

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday August 20, 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, Lieutenant Bruce Nason.

Others present: Ian Albinson, Roy Catella, Danny Grace, Debbie Grace, Shawn Kimball (NeatTV), Meridith McFarland, Jim Quaglino.

**I. Call to Order.**

1. Chair Peter Coffey called the meeting to order at 7:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). One item will be added regarding Stoney Hill Properties, LLC needing an easement because the septic line setback was going to be less than 25 feet of the property line.

**II. Public Forum.**

1. None.

**III. Schedule Appointments.**

1. 7:00 p.m. - Energy Committee candidate interview: Richard Butz. Mr. Butz was not present. This will be moved to a future meeting.

2. 8:15 p.m. - Fire Chief Brett LaRose and Firefighter candidate Roy Catella. Fire Chief Brett LaRose provided an overview of the interview with Roy Catella and noted that he comes from a different Department with his certification. Joel Bouvier moved to appoint Roy Catella as a Bristol Firefighter. Ted Lylis seconded. So voted. Roy Catella signed the book of Firefighters that started in 1894. Roy will be the 324th person to sign the book.

**IV. Regular Business.**

1. Consider the Purchase and Sale Agreement between the Town of Bristol Edward and Suzanne Shepard for the purchase of 76 West Street and overall update. Michelle Perlee noted that the changes previously discussed were included. Valerie Capels reported that she and Meridith McFarland are soliciting candidates for a 7-9-person steering committee for the Selectboard to appoint at the September 17 meeting. Michelle Perlee moved to accept the agreement and authorize Valerie Capels to sign it. Ted Lylis seconded. So voted.

2. Consider request from Danny Grace for the Town to discontinue the Class 4 section of Purinton Road. Valerie Capels reported that the process for discontinuance is the same for reclassification, except that notice to the Commissioner of Forests, Parks, and Recreation must be included. The process includes notice to interested parties, a public hearing, a site visit, and written findings. Danny Grace explained his concerns about people crossing the property to access the road, which is believed to not be in the same location as the right-of-way. There was

discussion about various methods to control access, none of which were expected to be successful. Out of town travelers have gotten directed there because it shows up on their GPS. Peeker Heffernan suggested Valerie contact Ken Weston, who was involved in the Ancient Roads process and might be able to give some insight on why it was kept as a class 4 road. This will be discussed at a future meeting once Valerie has talked with Ken Weston.

3. Consider proposals for the Bristol Stormwater Master Plan for the Village Center Planning Area and select consultant. Valerie Capels reported that 4 different proposals were received and the reviewing committee recommends Watershed Consulting from Burlington, VT be selected even though it was the highest bid. She explained they were the most responsive and it is within the project budget. Joel Bouvier moved to go with Watershed Consulting for \$24,250. Peeker Heffernan seconded. So voted.

4. Consider bids for the Lawrence Memorial Library front steps painting and select contractor. Valerie Capels reported that one bid was received, which is not being disclosed in case the Selectboard wants to put it back out to bid. The quote included the front columns and lattice work which was not in the primary scope of work. Ian Albinson said the center handrail is loose and the front sign needs repair and asked if that was in the scope of work. Valerie will bring it to the contractor's attention and get a quote for the sign. Joel Bouvier moved to go with Patrick Lepore's proposal for \$1,365. Michelle Perlee seconded. So voted.

5. Continued consideration of a 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. Peeker Heffernan moved to accept the agreement with GME with the clarifications from the last meeting and include authorization for Valerie to sign the agreement. Michelle Perlee seconded. So voted.

5.a. Possible septic set back easement for Stoney Hill Properties, LLC. which was added to the meeting agenda. Valerie Capels reported that Green Mountain Engineering is requesting approval of a small easement area to accommodate the septic area setback for the adjoining Stoney Hill Properties residential development. There would need to be a 30-day 24 VSA 1061 public notice. Michelle Perlee moved to authorize the public notice for the easement of Stoney Hill Properties, LLC. Peeker Heffernan seconded. So voted.

[NOTE: The State subsequently approved a revised trench design such that the easement will no longer be needed.]

6. Consider acceptance of the Jackman's Fuel prebuy offer of fuel for Town operations for the period September 1, 2018 through April 30, 2019. Valerie will check with Jackman's of Bristol if the Town will be penalized if the fuel is not all used by June 30, 2019. Joel Bouvier moved to go with Jackman's of Bristol Inc. pending confirmation of a credit or option to reallocate to another department the unused fuel. Michelle Perlee seconded. So voted. If the Town does get penalized, it will need to come back to the Selectboard for reconsideration.

7. Consider appointment of a delegate to the Vermont League of Cities and Towns annual meeting and review of the VLCT FY2020 Municipal Policies. Valerie Capels noted that the annual meeting is October 3, 2018 in South Burlington, VT. There was consensus to appoint Valerie as the delegate and to continue review of the FY2020 municipal policies to the next meeting.

8. Approval of meeting minutes of August 6 and June 11, 2018. Michelle Perlee moved to accept August 6, 2018 with the minor corrections. Peeker Heffernan seconded. So voted. Michelle Perlee moved to accept June 11, 2018 with minor changes. Ted Lylis seconded. So voted.

9. Consider a cut-off/deadline for Selectboard agenda items. Valerie Capels proposed Thursday, noon as a deadline for agenda items. Following discussion, there was consensus that the cut off will be Wednesday end of the day, as it had been in the past.

10. Authorize accounts payable warrant and any liquor licenses \$50,187.80. No liquor licenses.

11. Selectboard concerns. Michelle Perlee thanked Mike Menard for mowing the sides of the roads. She also noted the cement work at Eagle Park is done.

Joel Bouvier asked where we are at with the sidewalk bids. Valerie said they are due Friday, August 24 and will be on the September 3 agenda.

Ted Lylis reported the shrubs along the sidewalks are getting out of control. They are overgrowing from the landowners' property into the sidewalks. There used to be a letter that would be sent to the land owner to take care of it and if they don't then Public Works Department would do it.

Peter Coffey said he was approached at the election by someone that has an electric car and asked to have a station to be installed on the backside of the park. Ian Albinson said there is a grant that can be done that is 100% funded if it is on the municipal land. Ian Albinson will present it when he has all the information. Peter also noted the fountain was bubbling more than normal since the pump was replaced by Alan Clark.

12. Town Administrator's report. Valerie Capels reported the Town did not receive the Bike and Ped Program grant for the benches, etc. for the Main Street sidewalk project. She also noted she received a request from someone on Route 116 that has property that is adjacent to Town property. The property owner would like the Town's driveway apron to be removed and grassed over to discourage people from parking there and walking their dogs near his well. Joel Bouvier moved to allow the neighboring property owner to top soil and seed the apron, but he would need to get a permit from VTrans to work in the right of way. Michelle Perlee seconded. So voted.

**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 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). Pecker Heffernan seconded. So voted. The Selectboard met in executive session from 8:40pm to 9:05pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

The meeting was adjourned at 9:05pm.

Respectfully Submitted by,

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|---------------|-------------|--------------------|
| Tasha Bouvier | reviewed by | Valerie Capels     |
| Board Clerk   |             | Town Administrator |