

Selectboard Member's present: Chair Michelle Perlee, John "Peeker" Heffernan, Peter Coffey, Ted Lylis and Joel Bouvier. Also present was Town Administrator Therese Kirby, Town Clerk Jen Myers, Mary Arbuckle filming for NEAT TV, Addison Independent Reporter John Flowers, Jim Quaglino, Ross Brown, Kris Perlee, Tom Wallace, Kelly Laliberte, Road Foreman Peter Bouvier, Piper Westbrook, Diane Cushman, Ian Albinson and Fire Chief Brett LaRose.

1. At 7:00 pm Selectboard Chair Michelle Perlee called the meeting to order.
2. Tom Wallace joined the Board to discuss a crosswalk on West Street to the Creeme Stand. Tom is asking for a crosswalk to be installed on West Street so customers can cross to get to the Creeme Stand. Therese said she met with Road Foreman Peter Bouvier, per MUTCD standards it says a crosswalk should not be installed if certain criteria are not met. Therese said the two options are to put a crosswalk where the existing crosswalk is or at the intersection of Maple Street and West Street, but you are required to prohibit parking on 25 feet of each side of the crosswalk. Police Chief Kevin Gibbs said they could continue to cross where there is no crosswalk, but they have to yield to motor vehicles. Ross Brown said it is very dangerous, but completing the sidewalk from Paige and Campbell Insurance to the Creeme Stand would help pedestrians reach the Creeme Stand safely. Therese said she and Peter Bouvier looked at this, but could not put sidewalk in at this time. Michelle asked why they should do this for the Creeme Stand when they don't do this for any other business. The Board agreed other businesses could come ask if, they felt this was necessary for their business. Peeker said it is important to provide a crosswalk where children and parents can cross the street safely. Peter Coffey moved to paint a crosswalk from the East Side of the intersection of Maple Street and West Street across West Street. Peeker Heffernan seconded, so voted. The Board thanked Tom for his time.
3. Fire Chief Brett LaRose joined the Board to discuss policy updates. Michelle discussed her concern about not approving all of the policies of the Fire Department in October 2014. Brett said he believes there is an error in some of the dates, but does remember providing all of the policies for the Board to adopt.
 - Policy 1-14: Emergency Vehicle Safety and Response. This addresses training to operate emergency vehicles and how the department responds to incidents. The Board discussed whether they needed to review procedures. It was concluded the Board did not need to review or evaluate procedures, but policies only. Peeker Heffernan moved to adopt Policy 1-14 Emergency Vehicle Safety and Response. Peter Coffey seconded, so voted.
 - Policy 1-15: Uniforms. Joel Bouvier moved to adopt policy 1-15, Uniforms. Ted Lylis seconded, so voted.
 - Policy 1-17: Officers. Brett said he updated the policy to align with the change made at the June 13, 2016 meeting regarding the appointment of the Fire Chief and First Assistant Fire Chief. He said he has also changed the election procedure. Peter Coffey said his interpretation of the election procedure was you had to be nominated prior to the January meeting. Kris Perlee asked if we are a fire district. Therese said based on information she and Peter Ryan found, it states prior to 1903 Bristol had a Fire District. Peter Coffey doesn't believe this remained in place after the merger took place, and believes we are a Municipal Fire Department. Therese said she would have to research this. Kris is concerned if we are a fire district, if we are following the state statutes correctly. The Board discussed whether they believed the Town to be a Fire District or not. Peeker Heffernan said the Board wants appoint the Fire Chief, but

wanted to do it correctly. Joel Bouvier moved to table the discussion of policies 1-17, 1-18 and 1-19 until July 11, 2016 with Therese researching if the department is a fire district. Ted Lylis seconded, so voted.

4. The Board discussed the USDA Funding offer to complete the West Street water project. Peeker asked why the Town is not eligible for funding and if they gave any specific reasons. Therese said the information she received as to why we didn't get the money is because the Town is fiscally responsible and we have low water rates so USDA underwriting did not feel we qualified for a subsidy. They also felt due to our low water rates, users could absorb an increase. The Board discussed the disappointment for participating in the process, but not receiving any grant money and feels as though they were misled. Therese said before this process began it was fully researched applying through the USDA was the best option. Joel asked about the drinking water revolving loan fund. Therese said they are going to give forgiveness on the engineering portion of the project, but would not give the town a grant for the project. Joel asked if there were any other grant options for the Town to pursue. Therese said she did work with Peter Bouvier and they tried applying for a structures grant, but VTrans does not consider stormwater drains structures. The Board agreed to send letters to Congressional Representatives regarding the process and to see if they can offer any assistance, the Board will sign the letter when complete. Joel asked if they agree to complete the project will this be billed on the tax bill in September. Therese said it depended on when the project went out to bid. Jen clarified that you will have to budget for the potential payment of the project, but whether the payment is made or not would be reflected in the following year's tax bill. Peeker said if there is no push to start construction this fall, he would like to take the time to meet with the USDA. Therese said she will schedule the USDA representatives to come for the July 11, 2016 meeting. Therese said it is still possible to stay on track, but the Board has to decide how to proceed. The Board discussed different options to complete the project.

