

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday September 17, 2018**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Police Chief Hub Teen Center Director Brian LaClair, Recreation Director Meridith MacFarland, Police Lieutenant Bruce Nason.

Others present: Melodie Campbell, Edward Chaloux, Devin Colman, Doug Corkins, Samantha Dunn (Housing Vermont), Mark Gibson, Susan Kavanagh, Shawn Kimball (NeatTV), John Moyers, Jim Quaglino, John Swepston.

**I. Call to Order.**

Chair Peter Coffey called the meeting to order at 7:00 p.m. at the Town Office. He announced and congratulated Bruce Nason as becoming Chief of Police for the Town of Bristol. Valerie Capels added that he will be sworn in on October 1, 2018 at 4 p.m. at Holley Hall.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels recommended one addition under meeting minutes to approve the September 12, 2018 minutes.

**II. Public Forum**

1. None.

**III. Schedule Appointments:**

1. Public Hearing: CDBG VCDP planning grant for Bristol Family Housing. Samantha Dunn of Housing Vermont reported that the Town of Bristol received a \$30,000 Community Development Block Grant (CDBG) from the Vermont Community Development Program (VCDP) on behalf of Addison County Community Action Group (HOPE) in partnership with Housing Vermont to determine the rehabilitation needs for Bristol Family Housing, asses the ability to add units to the property, and to remove legal hurdles to re-syndicating the property. The feasibility study has been complete and the CDBG program requires a final public hearing.

2. Public Hearing: Melodie Campbell and Edward Chaloux dog complaint. The dog, Mr. Mann, was in the care of Edward Chaloux at the time of both incidents, but it is owned by Melodie Campbell of Wolcott. Edward Chaloux was dog sitting for Melodie. Melodie explained the circumstances of Mr. Mann's two escapes. She authorized the Postal Carrier to use pepper spray if Mr. Mann approaches him again. She said he will not be let outside between 8 a.m. to 10 a.m. when Postal Carrier typically comes. She will ensure he is leashed before she leaves the apartment. Michelle Perlee moved if the dog gets out again, then a Police Officer and/or the Dog Warden are authorized to seize him and take him to the dog pound. Joel Bouvier seconded. So voted.

3. Certified Local Government presentation: Devin Colman, State Architectural Historian, Vermont Division for Historic Preservation. Devin Colman from the Vermont Division for Historic Preservation provided an overview of the Certified Local Government program and

examples of what other Vermont towns have done. A new municipal Historic Preservation Commission would need to be formed, whose members could overlap with the existing Design Review Commission. The grants are 60% federal and 40% local funding, which could include 100% in-kind time as well. Michelle Perlee moved to continue with the discussion of joining the program. Ted Lylis seconded. So voted.

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

1. Village sidewalks replacement project and tree removal update. John Swepston, Tree Warden, explained there are three trees that will need to be removed related to the planned sidewalk replacement project. Two of the trees are declining. The third tree, a large silver maple, is upheaving the sidewalk. There was discussion about the types, age, health, and locations of the subject trees. Doug Corkins agreed to allow the tree to be removed on the condition it be replaced with a maple. There was consensus that any tree removed will be replaced with another tree to the extent possible in a location that will not conflict with the sidewalk.

John Swepston reported that he and Meridith MacFarland spent time looking at the trees on the Town Green. A lot of tree limbs are low, and he intends to eliminate limbs on the bottom part of some of the trees. John said he would be conservative as possible.

2. Consider appointments to create a New Recreation Center Steering Committee. Meridith MacFarland reported that first meeting is September 26, 2018 at 7 p.m. at the Hub. The architect will be coming to the second meeting. The slate of candidates was reviewed. Peeker Heffernan moved to appoint the following people to the steering committee: Ian Albinson - Bristol CORE, Steve Barsalou - Community Member, Kristi Bedard - Extended Learning Program, Peter Coffey - Selectboard, Brian LeClair - Bristol Teen Center "Hub", Meridith MacFarland - Recreation Director, David Rosen - Bristol Rec Club, Dan Sonneborn - Community Member, and Alicia Standridge - Community Member. Michelle Perlee seconded. So voted.

3. Consider approval to hire AmeriCorps Volunteer Taylor Goodwin to work with the Bristol Hub. Ted Lylis moved to hire AmeriCorps Volunteer Taylor Goodwin to work with the Bristol Hub. Peeker Heffernan seconded, so voted.

4. Consider grant application request and execution of a resolution in support of a Municipal Planning Grant to update the Bristol Town Plan. Valerie Capels reported the opportunity to apply for up to \$20,000 for a planning grant. The 10% match would be a combination of funds in the Planning & Zoning budget and in-kind time. The application deadline is Monday, October 1. Peeker Heffernan moved to approve submission the Municipal Planning Grant application to update the Bristol Town Plan and to approve the resolution. Ted Lylis seconded. So voted.

