authorize the Treasurer to use direct deposit as authorized by the employee, with any other checks issued being mailed to the employee. Michelle Perlee seconded, so voted.

10. Selectboard Roundtable: Michelle Perlee had reviewed Roberts Rules and found that all motions being made cannot be prevented. Once a motion is made and seconded, the Board then has the opportunity to discuss. After discussion they can approve, table or deny the motion made, but the chair cannot refuse to accept a motion. Peeker Heffernan went to the Solid Waste meeting last week with Peter Ryan. As of July 1, 2015 anyone who accepts trash must accept yard waste and brush. Peeker is seeking an alternative option for brush. In 2017 haulers must provide clients with a food bucket that has to be collected twice a week in the summer and once per week in the winter, with 2020 the date when everyone has to separate food scraps. On February 16th Peeker, Fred Baser and Dave Sharpe will meet with Jon Casella. Peeker discussed health insurance. The Board agreed to continue to look at Health Insurance and to have a long range plan for the future instead of just reviewing this in January when budgeting.

11. Town Administrator's Report: Therese Kirby worked with the Board to assign articles for Town Meeting. Therese presented the Board with a thank you received on behalf of the Bristol Police Department from a resident who appreciated them going above the call of duty. She and Pete Bouvier met with Jeff Weston when he was here for the opening of the Park Lighting bid to discuss adding snow

ban lights to the intersection project, he has agreed to add them to the bid for the intersection with the Town covering the cost for the addition. Therese had spoken with Peter Bouvier about installing a blind curve sign on South Street. He agreed to post a sign in the spring. Therese met with Bristol Downtown Community Partnership and Gary Holloway from the State. Therese agreed to speak with other downtown business owners to help "re-group" BDCP into something different. Therese is still gathering information from the State for perks that the Town gets, but will come back with further information. She said the Town Report is complete and has gone to print, she thanked Pam Correia and Jen Myers for their help in completing this. Therese said the audit is done. She has also changed over and submitted the Town's SWIP application, which is now an MMP. Therese said the bid opening for the Park Lighting grant happened last week. Currently the project is at a standstill. She is still waiting to hear if they don't complete the project if they need to give the money back. The Board discussed the trash cans on the Park. Peeker said they will have to start supplying both a trash can and a recycling bin. The Board agreed that it should be a pack in pack out park and they will no longer provide trash cans on Main Street. Therese is going to talk to Lance again about running the, water pumps in off peak hours to save on their electric bill.

Sharon Compagna moved to adjourn the meeting at 8:50 pm. Michelle Perlee seconded, so voted.

Respectfully Submitted,

Jen Myers
Town Clerk