

Selectboard Member's present: Chair Peeker Heffernan, Michelle Perlee, Peter Coffey, Ted Lylis and Joel Bouvier. Also present was Town Administrator Therese Kirby, Board Clerk Tasha Bouvier, filming for NEAT TV by Mary Arbuckle, Jim Quaglino, Amos Martin, Fire Chief Brett LaRose, Kerrin Hoff and Police Chief Kevin Gibbs.

1. At 6:02pm Chair Michelle Perlee called the meeting to order. The first order of business is electing a new chair. Joel Bouvier moved to appoint Peeker Heffernan as Chair. Peter Coffey seconded, so voted.
2. Joel Bouvier moved to set The Addison Independent as the newspaper of record for the Selectboard meeting schedule and Shaw's, Bristol Town Offices and Lawrence Memorial Library as posting locations. Michelle seconded, so voted. Joel Bouvier moved to hold interviews of committee members for reappointment on April 17, 2017. Michelle Perlee seconded, so voted. Therese Kirby said there are openings on the Planning Commission, Energy Committee and Addison County Solid Waste District. Joel Bouvier moved to authorize the Treasurer's Office to process weekly payroll with the Selectboard approving warrants monthly. Ted Lylis seconded, so voted.
3. Michelle Perlee moved to reappointment Diane Cushman for three years as Health Officer. Ted Lylis seconded, so voted.
4. Joel Bouvier moved to approve the annual contract with Homeward Bound option two for \$550. Michelle Perlee seconded, so voted. Joel Bouvier moved to have the Treasurer process the annual payment and send out the check. Michelle Perlee seconded, so voted.
5. Michelle Perlee moved to approve the June 2017 through June 2019 Scope of Services Agreement with Sullivan & Powers. Peter Coffey seconded, so voted. Therese Kirby said the fees are in line with what they previously have been charging the Town of Bristol. This includes a single audit.
6. Fire Chief Brett LaRose discussed the hiring of prospective candidate Kerrin Hoff. This is a new process for a new member since the Fire Department now reports to the Town of Bristol. He has been through the interview process. Kerrin Hoff is a Bristol resident who lives on Maple Street. Kerrin expressed interest in joining the organization a few years ago during a recruitment drive, but due to some family commitments it wasn't the right time. Several months ago, he said he felt it was the right time to join. Michelle Perlee moved to hire Kerrin Hoff as a paid on-call fire fighter. Ted Lylis seconded, so voted. Therese Kirby thanked Brett LaRose for clearing the snow around the fire hydrants.
7. Police Chief Kevin Gibbs discussing the parking ordinance. Page three under School Street needs to be corrected to say 9p.m. to 6:30a.m no parking. Page three under School Street should say alley way not sidewalk. Joel Bouvier said on page three regarding the no parking on the park after 10p.m. needs to change during the summer months to allow later parking. He asked about making sure signage is up for these restrictions of parking. Kevin Gibbs said signage will be put up. Joel Bouvier asked on page seven if it's covered under State law if we can impound a car when there are two or more tickets given. Kevin Gibbs said yes it is legal. Kevin Gibbs asked

how The Board would like to put the parking ordinance in the newspaper. Therese Kirby advised she thinks we can just post the Article titles, but she will check into that. Peter Coffey moved to accept the parking ordinance with corrections. Ted Lylis seconded, so voted. Ted Lylis asked Kevin if it's required to have sirens and the lights going if an officer is responding to a call. Kevin advised no. Ted Lylis had received some complaints of a Bristol police officer in West Lincoln. Kevin will mention this to his officers that sirens aren't necessary if it's late or if no cars are in the way.

