

Selectboard Member's present: Chair Brian Fox, Joel Bouvier, Sharon Compagna, Michelle Perlee, and John "Peeker" Heffernan. Also present was Town Administrator Therese Kirby, Administrative Assistant Pam Correia, Shawn Kimball filming for NEAT TV, Jim Quaglino, Police Chief Kevin Gibbs, Sargent Randy Crowe, Fire Chief Brett LaRose, and Jeanne Montross.

1. At 6:06pm, Selectboard Chair Brian Fox called the meeting to order and started the meeting with the Public Hearing on the Bristol Police District.

2. Kevin Gibbs joined the Board to discuss the Bristol Police District. Michelle Perlee asked a question about the budget report. Joel Bouvier asked if the Capital Reserve Fund is on target. Kevin and Therese both stated yes it is. Therese Kirby stated \$200 was put in the Crime Prevention Program by Chief Kevin Gibbs. Sargent Randy Crowe explained the program he is running to the Board on offering building checks on businesses and homes to help owners see where there are security upgrades they can make. Any interested property owner should give Sargent Crowe a call to set up an appointment. Kevin stated he and Officer Josh Otey are back in the Bristol Elementary School two hours a week and they can read about it in an article in the Addison Independent. Therese explained to the Board all the increase changes in the budget over last year. Kevin stated there has been a change in the certification hours by the Criminal Justice Training Council. Kevin stated three part-time officers applied for a waiver. He stated this will be a benefit to the department and will be able to increase patrol time by 18 percent. Joel Bouvier asked if there has been an improvement to the Town contract. Kevin explained to the Board the revenues are significantly higher than last year. The officers do not have quotas but each officer is asked to make three traffic contacts per shift. The future housing lease will be discussed again on February 29, 2016, at 6pm at the Informational Hearing for the Police District. The Public Hearing closed at 6:20pm.

In regards to the future location of the Bristol Police Department, Therese Kirby stated she spoke with Kevin Harper about the lease. Therese advised the Board she gave a copy of the lease agreement to Assistant Treasurer Peter Ryan for his review. The Board discussed briefly the Revolving Loan. She stated Peter recommends continuing the lease with Kevin Harper. Therese is in agreement with Peter to continue the lease through the ten years or the Town will have to take the old debt and refinance into the new debt which would result in the need for a bigger loan to finance the new Police Department. She explained to the Board there is no way out of the lease except to pay it off. The Board discussed further the lease and the given recommendation. Kevin Gibbs stated his concerns with the current facility which is affecting the Addison Northeast Supervisory Union Office as well. The Board discussed the problem with the cold air return and heat duct in the evidence room. An exhaust fan was installed to eliminate any odors from spreading throughout the building. Kevin stated a switch needs to be installed in order to have the ability to vent the building properly. Kevin stated he would also like to make the sally port door slightly larger for the cruiser to enter and occasionally Vermont State Police or the Sheriff's Department need to enter. In order to make the sally port door wider, Kevin would like to change the sally port to one door and a man door. The Board advised they will continue to work with Chief Gibbs and asked Kevin to give Therese the estimate when he knows what it will be and the Board will discuss it further.

3. Jeanne Montross of HOPE joined the Board to discuss the future of the 20 & 22 South Street properties and Hazard Mitigation Grant funding. Jeanne stated HOPE is getting out of affordable housing and turning their attention to other needs. The Board discussed the condition of the buildings. The Board is concerned the property is right on the edge of the flood plain and the site has eroded close to the green house making it less suitable for housing. The Board also discussed briefly other contributing factors making the property not suitable for housing. The Board asked if there were currently tenants in all five units of which Jeanne confirmed yes. Jeanne explained to the Board a grant would include the demolition and clean up of the site and paying off of the mortgage. Jeanne asked the Board if the Town would take ownership and stated the Town would not have to pay off the debt. The Board discussed briefly the idea of being a co-applicant on the grant or would the Town have to be sponsor. Jeanne stated there is a Hazard Mitigation Grant that would cover the demolition, clean-up, relocation, and the existing mortgage because the property is in a flood plain. Jeanne also stated it is subject to the approval of the HOPE Board of Trustees. Therese stated she would look into the legalities to acquire the property. Peeker Heffernan stated his agreement the building is too close to the river and would be in favor of the property being demolished. Joel Bouvier wondered if the property could be sold back to the nearest land owner. Therese stated the Town would have to hang on to the property and the only cost to the Town would be to mow it. Brian Fox stated he is in favor to proceed at the cost of \$1. Michelle Perlee stated she would rather take over the property after the building is gone and the Town is not putting any expense into the cost of relocation or the demolition. Joel stated his concern the Town would lose some tax dollars, but recognized one of the properties may be refurbished and not demolished and noted the Town is lacking affordable housing. Jeanne advised the Board, Bristol Family Housing on Hunt Road would like to replace units and add a few more, particularly worker housing. The Board discussed briefly the potential tax revenue loss of \$6,832.84. Sharon Compagna stated her agreement with stipulations. The Board stated they are willing to work with HOPE and to help sponsor the grant while, also, paying attention to the rules and regulations in the waterways. Brian stated Jeanne should take this back to the HOPE Board to get the ball rolling and bring it back to the Selectboard for further discussion at a future Selectboard meeting. In regards to the Hunt Farm, Therese Kirby stated Jeanne should reach out to Addison County Transit Resources to find out what they could do for busing residents into Bristol for shopping, etc.

