

Selectboard Meeting

March 16, 2015

Selectboard Members present: Joel Bouvier, Brian Fox and Michelle Perlee. Also attended by: Town Administrator Therese Kirby, filmed for NEAT TV by Mary Arbuckle, Lance Perlee, Peter Bouvier, Kevin Gibbs and Jim Quaglino.

At 6:03 pm Town Administrator Therese Kirby called the meeting to order. First order of business is to appoint a new chair. Michelle Perlee moved to appoint Brian Fox as the Board Chair until March 2016. Joel Bouvier seconded. So voted.

Road Foreman Peter Bouvier and Water Operator for Simon Operation Systems, Lance Perlee, were here to discuss clearing snow from fire hydrants. The Selectboard agreed that the Water Department will pay the Highway Department \$25 per hour for the use of the sidewalk tractor with the snow blower attachment. This includes fuel and maintenance of the tractor. The hydrants will be cleared after a storm ends and the sidewalks have been cleared. The Selectboard did not feel the hydrants need to be cleared after every two or three inch storm; however, they need to be cleared periodically to avoid high snowbanks. Peter Bouvier said the Road Department will also clear hydrants when they have the bucket loader out. Michelle Perlee spoke with Carolyn Knight and another Town that runs an adopt-a-hydrant program. Carolyn is happy to run the program, as she would like to coordinate it as both a Girl and Boy Scout activity. Lance will prepare a map of the hydrants and give it to Michelle Perlee, who has agreed to work with Carolyn to start-up the program.

There was also a discussion for the Water Department to purchase a machine for \$3,000 to \$3,200 to thaw water lines. This would be used to thaw Town properties and assist with thawing curb stops. Michelle Perlee moved to purchase a water line thawing machine for up to \$3,200. Joel Bouvier seconded. Joel feels a policy should be developed regarding the use of the machine before one is purchased. Michelle Perlee amended her motion to include pending a policy to use the machine. Joel Bouvier seconded the amendment. So voted.

The Selectboard asked Therese Kirby to contact Green Mountain Engineering for an estimate to locate and map all of the water system's curb stops.

Peter Bouvier requested to spend \$46,000 from the Capital Road Fund to purchase salt and he will reimburse the Capital Road Fund in July from next year's budget. Peter projects he will save \$3,000 to \$4,000 by pre-buying the salt. Michelle Perlee moved authorize Peter Bouvier to spend up to \$46,000 from the Capital Road Fund to pre-buy salt, with the understanding he will pay the Road Fund back in July 2016; the new budget year. Joel Bouvier seconded. So voted.

Discussion regarding Peter pricing a salt pusher. He will get an estimate and speak to the Board about it at a later date.

Michelle wanted to know if Peter Bouvier was interested in giving the State back maintenance of their road (West Street through East Street is a state highway). Peter said he would like to. Brian Fox wanted to know what the process would be. The Board was unsure. Joel wanted to know if fine revenue would go to the State and Kevin Gibbs said no. The Board asked Therese to write a letter to Secretary Sue Minter letting her know the Town would be interested in the State taking back over the road effective July 1, 2016.

Chief Kevin Gibbs was here regarding the adoption of his proposed job descriptions for Police Chief, Sergeant and Officer. Joel Bouvier moved to adopt the job descriptions for Chief, Sergeant and Officer. Michelle Perlee seconded. So voted.

Discussion regarding the amendment to the Town Response and Contracted Patrol Policy. Joel Bouvier moved to adopt the policy as amended. Michelle Perlee seconded. So voted.

Discussion regarding Bruce Acciavatti's request for a Town Ordinance regulating the use of firearms in residential areas. Joel Bouvier feels if this is an issue for someone, they should speak directly to their neighbor or the resident about their concerns. Kevin said this is nothing they have had a problem with in the past, and if they do receive a call, once they speak to the resident doing the shooting about the liability, the issue resolves itself. Jim Quaglino feels if people have an issue with their neighbor shooting, they should contact the police and deal with it that way. Therese explained residents may put up safety zone signs as well as posting their property via the Town Clerk for a nominal fee.

Michelle Perlee moved to authorize the Bristol Police Department to sell three computers and docking stations to the Addison County Sheriff's Office. Joel Bouvier seconded. So voted.
Discussion of the sale of the old cruiser.

Discussion regarding changes to the FY 2015 Smart Policing Initiative Grant application Sergeant Crowe prepared. He was originally going to apply for \$8,200 with no matching funds, but after further research, he increased the grant request amount to \$19,768.96. This change allows for the purchase of four body cameras, increased storage capacity and a warranty program that would allow for replacement cameras every 2.5 years. They will also be able to keep the old cameras to use or possibly sell to another agency. Joel Bouvier moved to authorize the submittal of the amended grant application. Michelle Perlee seconded. So voted.

