

**DRAFT**

Agenda Item III.7

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

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

Staff present: Town Administrator Valerie Capels, Police Chief Bruce Nason, and Board Clerk Tasha Bouvier.

Others present: Ian Albinson, Shawn Kimball (NEATv), Porter Knight, Brian LaClair, Binyamin Murray, and Jim Quaglino, Kristin Underwood.

**I. Call to Order.**

1. Chair Peter Coffey called the meeting to order at 6:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

**II. Public Forum.**

1. None

**III. Regular Business.**

1. Park Use request by Chabad of Middlebury: Chanukah Menorah on the Town Green, Nov. 30-Dec. 11. Binyamin Murray explained there will be a public lighting ceremony on one evening during Chanukah, followed by one candle being lit each night. Michelle Perlee moved to approve the Chanukah Menorah on the Park with the condition that insurance certificate be provided with the Town of Bristol listed as an additional insured. Joel Bouvier seconded. So voted.

2. Park Use request by Bristol CORE: Lumen on the Town Green, Dec. 22, 4:00 p.m. to 7:00 p.m. Michelle Perlee moved to approve Bristol CORE use of the Town Green on December 22 with all the conditions that have been previously done and that a certificate of insurance be provided with the Town listed an additional insured. Joel Bouvier seconded. So voted.

3. Review of updated Recreation Department community survey prepared by UVM students. Peter Coffey reported that Kelly Hamshaw has students in her class that came to the Community Building meeting. They developed an updated survey based on the Recreation Dept. survey prepared for the March 2018 Town Meeting. The updated survey can be distributed in hard copy but is designed to be completed on-line. . The Selectboard discussed modifications to question 8 and rearranging questions 9 and 10. The Selectboard would like to see the final version for review at the next meeting.

4. Request by Bristol Conservation Commission to spend \$2,000 from the Conservation Reserve Fund for an appraisal of the Paul Fuller River Corridor easement area to be placed in permanent conservation. Kristen Underwood explained the background and circumstances of this request. Joel Bouvier moved to approve the Conservation Commission to spend \$2,000 from the Conservation Reserve Fund for an appraisal for the Paul Fuller River corridor easement area for permanent placement in conservation. Peeker Heffernan seconded. So voted.

5. Request by Bristol Conservation Commission to spend \$1,500 from the Conservation Reserve Fund for structural engineering assessment of Memorial Park infrastructure. Porter Knight and Kristin Underwood provided an update on their efforts to redesign the path at the Memorial Park to eliminate the wooden stairway and to have a structural engineer review the plans for the bridge. Michelle Perlee moved to spend up to \$1,500 for a structural engineer. Peeker Heffernan seconded. So voted.

6. Review of preliminary budget goals and Town Meeting preparations timeline. Valerie Capels report that budget meetings will start with Recreation on December 3, 2018 and Fire Department on December 17, 2018. . The Selectboard can decide on December 3 whether a special meeting on December 10 would be helpful.

7. Request to name the A. Johnson Company driveway to Andrew Johnson Drive. Peeker Heffernan moved to name the A. Johnson Company driveway to Andrew Johnson Drive. Joel Bouvier seconded. So voted.

8. Approval of meeting minutes of November 5, 2018 and November 20, 2017. Michelle Perlee moved to approve November 20, 2017 and November 5, 2018 meeting minutes with no corrections. Joel Bouvier seconded, so voted.

9. Authorize Accounts Payable warrant and any liquor licenses. Accounts Payable warrant \$2,672,277.23.

10. Selectboard Concerns.

Joel Bouvier reported that some of the signs that Police put out in the crosswalks are now on the side of the roadways. It was noted that Public Works Department picks those up. He asked about the Communication Committee. Ian Albinson said they did meet today about the website and they now have a new direction.\

Michelle Perlee noted that the visitors to the website cannot reach the minutes on the far right side. Valerie and Ian said someone will fix it. Michelle asked about the three outstanding Revolving Loan Funds. Valerie noted that there are quarterly meetings with one borrower and that is on a positive track. Selectboard members expressed concern about one loan that is four months behind.

Peter Coffey recommended that the picnic tables at Prayer Rock should be tipped at an angle to keep the snow off the tops. Valerie will follow up with Public Works. Joel noted that if someone would bring the picnic tables on Route 116 to his house he would put new tops on them.

11. Town Administrator's Report. Valerie Capels reported that she attended a Legislative breakfast last week and a great discussion from the challenges with child care, barriers to innovation, workforce development, family support, school financing, transportation, clean energy, and other topics. She said there has been a lot of progress with the website and has received positive feedback. She noted the information in Other Business about a sign at the road

to Sycamore Park. This would require Selectboard approval and will be discussed at a future meeting.

**IV. Other Business.**

1. Correspondence, reports, correspondence received.

**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), 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). Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 7:00pm to 8:50pm. Upon returning to open session, Joel Bouvier moved to hire Gail James at the rate discussed for ten hours per week, with a review and possible adjustment after six months. Peeker Heffernan seconded. So voted.

**VI. Adjourn.**

Upon a motion and a second, the meeting was adjourned at 8:55pm.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator