

Selectboard Member's present: Chair Michelle Perlee, Ted Lylis, Peter Coffey, Joel Bouvier and John "Peeker" Heffernan. Also present was Town Administrator Therese Kirby, Town Clerk Jen Myers, filming for NEAT TV by Mary Arbuckle, Addison Independent Reporter Gaen Murphee, Alan Huizenga, State Representative Fred Baser, Fire Chief Brett LaRose, Mike Fisher and Kevin Harper.

1. At 7:04 pm Chair Michelle Perlee called the meeting to order.
2. Alan Huizenga joined the Board to discuss the Master Planning Grant done with Stoney Hill Properties, LLC for the Town's property on Stoney Hill behind the Fire Station. Alan explained the existing zoning regulation requirements for parking resulted in excess parking spaces for the predicted business park uses. After reaching out to the Planning Commission who is in the process of rewriting the zoning regulations they have addressed the parking required for specific uses. Ted asked if this was spot zoned or if this parking applied to the entire zone. Alan said this applied to specific uses within the zone. The buildings total just under 60,000 square feet, which is spread between four buildings, with the possibility of eight residential units. Alan explained some changes that were made after working with Cushman Designs and Stoney Hill Properties, LLC. Alan said the state does consider a portion of this property as archeologic/historic sites. After meeting with the State they have specified an area of the property they would like further studied. Alan said this would only delay the project. Alan discussed the different alternatives considered. They will have to review the area of the property along Lover's lane due to a detection of endangered species in that area. Alan explained once the business park is up and running the plan is to have an ACTR stop within the business park and a sidewalk to connect Stoney Hill Properties and town land to West Street at some point. Therese said this is a joint Act 250 permit with the fire station. Alan said as drawn, the cost would be \$12.5 million which includes all costs for construction, this does not include engineering and permitting costs. Alan said most uses predicted here would require a conditional use permit with the current zoning regulations. Joel asked if emergency vehicles could turn around in the cul-de-sac. Alan said yes. Ted asked if the stormwater design was separate from the West Street stormwater design. Alan said yes. Alan said there is little landscaping that will need to be done because the natural landscaping that is there can be used. Kevin Harper said this planning grant was used solely for the planning purpose, but the final project will most likely change because it will depend on the demand from interested businesses. Kevin said the intention is to not build a building without a tenant. He said the only prebuilt option would be the residential piece. Joel asked if this would be housing for retirees or for families. Kevin said either. Kevin explained the difficulty with the Act 250 permit stating he would either have to modify it, or wait to apply for it. The Board thanked everyone for their time.
3. Fire Chief Brett LaRose joined the Board. Therese explained she and Pam Correia have been working on updating the personnel policy. An issue they have found regarding discrimination, may relate to the Fire Department voting on members. Therese said after a meeting with VLCT, since the Fire Department is a department of the town, VLCT feels the Bristol Fire Department should no longer vote on members because this could be determined as discrimination. Brett explained the current process for a member to become a part of the fire department. They must complete an application, an officer will check references submitted, they complete a criminal background check, an interview is conducted at an Officers meeting, next

monthly/business meeting the applied member attends and the members vote it on. Peeker said they knew this was an issue when Mark Bouvier was Chief, but the likelihood of a no vote is very slim. The Board discussed why this would be a discrimination case. Therese explained part of the statue and said they are voting someone down based on personal opinion. Peeker said after they moved to appoint Chief and Assistant chief, he was under the impression the Selectboard would take over the hiring process for new fire fighters. The Board agreed the hiring procedure should be the same for all departments. The Board discussed what if anything should change about the process. They agreed the process would be the same, but the Town Administrator would be included in the interview process. If any of the members had a concern they should still discuss this with an officer.

Therese said there is an electric bill from the old station, but after the training on the 18<sup>th</sup>, are they ok with shutting the building down completely. The Board agreed. Brett thanked the Board and Fire Department members for their patience and understanding with the significant changes that have happened most recently. The Board thanked Brett for his time.

