

Selectboard Member's present: Chair Michelle Perlee, John "Peeker" Heffernan, Joel Bouvier, Peter Coffey and Ted Lylis. Also present was Town Administrator Therese Kirby, Town Clerk Jen Myers, Mary Arbuckle filming for NEAT TV, Jim Quaglino, Joan Weaver, David Weaver, Donald Lathrop, Carol Wells, Dee Deluca, Dennis Bowen, Bill Brown, Garland "Chico" Martin, Piper Westbrook, Tyler Westbrook, Sue Kavanagh, John Elder, Zoning Administrator/Emergency Management Coordinator Eric Forand, Katina Ready, Police Chief Kevin Gibbs and Fire Chief Brett LaRose.

1. At 7:00 pm Chair Michelle Perlee called the meeting to order.
2. Michelle Perlee opened the public hearing for the Water District Expansion with the Selectboard acting as Water Commissioners. Therese explained per the Water District's Expansion Ordinance, she had done a mailing to the abutters of where the water district expansion would occur. She said no one is required to join, but they are hoping to expand the district to allow Woodland Apartments to join. Them joining removes the well head protection area that is currently extends from Woodland Apartments to the new fire facility on West Street. David Weaver asked if expansion cost is \$1 million dollars. Peeker Heffernan said no, it is \$1 million to do the entire West Street upgrade plus expanding the district. Just to do the expansion the cost is about \$300,000. Joan Weaver asked who would pay for that. Therese explained the Selectboard is currently discussing how the cost of this would be addressed. Joel Bouvier explained the potential development of 10 acres of land as a business park; this would increase the grand list in hopes of offsetting taxes. Ted Lylis asked about the lag time between when the project is completed and when the USDA payment begins. Therese said there is a one year warranty period and hopefully within that period the business park could begin development. Joel asked about borrowing from the Revolving Loan Fund for just the expansion. Therese explained you have to borrow the entire project through the USDA or the Town is not eligible for up to 45% forgiveness via grant money. Donald Lathrop asked if there was any consideration to attach to the cemetery line again. Therese said her understanding was the line is across the road from the cemetery, but suggested using 64 Seconds leak detection service to find the location of the leak on the current line in hopes to make a repair. Ted asked the value of the 10 acres. Peeker said currently it is worthless with the wellhead protection. Peter Coffey asked about adding Woodland Apartments to the district and how much usage this would potentially add to the district. Therese said from \$1000-\$1200 per month. Michelle closed the public hearing.
3. Carol Wells joined the Board to discuss the Holley Hall acoustic project. She discussed the budget for the project. This will improve the reverberation of the sound and update the sound system. To complete all of the necessary change the total cost would be \$76,271. To date the group has raised almost \$15,000, which includes a \$2000 grant and \$4,500 from the Peverile Peake fund. They are planning write a grant requesting \$30,000 from the Vermont Arts Council which is a one to one match. If they receive the grant, the requirement is all the money be spent by September of 2017, Carol is requesting up to \$25,000 from fiscal year 2017/2018 of the Capital Building Fund budget. Jen Myers explained the deposit into the Capital Funds usually occurs after the April tax installment. Therese spoke with Peter Ryan and suggested Carol ask the Revolving Loan Fund for a gift. Peeker Heffernan said if the Revolving Loan Fund said no he would be interested in working out a five year plan where the money is borrowed by the Town from the Revolving Loan Fund.
4. Sue Kavanagh, John Elder and Chico Martin members of the Planning Commission joined the Board to discuss the proposed zoning changes and site plan review. Sue said an important aspect of Article 10 is

the addition of zones in which site plan review would be required. Chico explained site plan review. This would require the Planning Commission to review projects within districts. If site plan review is not used, the Planning Commission would have to revisit the permitted uses requiring site plan review and change them to conditional use or not permitted within that zone. By adding site plan review, the Planning Commission agrees it will encourage development. Therese asked if the Planning Commission would be willing to meet more than once per month to address any site plan review applications. Sue and Chico explained the Commission understands the work associated with this and they currently designate the third Tuesday of each month for planning, but use the first Tuesday of the month for site plan review. Pecker Heffernan asked if this would require subdivision regulations. Chico said no, you would either need site plan review or subdivision regulations. Joel Bouvier asked about not requiring a survey with a subdivision. Therese asked if the planning commission has considered requiring a survey for a site plan review. Sue said they had not written the requirements for site plan yet, but this is something they would consider.

