

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday March 19, 2018**

Selectboard members present: Chair Peter Coffey, Joel Bouvier, Ted Lylis, Michelle Perlee.

Selectboard members absent: Peeker Heffernan.

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

Others present: Ian Albinson, Linda Brown, Sally Burrell, Jonathan Chapin, Carol Clauss, Valerie Hanson, Patty Heather-Lea, Karl F. Hummel, Shawn Kimball (NEATv), Rebecca Kodis, Karen Kotecki (Vermont Gas), Giselle Lafleche, Eva Mastalos, Barbara Miles, John Monks, Tom Murray (Vermont Gas), Jim Quaglino, Dave Rosen, Gary Smith, Wendy Wilson.

**I. Call to Order.**

Town Administrator, Valerie Capels called the meeting to order at 6:00p.m.

Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

There were no adjustments.

**II. Annual Selectboard organization matters.**

A. Elect the Chair. Michelle Perlee moved to elect Peter Coffey as Chair. Ted Lylis seconded. So voted.

B. Elect a Vice-Chair. Valerie Capels had suggested nominating a vice chair. Michelle Perlee moved to have Joel Bouvier as Vice Chair. No one seconded. Peter Coffey suggested this be moved to discuss at the next meeting.

C. Michelle Perlee moved to designate every other Monday as a regular meeting schedule, subject to occasional modification. Ted Lylis seconded. So voted.

D. Joel Bouvier moved to designate *The Addison Independent* as the Newspaper of Record. Michelle Perlee seconded. So voted.

E. Michelle Perlee moved to designate the Town Office, Lawrence Memorial Library, and Shaw's as the official posting locations for the town. Joel Bouvier seconded. So voted.

F. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants monthly. Joel Bouvier moved to authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants at each regular meeting. Ted Lylis seconded. So voted.

G. Consider which date to resume 7:00 p.m. meeting start time. Ted Lylis moved to have April 2, 2018 meeting start time be 7:00 p.m. Joel Bouvier seconded. So voted. Valerie Capels said one of those meeting falls on Memorial Day. The Board will discuss if they will meet on Memorial Day at a later date.

**III. Public Forum.**

Jim Quaglino commended the Road Department on a great job this winter. Valerie Capels mentioned the sidewalks have been in poor shape because of a lack of one person and equipment issues.

Ian Albinson announced the Bristol Core is having a film series every Friday at the Lawrence Memorial Library.

**IV. Scheduled Appointments.**

1. Val Hanson: technician support and rental fee update for new Holley Hall audio system. Val brought a “How to” for the new audio system for the Holley Hall. She sees in the future more advanced rentals. She recommends the Town consider a “steward” for Holley Hall. The new equipment requires a more professional person that knows how everything works, how to fix things and take them down. Val Hanson suggested when they have someone using the Holley Hall and the equipment, that part of the rental fee include paying someone to set up and be there during the event. Peter Coffey said on the list of goals for the Selectboard is a possible Facility Director and maybe this could tie into that role.