4. The Board discussed the Stoney Hill Business Park and the Grant Agreement Resolution for the CDBG award. Therese Kirby stated Kevin Harper has agreed to pay matching funds to the grant. The Board discussed the Green Mountain Engineering invoice briefly and Therese stated it will be handled in an 80/20 fashion. Sharon Compagna moved to accept the CDBG award. Michelle Perlee seconded, so voted. Joel Bouvier moved to authorize Therese Kirby to sign the Grant Agreement. Michelle Perlee seconded, so voted.

5. Public Forum: Jim Quaglino thanked Sharon Compagna for her nine years of service as a Selectboard member. Sharon elected to not run for re-election in March.

6. Brett LaRose joined the Board to update them on the progress of the new Fire Facility. Therese Kirby advised the Board of the Change Order Request Log and stated \$7,740 had been added to the contingency. Therese went through the changes and additions for the Board. Therese advised the Board radon piping is \$2,123 additional to put through the roof. She stated Tom Barden advised her short term radon testing is really hard to do right now. Peeker Heffernan asked if that includes the fan to pipe it out. Therese stated no and we will have to add it later. Peeker stated his concern is cutting the pipe into the ceiling after the fact and he is in favor of putting the pipe in so it is in with the roof. The Board discussed. Brian Fox stated it should be done. Peeker stated the fans can be popped in at any time. Therese advised the fans are in the mechanical room. Therese stated she will email Leo Fairbanks of Naylor & Breen tomorrow to give the go ahead. The Board is all in agreement. Sharon Compagna asked about the savings of electric hand dryers and whether Efficiency Vermont would approve them. She stated a one-year warranty only will not last depending on the occupancy in the Fire Station. The Board briefly discussed. There were no further questions on the Change Request Log. The Board discussed the flashing light installation. Therese advised she spoke with Fire Chief Brett LaRose and the recommendation is to install one flashing light. The cost for two flashing lights is \$10,000. The light is solar and will not need power. Therese advised the Board she would like to move forward with the purchase order for the one light. She advised the Board, Road Foreman Pete Bouvier will be asked to install the flashing light. Therese stated the flashing light will be across from the entrance of the high school. She advised the Board she spoke with Dan Shepard of the State and received feedback. The Board discussed their concern with Mt. Abe students seeing the flashing light. Brett stated he would like something automatically activated when called out. Brian Fox asked if there have ever been any accidents from Bristol Fire Department's current location when the trucks are coming out on to the road to respond. Brett advised no. Joel Bouvier expressed his disagreement with the personnel entrance. The Board briefly discussed the permits for the underground diesel and propane tanks. The Board discussed the bathroom in the co-ed locker room. Brett explained the process of what is expected from personnel when they return from a call to utilize the locker room. Brett stated he will address this issue when procedures are created to use the facility. The Board discussed concerns with the cadets using the co-ed locker room. Sharon stated the interior firefighters will need to be given preference. Michelle Perlee stated she is concerned about female firefighters coming through while a male is changing. The Board further discussed procedures that could be put in place. The Board discussed the importance of addressing the issue but does not believe it will be an issue. Therese advised the Board the shower rooms were created specifically to address this issue. They are large enough for a firefighter to bring their change of clothes and toiletries into the shower room where they will privately address their personal care needs. Brett acknowledged the issue as well and stated it will be addressed. Therese advised the Board, Ted Lylis of the Bristol Historical Society is making application to the State to put the old Fire Station building on the State Historic Registry. Therese explained the implications of this to the Board. The Historical Society is concerned it will become a parking lot.