4. The Board discussed the request from the Recreation Department to use MuniPay as a credit card service to accept online payments. Jen Myers explained this would be a trial and error period, but the goal was to use this for the sale of the calendars for the Acoustic Fund. After that the Recreation Department would continue to use it to accept payment for programs. Peter Coffey moved to authorized the Treasurer's Office to enter into an agreement with MuniPay. Ted Lylis seconded, so voted.
5. Joel moved to authorize the Town Administrator to sign the mortgage discharge of Scentsations Flowers and Gifts and Rockydale Gardens from the Revolving Loan Fund. Peeker seconded, so voted.
6. Ted Lylis moved to authorize the Town Administrator to vote on their behalf at town Fair. Joel Bouvier seconded, so voted.
7. The Board discussed the amended Cash Receipts Policy. Ted asked what had changed. Jen Myers explained the Treasurer's Office had updated who can accept funds on behalf of the Town, the bounced check procedure and added a section for the sale of goods based on fundraising that any department has been doing. Ted Lylis moved to adopt the amended Cash Receipts Policy. Joel Seconded, so voted.
8. Therese discussed the West Street bank stabilization. Therese said she did receive a quote for soil stapling, but the Town would have to prepare everything and pay for, in addition to the \$62,400 cost. Joel asked if they could request the State Representatives try to help on the Town's behalf. Therese said she is still looking for money, but any grants they would have qualified for are already passed submission. She did receive information, but they wouldn't be able to meet the grade requirement. Peeker asked to request a meeting with Dave Blackmore. Therese said she will contact him to request he come to a future meeting.
9. Peter Coffey moved to approve minutes from August 22, 2016. Ted Lylis seconded, so voted.
10. Ted Lylis moved to approve a Special Event Permit for Lincoln Peak Vineyard and Stonecutter Spirits on September 15, 2016 from 5pm-9pm at the Tandem event held in the alley way. Peeker Heffernan seconded, motion carried (Bouvier abstained). Peter Coffey moved to approve Special Event Permit for Champlain Valley Orchards on September 24, 2016 from 10am until 4pm at the Harvest Festival, as long as they met all DLC requirements and Town

Ordinances. Ted Lylis seconded, so voted. Jen updated the Board about their questions regarding tastings held at business who already had a liquor license. After speaking with the DLC their requirement is all tastings must be held inside their building, if we find an issue in the future we should call the DLC.

11. The Board approved an Accounts Payable warrant in the amount of \$54768.76.
12. Selectboard Roundtable: Joel asked about town employees raises and the fire department receiving a raise. Therese said that would be something the Fire Chief would have to budget for and should be discussed in the budget discussion. Michelle said the difficulty might be that you start paying people for going to training. Joel said should the Board consider fire fighters not be allowed to take call for other departments. Peeker said you can't tell people where to volunteer their time. Therese clarified if they are injured on the clock, where they were working at the time pays for the worker's compensation. Ted asked about the lighting on the Fire Station. Therese said the architect is coming this week, to make a different recommendation, the Town is responsible for the payment of it and she will also have to amend the Act 250 permit. Joel said this was not specked. Therese said she would have to discuss with Milford. Ted asked if there could be trash and recycling barrels on the park again because people aren't packing in and packing out. The Board discussed whether to put trash and recycling on the park again. Peeker suggested putting the camera up again to figure out who was littering.
13. Town Administrator Report: Therese said they received information from Sue Hoxsie from the Chamber of Commerce about putting up a bike repair stand. The Board agreed to forward this to the Recreation Club. Therese said she had a visit from someone interested in purchasing the Town's developable land along Lover's Lane. Therese asked if the Board agreed to hire Bill Benton to get an appraisal of the property. The Board discussed the sale of the property and what the Town would be required to do for each lot if they sold it as three separate lots. Peter asked about the legalities of developing and selling property as a municipality. Therese said she thought it would be determined by a charter, but was unsure and will research this. The Board discussed where potential sidewalks would go near the new Fire Station. The Board discussed a letter Jim Quaglino wrote on behalf of the Police Advisory Board to the Secretary of State requesting to be exempt from open meeting law. Therese received an email from Chuck Schwer, director of Agency of Natural Resources stating he said he received the invoice she sent requesting the Town's \$145,000 in closure cost for reimbursement and has passed it along for the Town to be paid from the State.

At 9:16 pm Joel Bouvier moved to adjourn the meeting. Peter Coffey seconded, so voted.

Respectfully Submitted,

Jen Myers  
Town Clerk