

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday June 25, 2018**

Selectboard Members present: Chair Peter Coffey, Vice-Chair Joel Bouvier, Peeker Heffernan, and Ted Lylis.

Staff present: Town Administrator Valerie Capels, Lieutenant Bruce Nason, Board Clerk Tasha Bouvier, Meridith McFarland, Josh Otey, and Town Clerk Jen Myers.

Others present: filming for NeatTV Mary Arbuckle, Jill Marsano (VTums), Ian Albinson, Ron LaRose, Cy Marsano (VTums), Kristen Underwood, Dave Henderson, and Jim Quaglino.

**I. Call to Order.** Chair Peter Coffey called the meeting to order at 7:01 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Curb cut application #18-02DA from Paul and Peter Jackman has been postponed.

**II. Public Forum**

1. Mary Arbuckle made a comment that a lot of people she was talking to wished the event went longer and it was multiple times per year.

**III. Schedule Appointments:**

1. 7:00 p.m. - Public Hearing Continuation - Water and Sewer District Annual Meeting. Jen Myers said water was billed today and the total was \$66,000. The revenue budgeted for next year is \$240,000. The 3% increase was looking at the 2017-2018 fiscal year, so the total is \$247,000. Jen Myers and Cy Marsano agreed \$750 fee for new water users would be a good amount to charge for the meter and installing it. Ted Lylis moved to increase the water rates by 5% to increase revenue to put into capital improvements. Peeker Heffernan seconded, so voted. Joel Bouvier moved to increase the connection fee to \$500 plus the cost of the meter. Ted Lylis seconded, so voted. Sewer is no increase. There will be one more billing cycle for the year. Cy Marsano said there are quite a bit of fat build up and more pumping would be recommended and pumping twice per year. Need to ask Alan if Shaw's and Tandem are using a grease trap. Joel Bouvier moved to accept the proposed budget of \$41,900. Peeker Heffernan seconded, so voted. Ted Lylis no. Joel Bouvier would like to see in the next year to see who has grease traps and who doesn't. Joel Bouvier moved at 7:46 p.m. to adjourn the water and sewer meeting. Peeker Heffernan seconded, so voted.
2. 7:20 p.m. - Bristol Cliffs Bakery: Request for abatement of sewer bill. Barbara and Chris Connor got their bill and realized it was very high. Cy Marsano then looked at it and saw there was a leak with the water. The leak according to Cy Marsano was on the owner side beyond the meter, not the water district side. Ted Lylis moved to abate \$186.16, which would lower their bill to \$800. The \$186.16 is the penalty amount. Peeker Heffernan seconded, so voted.

3. 7:30 p.m. - Conservation Commission: request to use \$3,500 Conservation Reserve Funds for interpretive sign panel. The Bristol Conservation Commission is hoping to have the sign installed by mid September. Joel Bouvier moved to approve the Conservation Commission using up to \$3,500 coming from the Conservation Reserve Fund pending all permits by the town and the state. Peeker Heffernan seconded, so voted.
4. 7:40 p.m. - Ron LaRose: Memorial Park sign. The sign is finished and Ron LaRose presented it to the Board. Ron LaRose said the iron post is already there and the sign would be put on the iron post about 15 feet in the air. \$128.38 is the cost for the materials that they had to buy from Martin's. Joel Bouvier moved to issue a check to Martin's hardware to go into the Mt. Abe Design Technology Education Department to reimburse them. Peeker Heffernan seconded, so voted. The Board will check with Public Works to see how they can install it on the iron post.

**IV. Regular Business:**

1. Continued discussion of the Police Chief Review Committee process, selection of background check investigator, next steps. May include deliberation in Executive Session to discuss contract negotiations. Valerie Capels discussed the investigators to do the background checks and they have sent in cost estimates. No actions at this time and the Board will discuss who they want to chose in executive session.
2. Consider adjustments to Agreement between Town and Vermont Gas Systems, Inc. proposed by VGS. Valerie Capels said she hasn't received Kevin Brown's comments yet, so can't work on this yet.
3. Consider appointment of representative(s) to the Addison County Regional Planning Commission and to the ACRPC Transportation Advisory Committee. May include deliberation in Executive Session to discuss appointments. Joel Bouvier moved to appoint the two people Bill Sayre and Peter Grant to the ACRPC. Peeker Heffernan seconded, so voted. Peeker Heffernan said allowed one more and an alternate to the ACRPC and post on FPF. The Board appointed Peter Grant to the ACRPC Transportation and ask Naomi if she is interested.
4. Consider a proposed contract with the Addison County Regional Planning Commission to assist with coordination and administration of the Ecosystem Restoration Program grant to develop a Stormwater Master Plan for Bristol Village. This is a planning study. Peeker Heffernan moved to approve the grant and authorize Chair Peter Coffey to sign the agreement. Joel Bouvier seconded, so voted.
5. Consider allocation of voter-restored funds to Recreation department budget. Total Expenditures was increased by \$25,802 from \$224,393 to \$250,195 and Net Supported by Taxes was increased by \$21,102 from \$145,843 to \$166,945. The Treasurer and Recreation Director are looking for guidance on how these funds should be apportioned in the FY2019 budget that becomes effective July 1, 2018. The \$4,700 needs to be made up in revenue. Peeker Heffernan moved to have \$2,350 added to the Holley hall events

