

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday June 11, 2018**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Town Clerk Jen Myers, Lieutenant Bruce Nason.

Others present: Ian Albinson, Peter Diminico, Cecil Foster, Shawn Kimball filming for NeatTV, Ron LaRose, Helen Maciejewski, Jill Marsano (VTUMS), Jim Quaglino, Fred Schroeder, Terri Mayer Thomsen.

I. Call to Order. Chair Peter Coffey called the meeting to order at 7:00 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There were no adjustments.

II. Public Forum

1. Ian Albinson asked about the Lower Notch Road section that is not paved and is it scheduled to be paved. It is not scheduled to be paved at this time. Ian Albinson asked about the Rec Center piece of land the Selectboard is considering to purchase. Peter Coffey said there is an agreement being written up, but is pending voter approval. Cecil Foster expressed concern about the coin drop on the 4th of July and thinks it is not in the town's best interest. The road is already closed for the outhouse race and parade and traffic is already backed up.

III. Schedule Appointments:

1. 7:00 p.m. - Fire Chief Brett LaRose: Request for use of Capital Equipment Reserve funds to purchase portable scene lighting units and request for use of Technology Reserve funds for the purchase of two refurbished laptops and a printer. Peeker Heffernan moved to purchase the lighting from MES for \$1,915 coming from Capital Equipment Reserve Fund. Michelle Perlee seconded, so voted. Valerie Capels mentioned putting the money through a VLCT PACIF grant, but that wouldn't be until August. Michelle Perlee moved to approve the purchase of two laptops and a black and white printer from Chris Morris from the Technology Reserve Fund. Joel Bouvier seconded. So voted.

2. 7:15 p.m. - Conservation Commissioner Peter Diminico: Eagle Park flood repair proposal. Peter Diminico described the nature of the damage and proposed repair. Michelle Perlee moved to approve the estimate of \$3,250 to Sargent Construction to pour a walkway to the handicap fishing platform at Eagle Park. Peeker Heffernan seconded. So voted. Ted Lylis voted no.

3. 7:30 p.m. - Public Hearing - Water and Sewer District Annual Meeting. Acting as the Water Commission and Sewer Commission, consider and act on the proposed Water Dept. and Sewer Dept. budgets. The Board discussed how they may fall short with revenues vs. expenses this year. Jen Myers said it's difficult to connect with consumers to replace their meters and schedule a time to replace them. Joel Bouvier suggested maybe replacing fewer meters and doing a hydrant or two per year instead of 150 meters per year. Jen Myers mentioned that the

\$270,000 number may have included Woodland Apartments and expected it to be hooked up already, which they are not. She suggested to lower the revenue due to Woodland Apartments then the expenses would be lowered as well. There was agreement to get more information and move the water discussion to the next meeting on June 25, 2018. There should also be discussion about increasing connection fee.

Jen reported that sewer should meet the user fees. Joel Bouvier said Cyrus Marsano had suggested maybe pumping twice per year rather than once per year. This would reduce the water that needs to be added to the sewage to then pump it out. Jill Marsano (VTums) will look into pumping the sewage twice per year. Joel Bouvier moved to continue the Water and Sewer District Meeting at 6:30 p.m. on June 25, 2018. Michelle Perlee seconded. So voted.

IV. Regular Business:

1. Police Chief Review Committee: discussion on status of the Police Chief recruitment process. Ron LaRose, Jim Quaglino, Terri Mayer Thomsen, and Helen Maciejewski joined the discussion, who are on the Police Chief Review Committee. Members of the Committee expressed a number of concerns about lack of a clear charge from the Selectboard, the process in which the Police Chief position was advertised, the salary offered, the length of time the process is taking, the process for completing background checks, issues about confidentiality and integrity, and feeling as though the process has been short-circuited. Their request for an extension of 30 days and to start the process over was not supported by the Selectboard.
2. There was discussion about moving forward with a background check on each of the two finalist candidates. Ted Lylis reported the New England Police Chief Association said the Board should not have a Police Chief Review Committee conduct the background check. The Board will advise the Police Chief Review Committee further.
3. Consider final details of the agreement with Vermont Gas Systems. Discussion and small wording changes were made to the agreement. Michelle Perlee spoke with Alan Huizenga and he advised not to negotiate on the "Clerk of the Works". The last section regarding ordinances was removed since the town already has an ordinance. There was a consensus of the Board they are happy with the language and will send to VGS for their changes.
4. Consider curb cut application #18-01DA: Fred and Jody Schroeder, 316 Notch Road. Fred Schroder explained he is now proposing a horseshoe shaped driveway to accommodate one-way traffic flow and parking related to his landscape business. Eric Cota looked at the road and the trees and said it looks good and nothing needs to be cut back. Joel Bouvier moved to approve the curb cut with an entrance to one end and the exit on the other with the land owner selecting which end. Peeker Heffernan seconded. So voted.
5. Consider coin drop application from Bristol Rescue Squad, July 4, 2018. Usually the coin drop is from 7:30 a.m. to 10 a.m. Michelle Perlee moved to approve coin drop on July 4, 2018. Joel Bouvier seconded, so voted.

