

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, Eric Forand, Elise Shanbacker of ACCT, Samantha Dunn of Housing Vermont and Lauren Gammon.

1. At 7:02pm Chair Peeker Heffernan called the meeting to order.
2. Zoning Administrator, Eric Forand was here regarding the draft assembly ordinance. It's an ordinance outlining steps to approve assemblies and displays on Town owned property. The Bristol Recreation Department currently approves permits for all Town parks. The ordinance would authorize the Bristol Rec Department Director to issue First Class permits. First class permits cover about 90% of what happens on the parks. First class permits allow an assembly of less than 100 people for less than 24 hours and the erection of a display which represents the normal and customary use of the park. Second class permits are for more than 48 hours and/or more than 200 people. Third Class permits are for over 72 hours and 200 people and if public health and safety may be a concern. An example of a third class permit would be 4th of July. Bristol Recreation Department Director can give a first-class permit, but can't give a second or third class. Ted Lylis would like to see section Bristol Recreation Field Director removed from sections 5.2, 5.3, 5.3. Regarding giving out permits leave it stating with/without conditions and director can deny. The person that is requesting the permit can come to the Town Administrator and/or the Board if they have an issue with the Director denying them the permit. Eric Forand is going to make the edits and will have them for the next meeting. Therese Kirby asked for a timeframe regarding the appeal procedure. If the applicant has to request an appeal within 5 days, the Board is adding there will be a discussion within 30 days after receipt of the appeal at a duly warned Selectboard meeting.
3. VCDP public hearing regarding Pleasant Hills. Housing Vermont purchased the 93 Mountain Street property. Housing Vermont is putting together a plan for renovations, energy upgrades; new heating system and the deck that runs along Mountain St will be replaced. There are 2 ADA units that aren't up to code for handicap residents. Community room & kitchen will be renovated for handicap accessible residents. Parking will be worked on as well, so there is more parking. Housing Vermont estimates about 2.9 Million dollars for all the renovations. The Resolution states the Town of Bristol is applying for the grant, the Town possesses legal authority to apply for the grant and the Town agrees to certain assurances. This grant may require a single audit if then Town expands over \$750,000 in federal funding in a fiscal year. Joel Bouvier moved to authorize the Town of Bristol's support of the Pleasant Hills property pursuing a grant and the ACCT or Housing Vermont covering the cost of a single audit if the audit is required. Ted Lylis seconded, so voted.
4. Discussion/Adoption of revised personnel policy. There are small spelling and punctuation changes. Page 9, Department head may require employees proof of gym membership use and consistent usage. State December 25th and delete the word Christmas Day. Remove Christmas Eve Day and add December 24th. Closing at noon on December 24th employee will be paid and no longer required to use personal time. Ted Lylis added he feels there should be a sick bank and if an employee runs out of sick time another employee can donate their hours to that employee. This can currently be requested on a case by case basis. However, Therese Kirby said

usually people make it to short term disability before this is needed. Michelle Perlee moved to accept personnel policy as amended. Peter Coffey seconded, so voted.