Sue said they would like the town to vote on the revised zoning bylaws and regulations at the March 2017 Town Meeting. This would allow the Planning Commission to have one public hearing, give them time to make any changes, pass it on to the Selectboard, giving them the opportunity to have up to two public hearings before they approve a warning for Town Meeting.

Therese asked about the current parking regulations for the Stoney Hill project. Sue spoke with Adam Lougee and he suggested an interim parking regulation throughout the Town. Therese will reach out to Adam to discuss how the Selectboard can create an interim parking regulation. The Board thanked Sue, Chico and John for their time.

5. Emergency Management Coordinator, Eric Forand joined the Board to discuss the Local Emergency Operation Plan. Eric explained the updated plan, the Town has acquired another base radio allowing the office to be in contact with the Fire Department during an emergency, and have been approved for a generator to be purchased and installed. This will allow the Town Office to be the Emergency Operations Center. Joel Bouvier moved to authorize Therese Kirby to sign the Local Emergency Operation Plan. Pecker Heffernan seconded, so voted.

Eric discussed the "needs list" for the Fire Facility. They have received \$12,140 in donations so far. Eric discussed the grants they had received, along with the furniture donations they have received. The Fire Department has received in kind donations from Gerry Tetrault, Stark Mountain, Vermont Tree Goods and Vermont Farm Table. Their initial "needs list" total was approximately \$75,000. They are down to needing about \$15,000 worth of items to purchase. N. H. Munsill donated \$20,000 which purchases all of the items for the kitchen. Money donated by Bill James and Gussie Levearn will purchase gear lockers, the washing machine for the turnout gear is being purchased by an anonymous donor along with half of the air containment unit, with the other half hopefully coming from a VLCT Equipment Grant. Peter Coffey moved to authorize Therese Kirby to sign purchase order number #328 for \$37,169.25. Pecker Heffernan seconded, so voted.

6. Fire Chief Brett LaRose joined the Board to discuss the costs of the repairs to the mini-pumper truck. After the work was completed by KME the total cost of the repair is \$14,838.46, Brett is recommending \$12,200 come from the annual operating budget of the Fire Department with the balance of \$2,638.46 to come from the Fire Department Capital Equipment Fund. Joel Bouvier moved to authorize purchase order #327 for \$14,838.46, with \$12,200 to come from the operating budget and the balance to come from the Fire Department Capital Equipment Fund. Ted Lylis seconded, so voted.

Therese congratulated Brett on his 21 years of service with the Fire Department. He also did an terrific interview with VPR on April 4, 2016 and she encouraged the Board members to go online and listen to it.

7. Public Forum: Michelle Perlee welcomed Jen Myers back from maternity leave. Katina Ready and Tyler Westbrook joined the Board to discuss an incident that occurred on March 25, 2016. The issue involved a law enforcement officer with the Town and they feel the situation was not handled properly by the officer. They have requested all of the video and audio for the incident and that the Town complete an independent review of the incident. Katina acknowledged the work the Chief of Police has been doing to deal with this matter.

8. Joel Bouvier moved to authorize Michelle Perlee to sign the annual contract with Homeward Bound, Option 2 for \$550. Ted Lylis seconded, so voted.

9. Peeker Heffernan moved to adopt the annual certification of compliance for road and bridge standards. Peter Coffey seconded, so voted. Peeker Heffernan moved to adopt the annual financial plan for Town of Bristol highways. Peter Coffey seconded, so voted.

10. Peter Coffey moved to reappoint Representative Joel Bouvier and Alternate Sally Burrell to the Addison County Solid Waste Management District Board of Supervisors. Peeker Heffernan seconded, so voted.

11. Joel Bouvier moved to authorize the Bristol 4th of July committee to close Park Street for the parade in July of 2016. Peeker Heffernan seconded, so voted.

