

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday November 20, 2017

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

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

Others present: Filming for NeatTV Shawn Kimball, Jim Quaglino, Bob Donnis, Sandra Comly, Lee Comly, Sally Burrell, Linda Andrews, Porter Knight, and Ian Albinson.

I. Call to order. Chair Peeker Heffernan called the meeting order at 6:03pm.

I.1. Adjustments to agenda. There is a memo from Town Clerk Jen Myers regarding Fire department salaries and when those are paid out. This will be added to Other Business for discussion.

II. Visitor Appointments.

II.1. Sandra Comly was present to ask the Selectboard to allow the local churches to use the park along the sidewalk to put up live nativity scenes. Peter Coffey moved to approve the use of the park to the church groups to do live nativity scenes along the sidewalk. The use of a safe fire pit is allowed subject to the condition that one or more extinguishers be on hand. Ted Lylis seconded. So voted.

II.2. Porter Knight presented a poster displaying the progress of the trail and how things are coming together. The trail committee met in August and are gathering permission from the various land owners. One resident along the trail seems to not be interested in giving permission. He has bulldozed sections of the trail and feels there is a boundary dispute.

III. Regular Business.

III.1. Public Forum: Sally Burrell asked how the Memorandum of Understanding (MOU) with Vermont Gas is going and if the community will be able to give any input. Selectboard members explained the letter of intent was signed about 3 years ago. The approval for Vermont Gas to come to Addison County has already been done. The agreement is being drafted for the MOU between Vermont Gas and the Town.

III.2. Communications Committee update: Ian Albinson, Linda Andrews, and Sally Burrell. Recommendations for adjustments to the Town Web site were discussed. These included improving the layout and design, identity for the town, ease to navigate, breakdown of departments, bios of staff and committee members, and other details that could be added. Examples of other municipal websites were mentioned. They suggested an option on the website to have community members sign up for a mailing list and recommended having the town start using social media like Facebook and posting more on Front Porch Forum. A budget for redesigning the site may be needed. Once set up, maintenance would be a simple process. Other suggestions for community engagement included providing more

information about town departments, such as a brochure and engagement meetings; development of a youth leadership program for kids to get involved in their community and be involved with the Boards; posting more information on NEATv; and comprehensive signage improvements. The Board authorized Valerie Capels to put together a Facebook page. They recommended setting it up so public comments could be restricted and that it be for a source of information rather than debate. Valerie noted that the Police and Recreation Departments have active Facebook pages. There was agreement to circle back and review the recommendations in February.

III.3. Consider Revolving Loan Fund loan adjustment: Vermont Tree Goods request regarding collateral for second loan. Peter Coffey moved to approve the proposed change in collateral based on the recommendation from Revolving Loan Fund Committee. Joel Bouvier seconded. So voted.

III.4. Consider Revolving Loan Fund application: Wade Properties. The Revolving Loan Fund Committee recommends approval with certain terms regarding the Design Review Board needing to approve the change. Michelle Perlee moved to accept the Wade Properties loan request with the RLF Committee's recommendations. Peter Coffey seconded. So voted. The amount of the loan is \$15,000 to upgrade windows and undertake some interior repairs in the building at 1 Main Street/2 South Street.

III.5. Consider subordination agreement to National Bank of Middlebury for Bristol Works loan. Peter Coffey noted that the document stated there are no new dollars, but the debt appears to have increased by \$200,000 so this should go back to the RLF Committee. Valerie Capels explained the money was just moved around to consolidate the debt. National Bank of Middlebury took the debt over of the 4th in line business. Ted Lylis moved to approve the agreement and give Chair Pecker Heffernan permission to sign the document. Peter Coffey seconded. So voted.

III.6. Consider purchase of Police Department cruiser. Lieutenant Nason noted that three quotes were received and some of the equipment from the old cruiser will be put on the new cruiser. This is a planned purchase. Peter Coffey moved to purchase the police cruiser from Heritage Ford for \$30,614. Michelle Perlee seconded. So voted.