Therese Kirby went over Article 14 and reminded the Board they have currently not developed a plan and getting an appraiser is the next step. Sharon Compagna stated it is a Town building in bad repair and will take a lot of money to do what should be done to better it. The Board briefly discussed rehabilitation of the building. Brett LaRose asked the Board if the Historical Society is making an application does this tie the Town's hands and asked if they are a Town committee. Therese advised the Historical Society is its own agency and the Town does give them a voter approved appropriation and yes it could tie our hands. The Board discussed the awarding of the bid for the water line and road installation. Therese stated the bidders were Masterson's, Acker Excavating, Parker Excavating, and Naylor & Breen with the low bidder being Masterson's by \$20,000. Peeker Heffernan stated his concern with frost. He wondered what date the water had to be in by so the sprinkler line can be tested. Therese stated she consulted with Naylor and Breen and it is April 21st. The completion date is on March 4<sup>th</sup> to put in 60 feet of pipe where it needs to go to meet Green Mountain Powers deadline. Peeker stated the additional cost for GMP to hold the pole is \$225 per hour. The Board discussed the location of the water line and the pole. Peeker stated his primary concern is to put the power in on time to get the elevator in. Joel Bouvier moved to accept Masterson's bid not to exceed \$42,980. Michelle Perlee seconded, so voted. Brett LaRose thanked Sharon Compagna for her service to the Town. He also thanked the Board for their support of the Fire Station and Therese Kirby for always representing the Town of Bristol with their best interest in mind. Brett stated he appreciates everything the Town has done for the Fire Department and wished Chair Brian Fox good luck on his re-election. Joel asked about the status of the hose reel mini pumper truck. Brett stated it is being put back together and a pump test was performed today with the goal being to return the truck to the Town by the end of the week.

7. Therese Kirby explained to the Board, Brett LaRose received a call from David Shaw who is the Middlebury Fire Chief regarding a grant from the Department of Forests, Parks & Recreation for ten pails of foam. No matching funds are required. The Bristol Fire Department is just the sponsor of the grant. The Board discussed briefly. Therese gave her okay to Brett to apply for the DFPR Grant. Sharon Compagna moved to approve the Bristol Fire Department's application to the Department of Forests, Parks & Recreation for a grant for 10 five-gallon pails of Class A Foam for the Addison County Firefighter's Association's regional fire school. Peeker Heffernan seconded, so voted.

8. Therese Kirby explained to the Board the Declaration of Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness is a first step in expanding the Water District and preparing for a May bond vote for the expansion. Therese stated she had spoken with Paul Guiliani, our Bond Bank attorney. The Declaration is a good way to have additional protection. This Declaration allows us to go back 60 days and include those expenses. The Board discussed briefly. Peeker Heffernan moved to adopt the Declaration of Official Intent. Sharon Compagna seconded, so voted.

9. The Board discussed the draft RFP for the Operation & Maintenance of the Bristol Water and Core Area Septic Systems. Therese advised the Board she sent the RFP to Alan Huizenga at Green Mountain Engineering for his review. Michelle Perlee stated her concern with certified operators going in and out of houses and wondered if they are required to have background checks. Brian Fox felt that was the contractor's issue to deal with, not ours. Therese explained to the Board the contractor and certified operators must have a valid drivers license but there is no requirement to have a background check. The Board further discussed certification, felonies, background checks, and fingerprints. The Board would like to ask Alan Huizenga if fingerprints and a background check are a requirement to be an operator. Therese advised the Board she will call the State and ask the question about the background check. Joel Bouvier stated he would like it to be clarified that a State certified water operator must have his own certification and not working under someone else's license. The Board discussed the bid process and the time guidelines.

10. The Board discussed a Resolution to increase input of Vermont municipalities regarding the siting of renewable energy products in certificate of public good proceedings before the Public Service Board. Therese Kirby explained municipalities want zoning administrators and planning commissions to have more authority in solar decisions. The Board discussed briefly. Michelle Perlee moved to accept the Resolution. Sharon Compagna seconded, so voted.

11. The Board approved an Accounts Payable Warrant of \$68,912.91.

12. Peeker Heffernan moved to accept the minutes as printed of February 8, 2016. Sharon Compagna seconded, so voted.

13. Peeker Heffernan moved to approve the Outside Consumption Permit for the American Legion Post #19. Joel Bouvier seconded, so voted.