5. Joel Bouvier moved to approve the coin drop for the Bristol Rescue Squad on July 4, 2016. Peter Coffey seconded, so voted.

6. The Board reviewed the contract with Vermont Utility Management Services to take over management of Town water and sewer systems. Therese explained VTUMS had done an overview of the system with Alan Huizenga from Green Mountain Engineering. Ted Lylis moved to authorize Michelle Perlee to sign the contract with Vermont Utility Management Services. Peeker Heffernan seconded, so voted.

7. Therese updated the Board regarding the construction and completion of the new Fire Station. Therese said the town saved \$146,626 plus additional savings from the cost of the land. She said they did a walk-through of the interior and exterior of the building. Currently they are looking at holding \$25,000 in escrow. The closing will be July 5th and if the punch list work is completed, there may not be any money to be held in escrow. Therese explained the fuel for the generator. The Board discussed the difference in using liquid propane versus vapor propane, but felt whoever did that made a mistake, as we always talked about running the new building off from natural gas, when it comes to Bristol. Peeker said the generator was specked out using liquid propane. Therese thanked Brett LaRose for his help throughout the process. Ted Lylis moved to authorize Therese Kirby to sign the Certificate of Resolution to purchase Fire Facility from Stoney Hill properties LLC and to finance said purchase with the National Bank of Middlebury. Peter Coffey seconded, so voted.

8. The Board thanked Matt Ham-Ellis for his work with the DRC and accepted his resignation with regret.
9. Therese discussed the work that needed to be done on the Library's emergency exit roof. Therese said the quote includes the repair and replacement of the roof with a membrane. Joel Bouvier moved to hire Frank Lossman to repair to the Lawrence Library's emergency exit roof to be paid from the Capital Building Fund. Ted Lylis seconded, so voted. Joel Bouvier moved to amend the motion to include any additional work that needs to be completed will be approved by Town Administrator Therese Kirby. Peter Coffey seconded, so voted.
10. The Board reviewed the quote for the repairs to the bandstand to be completed in the fall of 2016. Therese explained there is some unknown to be repaired. Kris Perlee asked if rebuilding might be more cost effective option. Peeker Heffernan moved to hire Travis Paquette by the hour to repair the bandstand. Ted Lylis seconded, so voted.
11. Therese said Road Foreman Peter Bouvier is recommending to purchase a furnace for the Town Garage at Jackman's, with the total cost being \$7,651 paid from the 2015/2016 regular budget. Joel moved to authorize the purchase of a furnace for the Town Garage from Jackman's Inc, for not more than \$7,651 using funds from the 2015/2016 highway budget. Peeker seconded, so voted.
12. Joel discussed his request to spend up to \$1,000 for a professional design of the kiosk. Joel has been working with Victor Hinijosa to create a kiosk for the Town as an Eagle Scout project. Ted said he would like the Eagle Scout to make a presentation to the board with his design. Kris Perlee said part of his project could be to reaching out architects. Joel will come back to the Board with pricing on the digital sign.
13. Peter Coffey moved to approve minutes from June 13, 2016. Ted Lylis seconded, so voted.
14. Jen Myers said State Primary Ballots were available upon request for absentee voting. The Primary will be held Tuesday August 9, 2016 at Holley Hall from 7am until 7pm.
15. The Board approved an Accounts Payable Warrant in the amount of \$129,193.87
16. Selectboard Roundtable: Joel said it seems Pocock Rocks went well and traffic was allowed back on Main Street by 9pm. Ted asked about a 4 year budget for the Police Department. Jim Quaglino said the proposed budget should show 3-4 years out, to show now and in the future and the potential for going Town wide with the Bristol Police Department. Therese explained the budget included in the packets shows the current approved budget for 2016/2017 and it also shows a one year budget for the cost to go Town wide. Therese said she will reach out to Kevin to get budget numbers for the next 3 years. Ted Lylis asked about continuing the Police Reports in the Addison Independent as, he doesn't feel they are important and they lack timeliness. Peter asked why it was late. Joel said they have asked this before, but the Chief wants to proof read the report before it goes in the paper.
17. Town Administrator's Report: Therese said the Recreation Department received an award for the Playground design and the Town Wide yard sale was a success. Michelle said parking on the streets was an issue. Therese composed and mailed the Request for Proposals for the North Street Fire Station. There will be a walk-through of the station on July 14, 2016 at 1 pm. Peter Coffey asked if there was somewhere to post the RFP where people who like to restore old buildings/historic preservation could find it. Therese will research that. Therese said currently Fire Department members have a key to open

stations 1, 2, and 3. Brett asked how to handle this. Therese said they could either have N.H. Munsill change the lock and issue new keys or change the locks at station one and two. Joel said he will change locks on Station one and two giving the keys to Therese. Therese will be on vacation from July 5-8.

At 9:04 pm Joel Bouvier moved to adjourn the meeting. Peter Coffey seconded, so voted.

Respectfully Submitted,

Jen Myers
Town Clerk