12. The Board acted on the following items in the dual roles as Water Commissioners and Selectboard. Peeker Heffernan moved to expand the water district from West Street to Woodland Apartments. Peter Coffey seconded, so voted. The Commissioners discussed how they were planning to finance the expansion of the district, the upgrade of the water and storm water infrastructure from Airport Drive to Maple Street on West Street. Peeker said the storm water, the fire facility and the expansion benefits the whole town, so he feels the entire Town should be responsible for those costs and the district benefits from the West Street repairs, so the water district should be responsible for those costs. Therese explained how they will inform the voters. She plans to do a mailing, have an article in the Addison Independent plus another public hearing on April 18, 2016 and May 2, 2016. Peeker asked if the 45% is the minimum amount. Therese said no this is the maximum amount of grant we will get from the USDA. Ted Lylis asked about the State schedule for repaving West Street. Therese said the State said it will be 3-5 years before the repaving takes place. Therese looked into applying for a structures grant from VTrans, but was not successful. The Road Foreman suggested using \$100,000 of Capital Road money to offset the storm water costs. The Commissioners discussed how much the bond payment would be per year. Therese explained they might be making two payments within a fiscal year. Peeker Heffernan moved to adopt the resolution regarding the water district expansion and water district infrastructure upgrades and storm water infrastructure upgrades with the Town responsible for 55.97% of the payment and the Water District responsible for 44.03% of the payment. Peter Coffey seconded, so voted. Joel Bouvier moved to adopt and approve the warning for a Special Town Meeting on Tuesday, May 10, 2016. Ted Lylis seconded, so voted.

13. Peeker Heffernan moved to accept minutes as amended from March 21, 2016. Joel Bouvier seconded, so voted.

14. Town Clerk Roundtable: Jen Myers thanked the office for the assistance in coverage while she has been out on maternity leave. She also reminded tax payers the second installments of 2015/2016 property taxes are due tomorrow, April 5, 2016 by midnight.

15. The Board approved liquor license applications for the following businesses: Snap's Restaurant, both a liquor license and an outdoor consumption permit, Almost Home Market and the Big Wheel.

16. The Board signed an Accounts Payable warrant in the amount of \$35,175.48.

17. Selectboard Roundtable: Peeker Heffernan and Peter Bouvier met with District 5 to discuss a structures grant in the Upper Notch. Joel Bouvier asked about the light for no turn on red. Therese said she will find the information that was provided by the state and give it to the Board to revisit. Michelle congratulated Josh Otey for receiving his Master Indictor Certification. Joel thanked Chief Gibbs for the presentation regarding sex offenders he held on March 30, 2016.

18. Town Administrator's Report: Therese Kirby said Bristol Core would like to place signs on lamp posts notinsponsorship for the flower baskets. The sponsorship sign would be 4 inch by 3 inch. Joel Bouvier moved to allow a 4 inch by 3 inch silver sign on the lamp post to be removed when the flower baskets are removed for the year. Peter Coffey seconded, so voted. Therese spoke with Reg Dearborn regarding the removal of the kiosk in front of Howden Hall. The Board agreed to get it removed. Therese discussed the Capital Building monetary plan, the work that needs to be completed this year is work on the bandstand, the repairs to the side entrance stairs to the Recreation Office and the emergency exit roof to the Library. Therese needs to speak with Ed Hanson regarding the radon levels in Howden Hall and his observations of the band stand structure, as he made some repairs to correct the vandalism that occurred last summer.

19. Peter Coffey moved to find premature general public knowledge of confidential attorney-client communications made for the purpose of advising the Town in pending or probable civil litigation to which the Town is a party, would place the Town at a disadvantage, as we need to discuss a counter offer. Peeker Heffernan seconded, so voted.

At 9:28 pm Peter Coffey moved to enter executive session to discuss the pending or probable civil litigation of the Alleyway to which the Town of Bristol is or may be a party per 1 V.S.A. section 313 (a)(1) and the appointment, employment or evaluation of a public officer or employee per 1. V.S.A. section 313 (a)(3). Joel Bouvier seconded, so voted. Katina Ready, Tyler Westbrook, Piper Westbrook and Police Chief Kevin Gibbs joined the Board for a portion of executive session.

At 10:28 pm executive session ended, no motions were made.

At 10:30 pm Peter Coffey moved to adjourn. Joel Bouvier seconded, so voted.

Respectfully Submitted,

Jen Myers
Town Clerk