

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, Shawn Kimball filming for NEAT TV, Alan Huizenga, Jim Quaglino and Fire Chief Brett LaRose.

1. The Board met at Town Highway 312, the old West Street access to the Recreation Club property. At 7:00 pm Selectboard Chair Michelle Perlee called the meeting to order. Ted Lylis moved to discontinue the road. Joel Bouvier seconded, so voted.
2. The Board returned to the Town Offices to reconvene the meeting. At 7:11 pm Michelle Perlee reconvened the meeting.
3. The Board discussed the Revolving Loan Fund Application submitted by Mountain View Villas/Dave and Wendy Livingston. Therese explained the Revolving Loan Fund process. Ted Lylis moved to loan Mountain View Villas \$34,000 at an interest rate of 4.25% over 5 years. Peter Coffey seconded, so voted.
4. Therese Kirby discussed the USDA's Letter of Conditions regarding the loan for the West Street waterline upgrade and extension. Therese said Deb McGuire sent an email explaining calculations for requirements to get approval for the grant. The USDA determined the water district could absorb a \$7.77 increase per EDU per month for the loan. Therese said Jamie Simpson and Alan Huizenga said the Letter of Conditions is a standard agreement. Michelle asked if we would have to do electronic payments. Therese said we would have to do electronic payments and it would have to be taken from a separate account. Michelle asked if this year's water budget included contributions to Capital Funds. Therese said yes. The Board discussed the conditions within the letters. Peeker asked if we will need an easement from Woodland Apartments. Therese will check. Joel asked if we have a letter of intent from Woodland Apartments. Therese said he has written with intent and willingness to hook on, but nothing official has been signed. Therese said she will get a letter of intent from Dennis Bowen. Joel asked about the breakdown of the loan and where payment will be taken from. Therese explained we can allocate the payment differently when we pay for it, but they will lump the entire loan together when they invoice us. Joel asked if they could decide as a Board to only complete a portion of the project. Therese said they could, but she was unsure if they were allowed to ask for less money at this time and did not know how long it could stall the project. The Board discussed the project and receiving a loan from the USDA. Peeker moved to accept the \$756,000 loan for the West Street waterline repair and extension. Ted Lylis seconded, so voted. Peter Coffey moved to accept the \$325,000 loan for the stormwater upgrades. Joel Bouvier seconded, so voted.
5. The Board discussed the water connection application for Philip Devoid at 3 Meadow Lane. Therese explained the application and requirements of the Town. Peeker Heffernan moved to allow Phillip Devoid to connect to the water system providing he meets all criteria. Ted Lylis seconded, so voted.
6. The Board discussed paving the first responder's entrance at the Fire Station on West Street. Peter asked where the money would come from. Therese said Capital Building to be replenished by the sale of property to Stoney Hill, LLC. Michelle asked how much chloride he would use to maintain that. Therese said chloride costs \$1/gallon; he might chloride twice per year. Brett asked to find out the costs to maintain the road per year. Therese said gravel roads are more expensive to maintain in general, but will ask the road foreman the cost to maintain this road per year. Peeker would like to know where

natural gas is at and a potential time frame as to when they will be in Bristol. Therese will contact Vermont Gas, after Peeker provides her with the contact he has.

7. Peter Coffey moved to approve the Resolution and Certificate Bond with the National Bank of Middlebury. Ted Lylis seconded, so voted. Ted Lylis moved to execute the Public Safety/Public Improvement bond. Peter Coffey seconded, so voted. Ted Lylis moved to approve the tax certificate. Peter Coffey seconded, so voted. This allows the National Bank of Middlebury to sell bonds for the Fire Facility construction.

8. The Board discussed the request from the Police Department to submit an application for Governor's Highway Safety Program grant for \$2,500 to patrol for seatbelt use and hands free driving. Therese explained there is no cost to the department and no matching funds are required. Joel Bouvier moved to authorize the application of the GHSP \$2,500 Click it or Ticket grant. Peeker Heffernan seconded, so voted.

9. The Board discussed the liability waiver Fire Department members would need to sign before they could use the workout equipment at the station. Therese explained the agreement of liability form for the use of workout of equipment. This has not been given to Kevin Brennan for review yet, but she asked the Board for questions. Therese said this form has been created for just department members, at this time she has said no spouse or partner is allowed to use the equipment based on the recommendation from VLCT. The Board discussed allowing spouses or partners access to the workout room only when their partner is present. The Board agreed they would like to allow spouses or partners to workout with their significant other. Brett said something else to consider was department members and spouses use all facets of the building to workout. Ted is concerned with taking people away from Bristol Health and Fitness and the liability. Therese will edit form to include spouses/partners and will have Kevin Brennan review the form.