5. Consider grant application request for an ACRPC Energy Planning Grant. Mark Gibson and Susan Kavanagh explained that the grant is about comprehensive energy planning based on the provisions of Act 174. Michelle Perlee moved to pursue the ACRPC Energy Planning Grant. Ted Lylis seconded. So voted.

6. Consider Purchase and Sale Agreement for the 18.8 acres to Stanley Livingston. May include deliberation in Executive Session per 1 V.S.A. §313(a)(1)(A). Michelle Perlee noted a double typo in paragraph 4 and a date that should be updated in paragraph 9. Michelle Perlee moved to approve the Purchase and Sale Agreement for the 18.8 acres to Stanley Livingston/Charley Rose Acres, LLC with those corrections and have Valerie sign the agreement. Joel Bouvier seconded. So voted.
7. As the Water Commission, consider the water system connection application for Woodland apartments. Peeker Heffernan moved to approve the water system connection application for Woodland apartments. Joel Bouvier seconded. So voted. Michelle Perlee noted that a separate operation permit will need to be applied for at least two weeks prior to substantial completion.
8. Consider request from John Moyers to erect scaffolding over the sidewalks across the facade of 22 Main Street for building renovations. John Moyers said this will be done in stages, so rather the scaffolding being up for weeks at a time it will be up for a few days, then taken down and then added again to do the windows. Michelle Perlee moved to allow John Moyers's contractor to put up scaffolding on the sidewalk and provide proof of insurance with the Town named as an additional insured. Peeker Heffernan seconded. So voted.
9. Consider request to close School Street and change traffic flow on Park Place on October 31, 5:00 p.m. - 7:00 p.m., for Trunk or Treat event off the Town Green. Michelle Perlee moved to close School Street and change traffic flow on Park Place on October 31, 2018 from 5 p.m. to 7:00 p.m. Joel Bouvier seconded. So voted.
10. Consider homestead declaration penalty waiver. Michelle Perlee moved to approve waiving the homestead declaration penalty. Peeker Heffernan seconded. So voted.
11. Continued consideration whether to seek bids from other insurance providers for workers comp and property liability and casualty coverage. Valerie Capels proposed to postpone this matter until next year, which will allow more time for the process and to learn of other municipalities' experiences. Joel Bouvier moved to postpone the discussion of looking a different insurance provider to next year. Michelle Perlee seconded, so voted.
12. Continued consideration of the Vermont League of Cities and Towns FY2020 Municipal Policies. The board discussed some of the items on the list. No specific action was taken.
13. Consider selection of Selectboard liaisons to Town departments. The following departments will be assigned to the following Selectboard members: Police Department - Ted Lylis, Water/Sewer - Joel Bouvier, Bristol Recreation Department - Peter Coffey, Public Works Department - Peeker Heffernan, Listsers - Joel Bouvier, Fire Department - Ted Lylis, and Planning Commission - Michelle Perlee.
14. Approval of meeting minutes of September 3, 2018, and September 12, 2018. Peeker Heffernan moved to approve September 3, 2018 meeting minutes with Michelle Perlee's adjustments. Michelle Perlee seconded. So voted. Michelle Perlee moved to approve

September 12, 2018 meeting minutes with the date corrected. Peeker Heffernan seconded. So voted.

15. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant is \$55,248.90. No liquor licenses.

16. Selectboard concerns. Joel Bouvier said he visited with people that did a lot of walking and they gave him a list of trees that they feel need trimming. He also reported that Jackman's Fuel (Bristol, VT) would like to talk with the road foreman about the water issues. Valerie will have Eric Cota speak with them.

Michelle Perlee noted the VLCT PACIF grant for \$3,000 was issued for the Fire Department and Brett LaRose will get the rest of the equipment from the equipment fund.

Peter Coffey questioned whether the stop sign on Briggs Hill still necessary. Peeker Heffernan said the reason it was left there was because of cars getting backed on turning onto Briggs Hill. Peter noted that it is budget time and Valerie speak with the Department heads to start the process now. Joel Bouvier said to have all Department heads have everything in by the middle of January 2019 so the Selectboard can finish the process.

17. Town Administrator's report. Valerie Capels reported that we received a letter of resignation for Planning Commission member Gary Clark. She also just received a report of a water leak in the area of 90 East Street. There is low or no water pressure for several customers. The repair work will start Tuesday September 18, 2018 starting at 7 a.m. The leak and shut off will only affect the people in that immediate area. .

**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 personnel matter 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). Joel Bouvier seconded. So voted.

The Selectboard met in executive session from 9:13pm to 9:45pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

A motion was made and seconded to adjourn the meeting at 9:45pm.

Respectfully submitted by,

Tasha Bouvier, Board Clerk  
Valerie Capels, Town Administrator