

Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday October 15, 2018

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

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

Others present: Mary Arbuckle (NeatTV), Kevin LaRose, Amos Martin, Ian Albinson, and 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). There are 3 items being added under Other Business. They are Forest and parks recreation grant summary request for approval of pre-application, water hook up application for Devino Lane, and discussion about health insurance.

**II. Public Forum**

1. None

**III. Schedule Appointments:**

1. None.

**IV. Regular Business:**

1. Consider authorization to apply for Assistance to Firefighters Grant (AFG): Bristol Fire Dept. This is an annual grant. The gentleman writing the grant has been doing this for 9 years and has been successful for 7 years. Joel Bouvier moved to authorize the Bristol Fire Department to apply for the Assistance to Firefighters Grant. Michelle Perlee seconded, so voted.
2. Consider zoning, recreation, and general fee schedule updates and establishment of a fee schedule for use of the Fire Station training room. The Recreation Department is requesting to increase the rental of Holley fee for nonresidents from \$250 to \$400. Peeker Heffernan moved to accept the new fee schedule for the Bristol Recreation Department starting November 1, 2018. Ted Lylis seconded, so voted. Kris Perlee is proposing to increase zoning fees and bring them more in line with other towns that are comparable in size. Valerie will speak with Kris Perlee due to questions from the Selectboard on the verbiage for "residential" and "commercial" properties. The Selectboard discussed the fees for the public to come in and make copies. Ted Lylis moved to go with the secretary of state recommendations regarding charges for copying pages except for the Town of Bristol fee schedule adopted on October 21, 2013. Michelle Perlee seconded, so voted. The Selectboard discussed the idea of setting up a fee schedule for the Fire Department's training room, however it doesn't seem to merit

the need for it at this time. Fire Chief will pass the policy he wrote up a couple of years ago that Therese Kirby (Past Town Administrator) said to hold onto.

3. Consider acceptance of the Cott System electronic land records proposal. May include deliberation in Executive Session. Jen Myers joined the discussion. Total costs for the first year (December 1 to June 30) are expected to be about \$9,000. Michelle Perlee moved to move forward with the Cott's systems and use the funds from the Record Restoration Fund. Joel Bouvier seconded, so voted.
4. Consider authorization for employees to participate in the EyeMed Vision Care insurance program through VLCT VERB. Should be no cost to the town except for the payroll processing. Michelle Perlee moved to authorize employees to participate in the EyeMed Vision Care insurance program through VLCT VERB. Joel Bouvier seconded, so voted.
5. Consider whether to adjust VLCT PACIF insurance coverage values for municipal buildings. The Selectboard will have Valerie ask VLCT if the building costs more to replace the building than what it is valued at would they give them the money for the replacement cost or what the current value is at.
6. Consider salt purchase from Cargill up to \$50,000, sand from A.R. Rathbun up to \$32,000 and chloride from Allstate Asphalt up to \$22,000. Peeker Heffernan moved to sole source from Cargill, Rathbun, and Allstate. Michelle Perlee seconded, so voted.
7. Consider whether to reschedule the October 29 Selectboard meeting date to November 5. Joel Bouvier moved to cancel the October 29 meeting and have the meetings be the following dates between now and the end of the year: November 5, November 19, December 3, and December 17. Peeker Heffernan seconded, so voted. The Selectboard meeting will start back up in 2019 on January 7. Valerie mentioned to have a quick meeting on a Friday later in December to sign for Accounts Payable warrants. Starting November 5, 2018, the meetings will start at 6 p.m.
8. Approval of meeting minutes of October 1 and March 19, 2018. Peeker Heffernan moved to approve October 1, 2018 with minor corrections. Joel Bouvier seconded, so voted. Michelle Perlee moved to accept March 19, 2018 with minor corrections. Peeker Heffernan seconded, so voted.
9. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant is \$180,094.94. No liquor licenses.
10. Selectboard concerns.
  - a. Ted Lylis thanked Michelle Perlee for how she updated the Policy changes for the Fire Department. The document had the corrections outlined very well.

- b. Joel Bouvier asked when the hydrant on West Street is going to be replaced. Eric Cota said this won't get done until Spring unless the Town wants to hire someone to do it before the winter. Valerie is going to speak with Eric Cota to see if he can take one day to do the excavating, so it can be done this fall. Traffic control will need to be hired also. Joel said Eric Cota asked him about the guard rails on Upper Notch Road. There was an accident and Eric Cota hasn't had much luck getting the information from the Trooper to get the information to bill the insurance company. Eric Cota would like to do more guard rail work up there roughly about \$1,800 to \$2,000 and put this into the budget for next year. Joel Bouvier would like to see a policy made up about the sidewalks if businesses need to put scaffolding up.
- c. Michelle Perlee said the condition of Plank Road was very bad. It was just grated.

11. Town Administrator's report.

**V. Other Business:**

- 1. Correspondence, reports, correspondence received.
  - a. Update Selectboard on health insurance information. There is a new plan that is comparable to the current plan, but the fees are cheaper. The Board said there isn't enough time to investigate this. Out of pocket for employees has increased and the deductible has increased. Valerie will come back with more numbers.
  - b. Forest and Parks recreation grant summary request for approval of pre-application. Letter of intent is due today and submitted through the Recreation Department. 50% match including public and private donations. Michelle Perlee moved to approve the pre-application. Ted Lylis seconded, so voted.
  - c. Received application for New Devino Lane water connection. On April 2, 2018 the Selectboard approved the resident to use plastic pipes. Michelle Perlee asked if there is a one-year guarantee on the work after it's done since they must connect under the road and then there is a curb stop. They are required to use metal tape and tracer wire. Peeker Heffernan moved to approve the application. Ted Lylis seconded, so voted.

**VI. Executive Session:**

- 1. At 8:30 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 personnel matter per 1 V.S.A. §313(a)(3). Peeker Heffernan seconded, so voted.

Respectfully Submitted by,

Tasha Bouvier  
Board Clerk