**V. Regular Business.**

1. Continued review and discussion of draft License Agreement with Vermont Gas. Joel Bouvier said he does not want to see cuts in the road and that they are patched properly. Ted Lylis asked on page 3, regarding the note about attorney fees. Karen Kotecki (VGS) affirmed that if VGS is at fault then VGS would pay all attorney fees. The information is continued on page 10 under K under additional revisions. Peter Coffey noted on page 6 under hours of operation if there are emergencies that require outside of normal hours, then this should be clarified. VGS stated it does mention to extend hours for unforeseen circumstances. Joel Bouvier asked about buried electrical conduits. Tom Murray (VGS) mentioned they locate those with their equipment. Joel Bouvier asked about the meters not showing on the front side of Main Street. Tom Murray will add to the agreement to have them located behind the buildings. Peter Coffey mentioned possibly having the Road Foreman and Fire Department called if an emergency happened. Michelle Perlee asked to add that if a tree must be removed, VGS would pay for replacement. Joel Bouvier asked about companies or people that are larger turning off their natural gas when the weather is very cold. Users like UVM, Global Foundries, etc. are signed up during colder times and have their natural gas turned off and use a secondary source for heat. It is up to the larger user if they want to do this, however it is not required. They get a discounted rate and the customer has a choice. Sally Burrell asked was there a clarification about making smooth payment. On page 7 #11 says will guarantee pavement for 2 years. Patty Heather-Lea would like to see some way of updates to get information out to the community members. Will each home owner be told how deep their pipe will be buried. Sally Burrell asked about the Polyethylene and the rate it breaks down. There was discussion regarding the lawsuits and what is going on with those. Karen Kotecki said she wanted to leave out blasting, but as a worst-case scenario, if there needed to be blasting, there would be a different agreement just for that. Carol Clauss stated this is not cheap and expanding the fossil fuel structure is going to cost future generations. Sally Burrell passed out a handout regarding the cost of different uses of energy. Patty Heather-Lea mentioned the energy plan of the Town Plan. She would like to see the energy committee reinstated. Patty also said there was flaring in Middlebury and Vermont Gas did not notify residents. The flame was more than 15 to 30 feet high. Peter Coffey said that Middlebury Fire Department was notified. Eva Mastalos said she feels that we are not keeping up with the area around us and she is for the gas line, but if the Board votes no then she supports them either way. Johnathan Chapin asked if the Selectboard is in a position to wait on a decision until there is a non-binding vote in the fall. Peter Coffey said his opinion is the Selectboard is elected to make decisions for the town and his feeling is every time something comes up that a

group of people have an issue with, if we go out and have a vote on everything then there is no need for the Selectboard to get elected. Michelle Perlee said people stop her on the street saying they are for Vermont Gas coming to Bristol, but will not come to the meeting.

2 Consider appointment or reappointment of Town officers. May include deliberation in Executive Session to discuss appointments. Diane Cushman is Town Health Officer and said she is interested in being reappointed. David Brynn, Tree Warden, is not interested in being reappointed. It was suggested that maybe someone from Lathrop Lumber Mill or Chris Urban might be interested. Valerie Capels will post it on Front Porch Forum. Ted Lylis moved to assign the following reappointments: Ken Johnson to Conservation Commission, Carol Wells to Design Rev. Commission, David Cobb to Energy Committee, Mike Corey to Energy Committee, Sue Hawkins to Energy Committee, Bill Brown to Planning Commission, Katie Raycroft-Meyer to Planning Commission, William Sayre to Planning Commission, Peter Ryan to Revolving Loan Fund, Carol Wells to Revolving Loan Fund, Brenda Tillberg to Zoning Board of Adjustment, Peter Grant Addison Co. RPC Delegate, William Sayre Addison Co. RPC Delegate, Joel Bouvier Addison Co. Solid Waste Mgmt., Naomi Drummond Addison Co. Transit Res., Jen Myers for Collector of Delinquent Taxes, Cale Pelland for Dog Officer, Peter Coffey for Emergency Management Deputy, Valerie Capels for Emergency Management Director, Brendan Gallivan for Energy Coordinator, Joel Bouvier for Fence Viewer, Peter Ryan for Fence Viewer, David Sharpe for Fence Viewer, David Rosen for Green Up Day Coordinator, Diane Cushman for Health Officer, Kevin Gibbs for Pound Keeper, and Cale Pelland for Pound Keeper. Michelle Perlee seconded. So voted. The Board decided to reappoint anyone that said yes or did not respond. If they do not wish to be reappointed, they can resign.

3. Consider Selectboard goals and general schedule for 2018 - 2019. Valerie Capels introduced a draft schedule she prepared for every other Monday and key topics that are likely to be slotted on agendas. It is also an opportunity to set goals and priorities for what they hope to accomplish in the upcoming year. Joel Bouvier mentioned the annual "road trip" around town where the Road Foreman goes around with the Selectboard and advises what is going on in town considering construction, etc. Maybe before Peter Bouvier leaves the Board and Peter go around and do a "road trip". This can be scheduled once the new Road Foreman gets hired. Joel Bouvier keeps getting asked when the Board is going to look at paving Lower Notch Road. Peter Coffey asked if there is a 10 year paving plan for roads. Valerie asked for Board members to send notes regarding the list and she can compile and update the list.

