

Selectboard Member's present: Chair Brian Fox, Joel Bouvier, John "Peeker" Heffernan, Sharon Compagna and Michelle Perlee. Also present was Town Administrator Therese Kirby, Town Clerk Jen Myers, Mary Arbuckle filming for NEAT TV, Eric Forand and Jim Quaglino.

1. At 6:00 pm Selectboard Chair Brian Fox called the meeting to order. Brian added an executive session item regarding personnel to the end of the meeting.

2. Eric Forand joined the Board to discuss the Regulation of Public Displays & Assemblages. Eric wanted to discuss the changes the Board was looking to make after the previous meeting. Brian expressed his concern for private property and how much control the Board would have over private property. Michelle would like Kevin Brennan to review the private portion of this because the Town might not have any control over this. Eric said you could change the ordinance by, removing the private portion completely, writing a separate ordinance for the private property if they feel necessary in the future, or increasing the threshold amount for the number of people allowed at a function before a permit is required. Brian said he was considering private to be defined as residential. Sharon asked why they are working on this. Therese said this helps give the Recreation Department guidance as to what is regulated ordinance on the parks, as they have been approached by organizations in the past and were not sure what to do. Eric will speak with Kevin Brennan and return to the Board with more information. He is also working on ordinances for farm animals in the village and a junk ordinance. The Board thanked Eric for his time.

3. The Board discussed the job descriptions for Fire Chief and Deputy Fire Chief. Therese said this is similar format from the job descriptions previously written for the other positions in the Town. Joel asked about the education and training for the Fire Chief, he is concerned with firefighters who are more qualified but haven't completed fire fighter 1 and 2. Therese said this is a guideline. The board would be able to choose whomever they felt is the most qualified candidate to fill the position. Sharon Compagna moved to adopt the job description of Fire Chief. Michelle Perlee seconded, so voted. Joel asked the difference between a Deputy Fire Chief and a First Assistant Fire Chief, currently the department uses First Assistant Fire Chief. Sharon Compagna moved to adopt the job description for Deputy Fire Chief. Michelle seconded. Joel moved to amend the title to adopt the job description as First Assistant Chief. Sharon Compagna seconded, so voted. Sharon Compagna moved to adopt the job description as amended. Joel Bouvier seconded, so voted.

The Board discussed a policy to appoint the Fire Chief and 1st Assistant Chief for the Fire Department. Peeker is concerned with the timeline as elections are held in January. Therese discussed the Board blessing the January 2016 elections held by the Fire Department. Therese will give the Board a copy of the policy she has drafted to be discussed at a later date.

4. Sharon discussed the projected acoustic needs for Holley Hall. Peeker Heffernan moved to restrict the remaining balance in the Peverill Peake fund to be used for the acoustics needs in Holley Hall. Joel Bouvier seconded, so voted.

5. Therese Kirby stated the expiration of the operating contract with Simon Operation Systems is June of 2016. She has a draft RFP from another Town and would like to have Alan Huizenga look at her draft before it goes out. The Board agreed to send out an RFP for the water and sewer contract.

6. Therese Kirby handed out minutes from the last fire facility meeting and outlined the changes made. Those included adding four outlets in the gear room, increasing the radiant heat to include an entry way and the gear room and changing the door color from red to bronze. Those changes plus an acceptance of credit from the site contractor were a credit of \$7644. There is approximately \$130,000 of the contingency remaining. Peeker said there were some timing changes when the concrete floor for the office would be poured, but hopefully it will be done by the end of the week.

Therese said they changed the paint to be sure the Town would have a 15 year guarantee. Peeker asked about the update with the power company. Therese had not heard anything, but will contact Green Mountain Power.

7. The Board approved an Accounts Payable warrant in the amount of \$267,359.13

8. Michelle moved to approve the minutes of November 16, 2015. Sharon Compagna seconded, so voted.

9. Town Clerk Roundtable: Jen asked permission from the Board to add Pam Correia as another signer on the Town accounts, which would help when she is on maternity leave. Sharon Compagna moved to authorize Jen Myers to add Pam Correia to the Town of Bristol accounts as a signer. Joel Bouvier seconded so voted. Jen also said she and Peter Ryan will be working on an RFP for the fire station bond to be prepared for when the construction is complete.

10. Selectboard Roundtable: Sharon asked about the light that is out on the park. Therese is unsure when that will be fixed as the contractor says he is waiting for a part. She said there is also a light out in the intersection, but a new light has been ordered. Joel said the Solid Waste Advisory meeting was informative. ACSWMD is having trouble disposing of tires, so the price of tire disposal might increase along with the price of e-waste. Joel asked about a survey of culverts, etc that would need to be completed by 2017. Therese said she printed it out and Peter Bouvier is working on it. Joel would like Therese to write a letter to Red Cedar regarding the change in the speed limit.

11. Town Administrator's Report: Therese said Ryan Krushenick is looking for a signature for the program host site agreement for AmeriCorps. Peeker Heffernan moved to authorize chair Brian Fox to sign the program host site agreement for AmeriCorps. Sharon Compagna seconded, so voted. Therese said Eric Carter resigned from the Design Review Commission. Joel moved to accept Eric Carter's, resignation with regret. Sharon Compagna seconded, so voted. Therese said Missy Atkins is giving up cleaning upstairs. Joel will give Therese a list of names to contact. Therese asked if the Board is would like to do Bristol Bucks for employees again this year. The Board agreed on \$25 each.

7: 07 pm Sharon Compagna moved to go into executive session to discuss the appointment, employment or evaluation of a public officer(s) or employee(s) per 1 V.S.A. Section 313(a)(3). Joel Bouvier seconded, so voted.

The Board met in executive session until 7:25 pm.

Peeker Heffernan moved to authorize the Town Administrator to write a letter to E. Schmidt stating her claim regarding K. Gibbs was not substantiated. Sharon Compagna seconded, so voted.

Peeker Heffernan moved to adjourn the meeting at 7:30 pm. Sharon Compagna seconded, so voted.

Respectfully Submitted,

Jen Myers
Town Clerk