Chief Gibbs will request a copy of the resume of an applicant for a part-time administrative assistant he currently has available, and forward that to Therese.

Joel Bouvier moved to make the Addison Independent the Newspaper of Record, set the meeting date for every other Monday to co-ordinate with the Chair's work schedule, and to set the Town Office, Shaw's and Lawrence Memorial Library as the office posting location for Town agendas, notices, etc. Michelle Perlee seconded. So voted.

Discussion of the \$20,000 approved by voters to be spent on designing a fire station. Since the voters already approved the expense, and no invoice had been received, no action was taken. Therese did speak with Stoney Hill Development and they have agreed the design, and estimate generated from that design, will be the property of the Town of Bristol. Joel Bouvier said he would like the Building Committee to vet other architects. Therese explained that was not part of the Goals and Objectives the Selectboard approved to be given to the Building Committee. Michelle and Brian agreed that the Building Committee, made up partially of fire fighters, has direct input on how the station will be designed, so the architect does not have to have experience specifically designing fire stations. The resumes of the Cushman Group show they have designed many buildings, so they are experienced. Joel felt that an architect that specifically designed or has designed several fire stations would be able to guide the Committee better, by knowing what they may be missing.

Joel Bouvier moved to authorize the April 4, 2015 New Haven Ledges Kayak race from 9 am to 4 pm. Michelle Perlee seconded. So voted. The Town had already received their proof of insurance and risk management plan.

Michelle Perlee moved to authorize the hire of Brian LeClair at a rate of \$11.22 per hour as a temporary sub at the Hub Youth Center, pending the background check. Joel Bouvier seconded. So voted.

Michelle Perlee moved to authorize the grant application to the Vermont Community Foundation for \$2,500 for gardening supplies, with no matching funds required. Joel Bouvier seconded. So voted.

The Selectboard approved an accounts payable warrant of \$52,623.30.

The Selectboard approved the minutes of March 2, 2015 with a correction on #3 changing the date from 3/20/2015 to 3/30/2015. Joel Bouvier seconded. So voted.

The Selectboard approved liquor licenses for Albertson's, Mary's at Baldwin Creek and a special event permit for Art on Main.

Joel Bouvier moved to authorize the Treasurer to process payroll weekly, with the Selectboard approving the warrants monthly. Michelle Perlee seconded. So voted.

Selectboard Concerns:

- Joel feels we need to do a better job educating residents about winter ban parking. In the early fall we should start with notices on cars, Front Porch Forum, the website and possibly an insert in the water or tax bills.
- He also said the Road Department had a repair issue with the new Mack truck, but was very happy with the service they received at the dealer.
- Michelle spoke about the need for residents to properly dispose of their pet waste.
- Therese will have Pam look into purchasing a trash attachment to the pet waste bag disposal post.
- Michelle was pleased the Congressman Peter Welch's office contacted ANR after receiving our letter asking for his assistance in closing the landfill.
- Brian wanted to know if the Board would like to go back to a 7 pm start time in April and Michelle and Joel said yes.
- Proposed date(s) for the annual road trip are 4/28/15 at 3 pm or 5/7/15. Therese will email Sharon and Peeker to see what date works best for them.
- Brian would also like to see the Department Heads come to the Selectboard every other month on a rotating schedule. The Board agreed and Therese will schedule that starting in April.

Town Administrators Report:

- Joel Bouvier moved to authorize Therese Kirby to sign a mortgage discharge for Yves, Inc. for the Revolving Loan Fund. Michelle Perlee seconded. So voted.
- Joel Bouvier moved to authorize Therese Kirby to sign off on the Prince Lance project as accepted by the Town of Bristol as of 3/16/2015 with no funds expended by the Town of Bristol. Michelle Perlee seconded. So voted.
- The Board authorized Therese to contact LE Environmental and have them move forward with the closure plan for the landfill.
- Therese will contact Matt Sharpe and let him know he can register the Fire Station as an Efficiency Vermont project.
- On April 13, 2015 during a regular Board meeting, there will be a public hearing regarding Bridge #12 to be installed over Baldwin Creek near the corner of Routes 116 and 17.
- Therese explained her desire to start work on implementing a performance management system to replace the current annual employee evaluation process that she feels does not work. A management system is based on the Board approved job descriptions and promotes employee development, team work and goal setting. She will be presenting this idea to the Department Heads on 3/25/15 and will keep the Board in the loop.

At 8:06 pm, Michelle Perlee moved to go into executive session to discuss the negotiation of a land purchase per 1 V.S.A. § 313 (a (2)). Joel Bouvier seconded. So voted. Executive session ended at 9:10 pm. No motions were made. Michelle Perlee moved to adjourn at 9:11 pm. Joel Bouvier seconded. So voted.

Respectfully Submitted,

Therese Kirby
Town Administrator