4. Consider request from Vermont Tree Goods (John Monks) to subordinate RLF loan to VEDA (*tentative*). John Monks said he believes that VEDA is in first position and the Town is in second position. The Revolving Loan Fund Committee is not meeting until March 27. Michelle Perlee moved to subordinate the RLF loan to VEDA. Joel Bouvier seconded. Michelle Perlee amended her motion to move the recommendation of the RLF assuming that the Town of Bristol is in second position. Joel Bouvier seconded. So voted. Michelle Perlee moved to have Valerie sign the necessary documents. Ted Lylis seconded. So voted.

5. Consider approval of the Awakening Sanctuary Tax Exemption and Good Neighbor Agreement. Michelle Perlee moved to approve the Awakening Sanctuary Tax exemption and Good Neighbor Agreement. Ted Lylis seconded. So voted. they will only have to pay municipal taxes. Michelle Perlee made a motion to authorize Valerie Capels to sign the document. Ted Lylis seconded. So voted.
  6. Consider membership with the Addison County Chamber of Commerce. The annual fee is \$175. Ted Lylis moved the Town of Bristol join the Addison County Chamber of Commerce. Michelle Perlee seconded. So voted.
  7. Consider receipt of Fire Fighter Matthew Babcock's resignation letter. Joel Bouvier moved to accept with regret the resignation of Fire Fighter Matthew Babcock. Michelle Perlee seconded. So voted.
  8. Approval of meeting minutes of March 5, 2018. This was moved to the next meeting.
  9. Authorize accounts payable warrant and any liquor licenses. Art on Main Chamber of Commerce event approximately 50 people and will be serving wine April 19, 2018, 5 - 8 p.m. Michelle Perlee moved to approve the permit. Ted Lylis seconded. So voted. Authorize accounts payable warrant of \$49,571.07.
  10. Selectboard Concerns. Michelle Perlee said great job to Mt. Abraham High School Girls Basketball and congratulations on the championship.
- Ted Lylis asked when Howden Hall will get painted. Last time it was painted was 2006. Ian Albinson asked if the Bell building could be painted the same color as well. Ted asked about Devino Lane, which is possibly on the April 2, 2018 meeting agenda. He sent pictures about the bell in Holley Hall. The carriage that is holding the bell is moving. He recommends that he gets rods to hold it in place so it cannot move anymore. He will get some estimates. He also mentioned muscular dystrophy month is in August and the foundation is asking to put up green lights. Valerie Capels will add this to a future meeting.
11. Town Administrator's report. Valerie Capels reported that she, Jamie Simpson from GME, and Lindsay Vincelette from Munson met to the West Street project discussed liquidated damages. The plan is to start sidewalks around May 14 for 3 to 4 weeks. Lindsay is putting together a change order for the Selectboard consideration why it took longer than expected. Lover's Lane Orchard Terrace survey is finished. We received confirmation from USDA-RD that the balance from the loan of the West Street project could be used for this. The Woodland Apartments permit applications are in the works. She also reported that the Downtown Transportation Fund grant application for the Main Street lights and sidewalk improvements was submitted for \$100,000 and that the grant application for the Stormwater ERP Grant has been approved for about \$24,000. The annual Historic Preservation Conference is coming up in June and we will be getting information out on FPF, etc.

**VI. Other Business.**

Correspondence, reports, correspondence received. There was no discussion.

**VII. 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 a particular personnel-related matter per 1 V.S.A. § 313 (a)(3). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 8:50pm to 9:50pm to review candidate applications for Recreation Director and other personnel matters. Upon returning to open session, no action was taken.

**VIII. Adjourn.**

A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 9:50pm.

Respectfully submitted,

Tasha Bouvier, Board Clerk  
Valerie Capels, Town Administrator