

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday August 6, 2018**

Selectboard Members present: Chair Peter Coffey, Vice-Chair Joel Bouvier, Michelle Perlee, Peeker Heffernan, 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: Mary Arbuckle (NeatTV), Chris Carrig, Eric Forand, Greg Grover, Kevin LaRose, Matt Lathrop, Amos Martin, Jim Quaglino, James Robideau.

**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). No additions, removals, or adjustments.

**II. Public Forum**

1. None.

**III. Schedule Appointments.**

1. 7:00 p.m. Fire Chief Brett LaRose:

a. Request to use Fire Dept. Capital Equipment Funds to purchase K12 Rescue Saw. Brett LaRose reported two quotes were received and affirmed they were for a product of the same specifications. Michelle Perlee moved to purchase the saw from Municipal Emergency Services for \$1,925. Joel Bouvier seconded. So voted.

b. Request VLCT PACIF grant application approval for turnout gear and emergency lighting. Brett LaRose outlined the grant summary form, draft application to the VLCT PACIF grant program, and supporting documents for the purchase of the following: Turnout Gear - Coat, Turnout Gear - Pant, Extrication Versa - Coat, Extrication Versa - Pant, Carbon Air Cylinder & Valve (4,500 psi), and Portable Scene Light all totaling \$36,875 cost. If awarded, the grant would cover up to \$5,000. He explained turnout gear is the only exception that cannot be applied for again in future applications. There was discussion about phasing the application for a future opportunity. Brett recommended capitalizing on the unspent FY2018 carryover of the Capital Equipment Fund. Michelle Perlee moved to allow Fire Chief Brett LaRose to apply for the grant as proposed. Ted Lylis seconded. So voted.

c. Acceptance of Fire Fighter Justin Jackman resignation. Brett LaRose explained he sent an email on July 9, 2018 asking if Justin Jackman intended to return and he received no reply. Peeker Heffernan moved to accept resignation from Justin Jackman. Ted Lylis seconded. So voted. Peeker noted that emails can get overlooked and he recommended a follow-up phone call in the future.

2. 7:15 p.m. - Christopher Carrig: request for consideration of property impacted by past work on Upper Notch Road. Valerie Capels reported that enclosed in the Selectboard packets are correspondences relating to work that was commissioned by the Town in the early 2000s to

address road maintenance and ditching on Upper Notch Road that Mr. Carrig said resulted in the removal of a rock wall, realignment of the road onto his property without compensation, and other damage to Mr. Carrig's and his mother's property. He sought relief through the recent reappraisal process with the hope the value of the damage, material removed, and other losses could be factored into the assessment. He was advised it was not an assessment issue but one for the Selectboard. Peeker Heffernan remembered having worked on that job and moved the stone wall back from the road. Mr. Carrig objected that the rocks were blasted into smaller stones and the wall was not the same. After discussion, the Selectboard determined it was not a matter the Selectboard could act on. Joel Bouvier offered that the next time the Public Works crew is ditching in that area, that Mr. Carrig be offered the fill material. He also recommended that Mr. Carrig to go to the state Division of Property Valuation and Review and request to have the assessment redone. If agreed by the state, then it would be valid for 3 years. Chris Carrig feels the rock wall is invaluable.

3. 7:30 p.m. - Treefort, LLC: request for reconsideration of denial of Bristol Cliffs Cafe water bill abatement. Treefort, LLC. representatives were not present. Jen Myers said if a water user uses more than 100 gallons per day then the water usage fee is more. The Treefort, LLC is a new meter from the fall 2017. There was discussion whether the failed O ring was part of the meter and therefore the Water District's responsibility or whether it was the customer's responsibility. Peeker Heffernan moved to abide by the Board's findings from the last meeting that Treefort, LLC is responsible for the total amount of the water bill and that they can work out a payment plan with the Treasurer without penalty or interest. Michelle Perlee seconded. So voted with Joel Bouvier and Ted Lylis voting no.

#### **IV. Regular Business.**

1. Consider proposal by Green Mountain Engineering to serve as project manager for the Firehouse Drive infrastructure layout and construction per the Stoney Hill Properties Purchase and Sale Agreement. Michelle Perlee had a few corrections and questions about the document. Do the cost figures reflect that Kevin Harper wanted the wires to go underground, but the Town only agreed to pay for above ground and Kevin would pay the difference? Other questions were also raised about the scope of work. The work includes 380' sidewalk for \$15,960, Build remaining 180' of road for \$3,960, Pave remaining 180' of road for \$6,488, Three-phase electricity for \$5,551, Fiber optic, telephone, data for TBD, and Engineering Management for \$14,200. All estimates were from 2015. Valerie Capels will get some answers regarding the agreement and will come back to the August 20, 2018 meeting.