6. Consider request for 4th of July activities in the Town Green. Joel Bouvier moved to approve the 4th of July activities in the Town green, including closing School Street. Michelle Perlee seconded, so voted.
7. Consider authorizing submission of a grant to the VTrans Bicycle and Pedestrian Program to support the Main Street sidewalk improvements project. Joel Bouvier moved to approve to apply for the grant to the VTrans Bicycle and Pedestrian Program to support the Main Street sidewalk improvements project. Ted Lylis seconded. So voted. Michelle Perlee asked where the 6 metal benches and bike racks will go. Valerie said they are likely to be placed along the sidewalk in line with the lamp posts. That can be decided during the design process. During the winter these will be moved to the town garage.
8. Continued consideration of resolution to ratify insurance coverage for the Bristol Rec Club. Michelle Perlee moved to approve the resolution and include the Bristol Rec Club in the insurance coverage. Ted Lylis seconded. So voted. Joel Bouvier abstained since he is a trustee.
9. Approval of meeting minutes of May 28, 2018. Michelle Perlee moved to approve the May 28, 2018 meeting minutes. Peeker Heffernan seconded. So voted.
10. Authorize accounts payable warrant and any liquor licenses. \$60,405.29. Mary's restaurant approved for their liquor license.
11. Selectboard Concerns. Joel Bouvier said the Christmas tree will be replaced before July 4. He also noted the South Street light is missing the metal frame. Joel asked how last Friday went with the Historical convention. Valerie Capels said it went great.

There were no other Selectboard concerns.

12. Town Administrator's report. Valerie Capels shared a reminder of the lister meeting this week and next week, which were published previously.

She reported that we made it past the FEMA deadline date successfully. The amount to be reimbursed is much less than originally thought; it will be in the area of \$11,000.

There are nine applications for the Rec Department assistant position. She, Meridith McFarland, and Brian LaClair might begin interviews sooner than the deadline. The goal is to have a recommendation to the Selectboard by the June 25 or June 27 meeting.

The contractor for painting the Bristol band stand is proposing to pressure wash June 27th and begin painting on June 28th. It is unclear if they are planning to work on July 2. There was a consensus of the Board that material cannot be around there on July 3rd due to July 4th festivities and to wait to have it painted until after the 4th of July festivities.

V. Other Business:

1. Correspondence, reports, correspondence received.

VI. Executive Session:

1. Michelle Perlee 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-related matter per 1 V.S.A. §313(a)(3), and potential real estate negotiations per 1 V.S.A. §313(a)(2). Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 9:05pm to 10:35pm. Upon returning to open session, the following actions were taken:

Michelle Perlee moved to apply FY2019 Public Works employee compensation adjustments per Foreman Eric Cota's recommendation. Peeker Heffernan seconded. So voted.

Joel Bouvier moved to accept the Bristol Hub Teen Center Director Job Description and appoint Brian LaClair to the position as proposed. Ted Lylis seconded. So voted.

Regarding the Police Chief review process, there was consensus to postpone interviews, solicit the services of a professional to conduct background checks, and move the July 1 target date back.

Joel Bouvier moved to change the start time of the continued Water and Sewer District meeting from 6:30pm to 7:00pm on June 25, 2018. Michelle Perlee seconded. So voted.

VII. Adjourn.

The meeting was adjourned at 10:35pm.

Respectfully Submitted by,

Tasha Bouvier	reviewed by	Valerie Capels
Board Clerk		Town Administrator