8. Jim Quaglino congratulated Peeker and Michelle on their re-election.
9. Michelle Perlee moved to approve the USDA Operating Budget for the Waterline Project. Ted Lylis seconded, so voted.
10. Michelle Perlee moved to approve submittal of the VLCT Pacif Grant for \$5,000 with 50% budgeted match, to purchase ergonomic office equipment and a traffic control device. Joel Bouvier seconded, so voted. The traffic control device is to have flashing signs of the vehicles speed at each entry point into the Town of Bristol.
11. Joel Bouvier moved to accept the Lister's Certificate of No Appeal or Suit Pending. Peter Coffey seconded, so voted.
12. Discussion of Personnel Policy. On Page three under Paid On-Call Fire Fighters, they are not applicable to the same benefits as Town employees, but they are covered under workers compensation. Under Hiring the following statement was added. Any Town of Bristol applicant working with children will be finger printed and go through a background check. On Page four under Conflict of Interest, should this be an amount? Therese Kirby looked at other towns and the exemption to this rule is food that arrives during holidays, during gift giving, or during a trade show. It was clarified if the employee receives a gift card as an employee, they can't accept it unless the person is giving it personally to the individual rather than to the individual as an employee of the Town. Under Hours of Operation, the hours of operations were clarified and it was added that departments all have a similar schedule. Under the On call section, it was added that if an employee is on call, they must be able to respond in a timely manner unless it's only supervisory advice by which the employee must be available by phone. It was clarified the section regarding closing at noon on Christmas Eve is at the supervisor's discretion. Therese Kirby added to the discussion regarding holiday pay if an employee works on Christmas they get paid double time and don't bank the holiday time and a half pay y. On Page 12 under Sick Time, currently it reads any full-time employee will be compensated for sick time not used when leaving employment. The Board discussed changing it to read any employee hired July 1, 2017 or after will not be paid for accrued sick time when leaving employment. The Board discussed Vacation Time with no changes being made. On Page 15, Saturday and Sunday will be considered overtime worked for employees not scheduled to work on Saturday and Sundays. Regarding workman's compensation, if the employee has been approved by their physician for light duty, the employee must return to work: otherwise, they will be penalized. After these changes are made, the Board will approve the Personnel Policy at the April 3, 2017 meeting.

13. Update Town Administrator's Job Description and Approve Advertisement for Position. Joel Bouvier asked if the delinquent tax collector position could be added to the job description. Therese Kirby feels it should stay with the Town Clerk. Jen Myers was just voted in. Therese Kirby feels it's easier for the Town Clerk to be the Delinquent Tax Collector because he/she has access to the tax bills, etc. The ad will be advertised online and in the Seven Days newspaper. The job will be advertised for 30 days online and two weeks in the Seven Days newspaper. Michelle Perlee moved to approve the ad for the paper with the corrections made to the job description. Peter Coffey seconded, so voted.
14. Michelle Perlee moved to accept the February 27, 2017 minutes with corrections. Joel Bouvier seconded, so voted.
15. Authorize accounts payable warrant of \$81,455.18.
16. The following liquor licenses are approved: Shaw's, Hatch 31, Champlain Farms, Mary's @ Baldwin Creek, Bristol Beverage, Snaps (plus their outside consumption permit), American Legion Post 19 (plus their outside consumption permit).
17. Selectboard Concerns. Michelle Perlee asked about the Revolving Loan Fund. She also asked what the miscellaneous revenues for the Highway Department were. Therese Kirby advised she will check. The Board briefly discussed items in the budget that were over budget. The Board was advised Shawn Freegard bought the device he needed but realized he needs another one. Therese stated he may need a kennel permit since some dogs are Wendel's. She will follow up when she is back from vacation regarding the dog issue. Michelle Perlee thanked the voters for voting her in again. Joel Bouvier asked about the Police Department salaries. Joel stated another ad for part-time help should be put out. Peter Coffey asked about the no right turn light for the Main Street and North Street intersection. Therese stated Road Foreman Peter Bouvier should have it in by the end of April and she will check on the status of the equipment. Ted Lylis asked about the Waterline Project and if it could wait until after the 4th of July. Therese Kirby advised the Board we have no control, but she will advise the company in case they can work around this date.
18. Administrator's Report. Therese Kirby advised the Board the sidewalk plow broke down. Peter Bouvier hired some local contractors to plow them, but since the sidewalk plow is broken down, the sidewalks won't be sanded until it's fixed. Therese asked the Town Clerk to post on Front Porch Forum asking people to walk on the sidewalk and not the road. Therese advised she met with VLCT about insurance in regards to all departments. VLCT advised Therese the Town can't buy workman's compensation separate from VLCT and the Police Department. Therese stated the Green Mountain Power credit was received for the lights. Therese thanked Peter Coffey and Joel Bouvier for offering to put up a chair rail in the new Fire Station. Therese Kirby and the Town of Bristol send their deepest sympathy to the family of Dennis Bowen of Woodland Apartments. Therese advised she has a situation regarding the Indiana bat and Northern long eared bat. She would like the Board's authorization to clear cut the trees instead of hiring the gentleman to find the bats. Michelle Perlee moved to authorize Therese Kirby to hire a tree cutting service. Peter Coffey seconded, so voted. The two tree cutting services are Sargent's Tree Service and McCullough Brothers. The Board briefly discussed the Chamber of Commerce membership and concluded not to renew the membership.

19. At 9:08pm, Michelle Perlee moved to enter executive session to discuss the appointment, employment or evaluation of one public employees per 1 V.S.A. § 313 (a) (3). Peter Coffey seconded, so voted.
20. The Board came out of executive session at 9:45pm. At 9:45pm, Michelle Perlee moved to adjourn the meeting. Joel Bouvier seconded, so voted.

Respectfully Submitted,
Tasha Bouvier