14. Selectboard Concerns: The Board discussed the Warning for Town Meeting and the Town Report. Therese Kirby advised the Board the percentages were off on Page 23 and an insert was made of the corrected page. Michelle Perlee asked about the Needs Committee for the fire facility and do their purchases have to be covered under the purchasing policy. Therese stated yes and as of yet Eric Forand had not come to her for a purchase order and she will speak to him tomorrow. It is her understanding he has only received donations so far. Michelle stated she felt the Board's February 8<sup>th</sup> discussion relating to the pool table was misunderstood. She felt the Board concluded at the prior Selectboard meeting they didn't want the pool table in the new Fire Station. Further discussion followed. Therese stated space is a concern and she suggested as a donation from N.H. Munsill, the pool table could be donated to the Legion or moved to Station 3. Michelle asked the status of a couple past due RLF loans. Therese stated in regards to the Revolving Loan Fund, Peter Ryan will do the spreadsheet at the end of the month and she will look at the issue at that time. Sharon Compagna congratulated Town Clerk Jen Myers & husband Matt Myers on the birth of their new baby, Chase Henry Myers, born on February 14th. Everyone is doing well and Sharon wishes them all the best. Joel Bouvier asked the Board if anything has been discussed or decided about the bell tower. Therese stated the window frames will end up being a little bit bigger at four by seven feet and the bell will be a little bit more visible. Joel stated he had been approached by Dan Heath about the elevator at the Fire Station. He expressed to Therese the concern about the fire doors in front of the elevator. Therese advised the Board this has been looked at repeatedly and we had an option to build a wall, which would be expensive. Therese advised she will look into it again. Brett LaRose advised the Board the fire doors make sense. When the alarm is activated, it is safer when occupants are in a protected compartment and buys them valuable time. Joel asked about the status of the Christmas lights and when they will be coming down. Therese advised she will email Ian Albinson at the Bristol CORE about the lights. Chair Brian Fox presented Sharon Compagna an arrangement of flowers from the Board and the residents of Bristol as a thank you for her nine years of service to the Town. Sharon expressed she has enjoyed being on the Board immensely and believes a lot has been accomplished.

15. Town Administrator Report: Therese Kirby advised the Board she spoke with the Vermont League of Cities and Towns about access to the bell tower on Holley Hall. She asked for some guidance regarding allowing access to it and is waiting to hear back. The Board briefly discussed the stability of

the tower. Therese advised she put a copy of the Town audit in Selectboard mailboxes and to return them to her if they are handed out and not needed. The Board advised Therese they will come to her if they have an issue or question on the audit. Therese handed out a copy of the Testimony she will be giving at the House Institution and Corrections Committee tomorrow regarding the landfill with the need being for \$144,000. She also included the Memorandum of Understanding, photos, and a financial accounting to explain the need. Therese advised the Board, Carol Wells asked about the next sidewalk project and could the Town do an engineering study of the Main Street buildings to make them handicapped accessible. Therese advised the Board she reached out to Alan Huizenga of Green Mountain Engineering and Vergennes City Manager Mel Hawley for some guidance. Mel advised her an engineering study would cost approximately \$6,000 with a 50% grant match. Therese stated her concern of using Town money to improve private property. The Board discussed funding the engineering study and the handicap accessibility. Therese stated Carol advised her she would write the grant for a fee. The Board discussed the Town further pursuing a grant for the sidewalk on their own. The Board agreed they will not provide matching funds for an engineering study. Pertaining to the water line bid, Therese reiterated for the Board if further questions arise, the Selectboard has the right to refuse any and all bids. It had been brought to her attention some concerns because the project had changed, the bid should have gone back out to bid. Therese explained to the Board there was no time. Therese advised the Board she spoke to the Town attorney and was told the Town is doing all the right things and just because the scope changed the Town is under no obligation to go back out to bid. Joel asked if all the bidders knew the scope of work. Therese advised the Board yes and it was discussed at the time of the bid opening. The Board discussed further. Therese advised the Board the Town acted well within their rights.

At 8:10pm, Michelle Perlee moved to go into executive session to discuss the appointment, employment or evaluation of a public officer or employee per 1 VSA Section 313 (a)(3). Peeker Heffernan seconded, so voted. The Board came out of executive session, no motions were made.

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

Respectfully Submitted,

Pam Correia  
Administrative Assistant