III.7. Consider North Street speed limit and signage proposals. Bob Donnis is requesting to have the speed limit reduced from 40 to 30 mph approximately 300 feet before Bristol Rescue. He would also like to see signs saying approaching rescue squad. Lieutenant Bruce Nason noted there is signage from both directions. Valerie Capels will check with Peter Bouvier about whether moving the location for the rescue squad signs is an option. Lieutenant Nason said the police officers are out more giving tickets especially in these high-speed areas. There was discussion about the studies that would be necessary to legally reduce the speed limit. There was consensus that the Board is not going to look at reducing the speed at this time and see if increased enforcement will be effective.

III.8. Consider request by Awakening Sanctuary for property tax exemption. Peter Coffey moved to approve Awakening Sanctuary's request to pay just municipal taxes and to authorize Town Administrator Valerie Capels to draw up the agreement similar to the "Good Neighbor Agreement" for

our Town Attorney's review, that the amount would be calculated yearly, and to authorize Town Administrator Valerie Capels to sign the agreement. Ted Lylis seconded. So voted.

III.9. Review and approve minutes of November 6, 2017. This will be moved to the next meeting on December 4, 2017.

III.10. Authorize accounts payable warrant \$2,253,263.75.

III.11. Selectboard concerns. Joel Bouvier suggested looking into getting iPads or tablets instead of using paper. He reported that there was discussion at the Addison County Solid Waste meeting earlier this summer about looking at satellite transfer stations, so people can drop off their solid waste. He did not think Bristol could host one because the space is too limited. He would be interested to know what the Town paid their attorney for the agreement to join the District. Joel said he appreciated the schedule for the Police Department, but would like to see Sgt. Crowe work a day here or there, so he can interact with the businesses, etc.

Peter Coffey asked that the Heath Road resident be told they need to fix their water line service. It is still leaking water. Joel Bouvier spoke with Valerie and suggested she give it to Cyrus of VTUMS to have someone fix it and have the resident pay the bill. Peter noted that Justices of the Peace need to be updated on the Town's website. He thanked Joel Bouvier for taking care of having the Memory Tree planted.

Ted Lylis asked about manhole number 11. Valerie is waiting to for a call back from John Moyers, but told Masterson to go ahead with the work since she confirmed we have the easement.

Michelle Perlee questioned Lister Craig Scribner's finding that the school owns all of Airport Drive to the Route 116/17 intersection and would want to see the documentation.

III.12. Administrator's report. Valerie Capels noted that her report omitted the Planning Commission's meeting tomorrow night, November 21, 2017, at 7:00pm. The Police Union negotiation meeting had been postponed and has not yet been rescheduled. She had nothing else to add to her report.

IV.1. Correspondence, reports, correspondence received. Valerie Capels noted that the estimate to fix the coach house doors fix it is just over \$1,000 and the deductible is \$1,000. The Board agreed to leave up to the Town Administrator to decide whether to file a claim.

Joel Bouvier reported he received some information for a Bristol resident that he would like to talk about in executive session.

The note from Jen Myers about the Fire Department pay was discussed. She is requesting to pay firefighters December 1, 2016 to November 30, 2017 by November 30, 2017 and then pay on June 30, 2018 for December 1, 2017 to June 30, 2017 and then it go onto a July 1 to June 30 fiscal year for the FY2018-2019 budget. Firefighters are currently paid based on a calendar year in November. The budget would be overspent, but in time it would even out. The payment for the June 30, 2018 would need to be

estimated by the Fire Chief and put into the budget for the Town Report. Peeker Heffernan noted there would need to be an article on the warning to use the undesignated fund balance to cover the additional expense.

V. Executive Session. Michelle Perlee moved to enter executive session to discuss personnel matters per 1 V.S.A. § 313(a)(3) and possible contract negotiation matters per 1 V.S.A. § 313 (a)(1)(A). Peter Coffey, seconded. so voted. The Selectboard met in executive session from 8:50pm to 10:05pm. Upon returning to open session, no actions were taken. VI. Adjourn.

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The meeting was adjourned at 10:05pm.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator

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