2. Set the FY2019 municipal tax rate. At the June 25, 2018 meeting the Selectboard voted to add revenues into the Bristol Recreation Department budget to offset the voter-approved increase in expenses, but voters approved at Town Meeting that it come from the tax rate. That vote needs to be reversed. The proposed tax rate is based on \$171,645 to be raised by taxes, not \$166,945. Ted Lylis moved to reverse the June 25, 2018 vote and not add back in \$4,700 to the revenue for the Bristol Recreation Department. Joel Bouvier seconded. So voted, with Michelle Perlee abstaining. Joel Bouvier moved to set the tax rate as presented by

Town Clerk Jen Myers for Homestead tax rate of \$2.2259, Non-Residential tax rate of \$2.2639, Police District tax rate \$0.3182. Michelle Perlee seconded. So voted.

3. Consider request for Town to participate in the *Turn Bristol Teal* for Ovarian Cancer Awareness Month in September. Michelle Perlee moved to approve the request with the restriction of them not being on power lines and to remove everything by the first week of October. Joel Bouvier seconded. So voted.

4. Consider request by the Bristol Cub Scout Pack to close Fitch Avenue, Saturday August 25, 2018 9:00 a.m. to 3:00 p.m., for Soap Box Derby. Greg Grover spoke about prior year events. Joel Bouvier moved to allow the road to be closed for the Cub Scout Pack to have their Soap Box Derby. Ted Lylis seconded. So voted.

5. Consider nominating a community leader to participate in the VCRD's "Making It Happen" *Local Leadership for the Future of Vermont Communities* on October 1, 2018. This was moved to Executive Session.

6. Consider whether to purchase electronic tablets for Selectboard meeting materials. Following brief discussion, there was agreement to consider whether this should be budgeted for next year.

7. Execute loan documents for South Street Bridge project bond with People's United Bank. Jen Myers said there are four more payments. The payment that is going through is a principal and interest payment. The interest is 2.95%. Michelle Perlee moved to pay the bond anticipation note of \$32,643 (\$30,768 in principal and \$1,875 in interest) and execute a payment of \$16,973.74. Peeker Heffernan seconded. So voted.

[NOTE:

8. Approval of meeting minutes of July 9, and July 23, 2018. Michelle Perlee moved to accepted July 9, 2018 with one correction from Michelle Perlee. Joel Bouvier seconded. So voted. Joel Bouvier moved to approve July 23, 2018 with no corrections. Ted Lylis seconded. So voted.

9. Consider request to use Capital Building Reserve Fund to purchase a new digital lock system for Holley Hall. Valerie Capels reported that the current lock system is a code and key system. Michelle Perlee moved to purchase a new digital lock system for Holley Hall with funds from the Capital Building Reserve Fund. Peeker Heffernan seconded. So voted. Valerie noted that Meredith McFarland is interested in purchasing a curtain to hide the tables and chairs and asked what the process is. There was agreement that any alternation would require Selectboard approval. Peeker Heffernan said the wiring also needs to be looked at under the stage.

10. Update on 76 West Street prospective purchase. This was moved to Executive Session.

11. Authorize accounts payable warrant and any liquor license. Accounts payable warrant \$64,499.39.

12. Selectboard Concerns. Michelle Perlee asked if the stakes can be removed and the lack of grass where the West Street Project happened needs to be redone. She asked about whether the Town has started roadside mowing. The answer was yes. She noted the condition of Route 116 is terrible. Michelle asked Lieutenant Bruce Nason if we do “positive enforcement” awards to kids that wear their helmets. He responded that the Police Department will be working with the Masons on something like that. Michelle noted that the Treasurer report has no National Forrest Payments even though roughly \$13,000 is budgeted. Jen Myers will check with Peter Ryan. It was noted that disability insurance, supplies and engineering for the Core Sewer District have increased considerably.

13. Town Administrator’s report. Valerie Capels had nothing to add to her written report.

**V. Other Business:**

1. Correspondence, reports, correspondence received.

**VI. Executive Session:**

1. At 8:40 p.m. 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 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). Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 8:40pm until 10:00pm. Upon returning to open session, the following actions were taken:

- There was consensus that a steering committee be formed as soon as possible to study the various aspects related to the acquisition of 76 West Street for a consolidated Recreation Department facility. Peter Coffey agreed to serve as the Selectboard representative.
- Ted Lylis moved to accept the proposal from Bellwether Architects to assist the Town with a preliminary site analysis, program summary, and conceptual design options for 76 West Street for a lump sum of \$1,500. Michelle Perlee seconded. So voted.

**IIV. Adjourn.**

The meeting was adjourned at 10:05pm.

Respectfully Submitted by,

Tasha Bouvier reviewed by Valerie Capels  
Board Clerk Town Administrator