revenue item and \$2,350 Howden Hall rentals revenue item. Ted Lylis seconded, so voted.

6. Consider selection of contractor to repair Varney Cemetery headstones damaged by fallen trees from the October 2017 wind storm. May include deliberation in Executive Session to discuss contract negotiations. This is moved to executive session.
7. Consider ratification of submission of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid. Joel Bouvier moved to ratify submission of letter of intent to participate in the Vermont Department of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid. Ted Lylis seconded, so voted. Peekar Heffernan abstained.
8. Consider approval of Sullivan, Powers, & Company contract for the FY2018 audit services. May include deliberation in Executive Session to discuss contract negotiations. Joel Bouvier moved to approve Sullivan, Powers, & Company for FY2018 audit. Ted Lylis seconded, so voted.
9. Approval of meeting minutes of June 11, 2018. June 11, 2018 meeting minutes are not ready.
10. Authorize accounts payable warrant and any liquor licenses. Accounts payable \$248,902.13. Bristol Cliffs Cafe liquor license request.
11. Selectboard Concerns. Ted Lylis reinstalling conduit and electric on the park. Ted said it was damaged by people doing the trees. Ted would like a ditch witch to be brought in and have the wiring be redone, so it doesn't get damaged again. Ted is looking for permission to reinstall the system. It would be paid by the 4th of July committee. Peekar Heffernan moved to allow Ted to install the wiring. Joel Bouvier seconded, so voted. Ted Lylis said the dormer window is missing on Holley Hall. Ted Lylis had it taken down because part of it had broken off. Ted Lylis said it will be fixed. Joel Bouvier encourages people to come to the 4th of July events. Joel Bouvier brought up the proposal from Kevin Harper regarding Firehouse Drive. It said there will be permit parking along Firehouse Drive. Joel Bouvier talked about getting iPads instead of mailing the packets every week. Peekar Heffernan asked about Munson. Valerie Capels said they haven't received the final bill yet. Eric Cota brought up to Valerie Capels about warranty work on Lover's lane, but the engineer didn't see anything wrong, so Valerie is going to research further.
12. Town Administrator's report. Recreation Department Assistant interviews are going on. Valerie Capels is hoping to have a candidate after the June 27th special Selectboard meeting otherwise it will be the July 9, 2018 meeting.

**V. Other Business:**

1. Correspondence, reports, correspondence received.

**VI. Executive Session:**

1. At 8:54 p.m. Joel Bouvier moved to enter executive session finding that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a personnel matters per 1 V.S.A. §313(a)(3), potential real estate negotiations per 1 V.S.A. §313(a)(2), and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). Ted Lylis seconded, so voted.

The Selectboard met in executive session from 8:54pm to 9:50pm. Upon returning to open session, the following actions were taken:

Peeker Heffernan moved to make a job offer to the selected Public Works Employee as recommended. Joel Bouvier seconded. So voted.

Peeker Heffernan moved to the select Melody Perkins' proposal to conduct the Police Chief candidate background checks. Ted Lylis seconded. So voted.

Joel Bouvier moved to the select Livingston Farm's proposal to repair the headstones in the Varney Cemetery damaged by the October 2017 storm. Peeker Heffernan seconded. So voted.

Peeker Heffernan moved to the authorize the carry-over of unused vacation time for Police Department and municipal employees per the Personnel Policy. Ted Lylis seconded. So voted.

**VII. Adjourn**

Joel Bouvier moved to adjourn the meeting. Ted Lylis seconded. The meeting was adjourned at 9:55pm.

Respectfully Submitted by,

Tasha Bouvier \_\_\_\_\_ and Valerie Capels \_\_\_\_\_  
Board Clerk \_\_\_\_\_ Town Administrator \_\_\_\_\_