5. The closing documents for sale of 32 North Street to William Gibbs for \$95,000 will be moved to April 17, 2017 meeting.
6. Status update on the waterline/stormwater project. Trees are cut and the cost was \$6,000. The downed trees need to be removed. Jodi Lathrop from Lathrop's Lumber mill called the office and said she would have done the work for free. Therese Kirby is going to reach out to her and thank her for the information. Road Foreman, Peter Bouvier is wondering if the Town can sell the trees that were cut down for revenue. Therese Kirby is going to reach out to the Tree Warden David Brynn and ask him what can be done.
7. Discussion of process/timeline to sell 18.8 acres off from Lovers Lane. Therese Kirby said she is waiting for an appraisal for value of land. Once this is received then the Board can advertise for 30 days and once the Board chooses a bid there is a warrant that goes out for another 30 days for any community member to appeal.
8. Addison County Solid Waste representative and alternate. Currently the Board representative is Joel Bouvier. Michelle Perlee moved to have Joel Bouvier be the Board representative for Addison County Solid Waste. Peter Coffey seconded, so voted. No alternates.
9. Discussion regarding an Interim Emergency Management Director. Eric Forand is preparing the Local Emergency Operation Plan which the Selectboard needs to adopt by May 1. The plan goes in effect July 1, and since the Town is currently looking for a Town Administrator, he would like to know who is going to sign it. Since Peter Coffey is the Deputy Emergency Management Director, he will sign the plan.
10. Joel Bouvier moved to approve the minutes of the March 20, 2017 Selectboard meeting with one correction. Peter Coffey seconded, so voted.
11. Authorize accounts payable warrant \$32,285.63.
12. Liquor licenses. Tandem is requesting a license for an outdoor consumption permit at 26 Main St (old Corner Store). Lauren Gammon said she would partition off 5 feet off the front of the building and 20 feet across which is entire front of building. The permit request is for Sunday through Saturday 10a.m. – 10p.m. from April 15th to November 1st. When the fence is not in use, it will be pushed back towards the building. Michelle Perlee moved to authorize Tandem outdoor consumption permit with the conditions listed. Ted Lylis seconded, so voted. Joel Bouvier abstained from voting. Tandem liquor consumption and Hatch 31 outside liquor license renewal confirmed.
13. Selectboard Concerns. Ted Lylis asked Joel Bouvier about the mirror by the National Bank of Middlebury. Joel Bouvier is looking into it. Ted Lylis has had a few people approach him to have the Town of Bristol do a better effort in putting things out for bid. Therese Kirby advised there is a purchasing policy, and the Town has to abide by. Joel Bouvier advised he had a meeting with

the Police Chief about the Police District. Kevin Gibbs will bring it to the meeting on May 1st, 2017. Joel Bouvier asked Therese Kirby to talk with Melanie Kessler regarding the bike powered parade, as Joel Bouvier saw something on Front Porch Forum. Therese Kirby will speak with Melanie.

14. Town Administrator's Report. Bristol Co-Housing was advised the State of Vermont accepted the boundary adjustment including the Bristol Co-housing as part of the district. The kayak races have been moved to Saturday April 8, 2017. The Rec Department has put out their summer schedule. Sarah Snide would like to volunteer at the Bristol Recreation Department/HUB to get job experience. She would volunteer 4-5 hours for 8 weeks. She has passed the background check, but Darla needs to have a conversation with the Police Chief. Water Bills are going out with the ad from Champlain Valley Plumbing and Heating. This is the last of the advertisements in the water bills. Peter Bouvier ordered the no right turn signal. Therese Kirby met with Mark Johnson from Recap Solutions. Therese Kirby would like to see a Kiosk outside of the Town Offices. Therese Kirby asked the Board if they want an electronic sign or a sign that you need to replace the letters on. Mt. Abraham High School and the American Legion Post 19 worked with together to have high school student put together designs to replace the sign at WWII Memorial Park. Therese Kirby spoke with the Post Commander, Ron LaRose. The Board picked a design and would like to see a 3rd circle added for Vietnam War. Therese Kirby would like to thank all of the students that submitted drawings. Kevin Gibbs will be here for the April 17, 2017 meeting regarding officers taking cruisers home. Discussion regarding the Revolving loan fund loan to Liz Scott for \$75,000 for Liz Lovely, Inc. business. The Bristol Bakery cancelled their manufacturing agreement with Liz Lovely, Inc. She has been timely in making her Revolving Loan Fund payments, but only has had to pay interest only on the loan. This agreement that Liz would like the Town to sign involves Northfield Savings bank, Town of Bristol and VSJS. Kevin Harper would get 50% of her receivables and Northfield Savings bank would get the other 50% up to \$70,000. Liz Scott advised she is able to make her loan payments for now. Therese Kirby advised she doesn't see any reason not to sign the agreement because the Town of Bristol is in second position and if she declares bankruptcy then she doesn't have enough assets to cover her debt. This agreement would allow Bristol Bakery to release product they have in the freezer, so Liz could fill some orders. The Town of Bristol has her personal guarantee that she will pay the debt. Michelle Perlee moved to authorize Therese Kirby to sign the agreement with Liz Lovely, Inc., Northfield Savings Bank and Bristol Bakery. Peter Coffey seconded, so voted. Therese Kirby thanked Eric Forand for filling in while she was on vacation. Therese Kirby thanked Pecker Heffernan for the kind words in the Addison Independent.

15. At 9:27p.m. Peter Coffey moved to adjourn. Joel Bouvier seconded, so voted.

Respectfully Submitted,
Tasha Bouvier