

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday October 1, 2018**

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

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

Others present: Ian Albinson, Mary Arbuckle (NeatTV), Amos Martin, Jim Quaglino, and Peter Ryan.

**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). Item #1 under Regular Business, for Walk-a-thon has been removed. Under Regular Business two items were added: A coin drop application and consider scaffolding over the sidewalk on Church Street.

**II. Public Forum**

1. Ian Albinson said he was thankful for the new meeting archive setup on the website and how easy it is now to find documents

2. Peter Ryan had a question about the computer that was purchased for the Bristol Fire Department. Peter felt the computers should have come out of the Capital Fund and not the Technology fund. He said the intent of the technology fund was to keep the office on current computers. Brett LaRose said during a Town Meeting the question was asked if the Technology fund was for the Bristol Fire Department as well and yes it included the Fire Department.

**III. Regular Business.**

1. Consider Walk-a-Thon request from the Vergennes Union High School Class of 2019 involving Briggs Hill Road as an alternate route to Zeno Mountain Farm, Monday October 15, 2018 9:00 a.m. - 2:00 p.m., to benefit *Love Your Brain Foundation* and *Zeno Mountain Farm*. This was removed from the agenda.

2. Consider updated Bristol Fire Department Policies: Fire Chief Brett LaRose. Brett LaRose explained the proposed policies are intended to replace the existing policy manual adopted January 2, 2017. He is requesting a “Deputy Fire Chief” instead of 1<sup>st</sup> Assistant Chief. He is also asking for two new officers: another Captain and Lieutenant Position, so there will be two Captains and two new Lieutenants. The current Lieutenant would be promoted to Captain. Peeker Heffernan moved to approve section 8.4 of the proposed Bristol Fire Department policy manual with all other policies being under the current manual. Ted Lylis seconded. So voted. Joel Bouvier was not present for the vote. Discussion continued on other sections of the policy manual. Brett will review the manual again and send a copy to Valerie and the Selectboard to further review and to consider approval at a future meeting.

3. Consider request to extend Bristol Fire Department leave of absence by three months: Firefighter Chad Perlee. Peeker Heffernan moved to approve the extended leave of absence until

January 1, 2019. Ted Lylis seconded, so voted. Michelle Perlee abstained. Joel Bouvier was not present for the vote.

4. Acknowledge bequest from the Andrew Johnson estate and begin discussion about how the funds should be applied. A check for \$103,008.83 from Andrew Johnson estate was received as an unrestricted gift. Valerie Capels have received 2 thoughts from residents on how this should be directed. Peeker Heffernan suggested find out what Andrew Johnson was passionate about and put the money towards that. The suggestion was made for Valerie to put an invitation on Front Porch Forum for suggestions. The Selectboard will discuss this at a future meeting.

5. Consider hydrant replacement on West Street. Joel Bouvier met with Cyrus last week and does not have a spare hydrant. Valerie provided repair kits estimates. The cost to fix the old hydrant is almost as much as a new hydrant. Joel Bouvier moved to put a new hydrant on West Street near Paige & Campbell business. Peeker Heffernan seconded, so voted. The money would come from either the Water Dept. supplies budget or the Capital Improvement funds.

5.a Coin drop Sunday October 7, 2018 from N.H. Hose & Ladder Co. Ted Lylis moved to approve the coin drop on October 7, 2018 from N.H. Hose & Ladder Co. and have the Police Chief sign the document. Peeker Heffernan seconded, so voted.

5.b. Federated Church scaffolding request. Joel Bouvier moved to allow Federated Church to have the scaffolding up over the Church Street sidewalk with the same safety provisions as the Main Street business had with proof of insurance with the Town listed as an additional insured. Michelle Perlee seconded. So voted. Peter Coffey requested in the future requests be made before putting the scaffolding up.

6. Consider electronic land records proposal: Town Clerk/Treasurer Jen Myers. Jen Myers and Peter Ryan explained that since the beginning of September they and Wendy Truax have been viewing systems that allows people to view electronic land records. They viewed the systems used in Middlebury and Lincoln and consulted with the vendors. They both use different systems. Jen outlined the benefits of the systems and how it would be administered. She does not yet have an estimate from the company they liked better. Once she has numbers she will discuss with Selectboard and possibly in Executive Session.

7. Approval of meeting minutes of September 17 and April 16, 2018. Peeker Heffernan moved to approve September 17, 2018 with corrections. Joel Bouvier seconded. So voted. Peeker Heffernan moved to approve April 16, 2018 with corrections. Ted Lylis seconded. So voted.

8. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant is \$116,796.83. No liquor licenses.

9. Selectboard concerns.

- a. Ted Lylis said the top of the streetlight in front of Snap's is missing. Valerie is going to check with Public Works to see if there is a part to fix it in the garage. Ted asked if the

tree trimming was done. The trees have been trimmed on the park however not all trees have been trimmed around town.

- b. Joel Bouvier said the gate to the landfill was left opened the other night. Jen Myers said it might have been for ACTR because Eric Cota left it open for them to drop something off. Joel noted the light is out on the lower bridge of the Twin Bridges. Valerie will check with the state about repair.
  - c. Michelle Perlee said last year the mowing bids usually are put out in mid October. Valerie said the vendors held their price for this year.
  - d. Peter Coffey said November 12, 2018 the meeting will start at 6 p.m. instead of 7 p.m. The December meetings will be December 10 & 17. Meetings will start back up on January 7, 2019 and go every two weeks. Tasha Bouvier noted she will not be at the December 17, 2018 for the meeting.
10. Town Administrator's report. Valerie Capels had nothing to add to her written report.

**IV. Other Business:**

- 1. Correspondence, reports, correspondence received. None were discussed.

**V. Executive Session:**

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), 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 8:30pm to 10:00pm. Upon returning to open session, Michelle Perlee made a motion to approve Valerie Capels' employment contract, retroactive to October 1, 2017. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk  
Valerie Capels, Town Administrator