Brett LaRose joined the Board to discuss policies and job descriptions. Joel asked why they are appointing the 1st Assistant Chief. Peeker said he thinks in the absence of the Chief this individual will need to perform the same duties as the Chief and will also have the Town's interest protected. Peter said with the delegation of duties, the 1st Assistant Chief will have to follow procedures that might not be popular by the membership. Peeker Heffernan moved to adopt policy for officers. Ted Lylis seconded, so voted. Peeker Heffernan moved to adopt the amended job description for the Fire Chief. Peter Coffey seconded, so voted. Peeker Heffernan moved to adopt the job description of the 1st Assistant Fire Chief. Ted Lylis seconded, so voted. The Board thanked Brett for his time.

10. The Board discussed the 2016/2017 tax rate. Peter asked about \$0.02 on the tax rate for the Fire Vehicle Fund versus assigning an even amount. Peeker said this is specific to designate money to the fund. Therese said this also will allow the Board to re-evaluate each year and lessen the designated tax rate based on the money in the funds. Peeker Heffernan moved to approve the 2016/2017 tax rate, which is a homestead rate of \$2.4599, non-residential rate \$2.4269 and a Police District rate of \$0.3129. Joel Bouvier seconded, so voted.

11. Peeker Heffernan moved to approve Ken Weston's curb cut with conditions set by the road foreman. Joel Bouvier seconded, so voted.

The Board reviewed Phillip Devoid's curb cut application. Therese explained trees needed to be cut down on his property and on Mike Ladue's property to create site distance. Mike is upset about having to pay to remove the trees, when the Town has promised in the past they will remove the trees. They

are in the Town right of way, but the Town has not removed them. Michelle clarified the Town makes a list of trees to be cut down, and with budgeted money they get to as many as they can. Peeker asked if Job Corps could do the work. Therese said in the past they have not been able to come to complete work. Michelle said they are too busy with work in Vergennes, but Bristol can call. Ted asked the cost to remove the trees. Therese said she will ask the Road Foreman to get a quote. Peeker Heffernan moved to approve Phillip Devoid's curb cut with conditions set by the road foreman. Joel Bouvier seconded, so voted. The Board asked Therese to get a price to remove the trees newar Mike Ladue's and they will discuss at their August 8th meeting. Peeker did not want to table the application in case time was of the essence.

12. Joel Bouvier moved to authorize Therese Kirby to sign purchase orders for salt and winter sand for the 2016/2017 year. Peter Coffey seconded, so voted. Joel Bouvier moved to approve the paving on Meehan Road, Lower Notch and Burpee Road. Ted Lylis seconded, so voted.

13. Peter Coffey moved to accept minutes of July 11, 2016. Ted Lylis seconded, so voted.

14. Jen Myers discussed the renewal of the South Street Bridge Line of Credit with People's United Bank. She said she spoke with Jim LeCroix from the State, who said the project wouldn't be completed and approved for another year. Peeker asked if we had budgeted to make a payment. Therese said yes. He asked if we could make a payment towards the principle. Jen said she will speak with People's to ask if we can make a principle payment. Joel Bouvier moved to approve the renewal of the South Street Bridge Line of Credit at 1.6% interest, authorizing the Treasurer to pay the interest owed of \$1,502.80. Peeker seconded, so voted.

Joel Bouvier moved to approve the Special Event Permit for Whistle Pig Whiskey hosted by Mary's Restaurant on August 6, 2016 from 6-9pm. Peeker Heffernan seconded, so voted.

Jen also mentioned to the Board she had given them her annual Financial Questionnaire the State Treasurer requires to be completed. The Board had no questions.

15. Selectboard Roundtable: Joel asked if water department needed shelving. Therese said yes. Joel will send pictures of the shelving to Therese for VTUMS to look at. Joel asked what bike race was this weekend. Therese said she was not sure. Joel asked if TP Construction was supposed to get a hold of him to do work on the bandstand. Therese yes, but the work won't be done until the band concerts are done for the summer. Ted asked who is supposed to take care of dead limbs on Garfield Street. Therese will speak to the Road Foreman. Michelle asked about the fence at Greenwood Cemetery. Therese said they are selling it and replacing it.

16. Town Administrator Report: Therese discussed the Mountain View Waterline replacement plan based on the review of plans submitted by Bristol Co-Housing's engineer. Therese said Peg Kamens agreed to make some changes and, they will still be going down the north side of the road, but will be boring and bringing the new line closer to the road. There will be less repercussions boring, due to trees and driveways, and this will be less evasive compared to open trenching. The Board discussed using the line on the South side of the street. Therese said on August 17th UWAC, Bristol Recreation Department and St. Ambrose Church will bring a bus to the green. This will be to fill the bus with back to school supplies for children in need.

At 9:12 Joel Bouvier moved to adjourn. Peter Coffey seconded, so voted.

Respectfully Submitted,

Jen Myers
Town Clerk