

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday November 5, 2018**

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

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

Others present: Ian Albinson, Mary Arbuckle (NeatTV), and Jim Quagliano.

1. **Call to Order.** Chair Peter Coffey called the meeting to order at 6:01 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Under Executive Session add potential real estate negotiations per 1 V.S.A. §313(a)(2). Joel Bouvier apologized to Peter Coffey for his comment during October 29, 2018 meeting.

1. **Public Forum.** None.

**I. Consent Agenda.**

There was brief discussion about the use of the Consent Agenda to take action on various routine or non-controversial matters in a single motion.

Joel Bouvier moved to approve items 1-6 on the consent agenda as presented and thanked Nicholas Ouellette for his service as a Firefighter.

1. Bristol Fire Dept.: Grant summary request for Wildland Fire Gear Grant application.  
Recommendation: Approval as proposed.

2. Bristol Fire Dept.: Revised/updated grant summary request for FEMA AFG grant application.

Recommendation: Approval as presented.

3. Resignation of Firefighter Nicholas Ouellette.

Recommendation: Accept, with regret and best wishes.

4. Bristol Recreation Dept.: Grant summary request for \$500 from the Five Towns Friends of the Arts program.

Recommendation: Approval.

5. Resolution to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year.

Recommendation: Adopt and sign the resolution.

6. Curb cut permit application 2018-04DA: Robert Stoddard, 35 Spring Street.

Recommendation: Approval per the DPW Foreman's recommendations:

(1) That the old driveway be returned to grass;

(2) That a tree by the old driveway be removed;

(3) That the curbing be removed by the new driveway; and

(4) To make a swale in the driveway by the road to allow the water to run.

**II. Regular Business.**

1. Consider process for appointment and reappointment of Bristol Fire Dept. officers. May include deliberation under Executive Session regarding personnel matters. Joel Bouvier moved to appoint existing Fire Chief and Deputy Chief. The motion failed for lack of a

second. Interviews will be December 3, if needed. Firefighters will have three weeks to get the information in.

2. Bristol Police Dept.: (1) purchase order for new computer and scanning equipment with funds from the Capital Reserve Fund and (2) sale or disposal of surplus property. Bruce Nason noted that the quotes for the new equipment will be adjusted to remove the sales tax. He intends to advertise on Front Porch Forum, Facebook, and direct outreach to other law enforcement agencies. Joel Bouvier moved to authorize the Police Department to purchase a new computer and scanner from the Capital Reserve Fund, have an equipment sale, and to sell the 2010 Chevy Impala. Ted Lylis seconded. So voted. Bruce noted the 2010 Chevy Impala will not pass inspection as it is.

3. Request from the Town of Lincoln for contracted law enforcement service through the Bristol Police Department. Peter Coffey asked how we could do this with the current staff. Bruce said if it was 10-12 hours per month that could work. Joel Bouvier raised the question whether a Town vote would be required. There was discussion that it may not be any different from the other contracted and detail services the Police Department provides. Michelle Perlee would like more information, including possible impacts to our insurance. Ted Lylis moved to authorize Police Chief Bruce Nason to enter a discussion with the town of Lincoln. Michelle Perlee seconded. So voted, with Joel Bouvier voting no.

4. West Street-Lovers Lane infrastructure final costs update: consider whether to adjust the Capital Roads Fund allocation and USDA final loan amounts. Valerie Capels provided an overview of the final costs of the West Street-Lovers Lane project, what the projected amortization schedule would be for the USDA water and stormwater loans with a Town contribution of \$105,300, and what the schedule would be if the contribution was reduced by \$50,000 apportioned 70% to the water loan and 30% to the stormwater loan. Because the final costs came in below budget, there is also loan capacity to reallocate the \$10,800 spent from the water capital reserve to the USDA water loan, which the USDA determined would be eligible. Adding \$15,000 to the stormwater loan (30% of \$50,000) would add \$690 per year to the annual loan payment. Adding \$35,000 to the water loan would add about \$1,300 per year to the loan payment. Michelle Perlee moved to reduce the Towns contribution in the amount of \$50,000 and reallocate it back to the Capital Roads Fund and reallocate the \$10,800 Orchard Terrace water line extension engineering expense from the Water Capital Fund to the USDA loan. Ted Lylis seconded. So voted.

5. Renewal of West Street-Lovers Lane line of credit with Peoples United Bank. A typo in the spelled-out dollar amount was noticed on the front page, which was corrected and initialed. Ted Lylis moved to renew West Street-Lovers Lane line of credit with Peoples United Bank. Michelle Perlee seconded. So voted.

6. Request to use \$1,850 from the Capital Road Fund for installation of new guardrail on Upper Notch Road. The \$1,850 is additional guard rail work that is needed. Joel Bouvier moved to approve the \$1,850 from the Capital Road fund to install a new guardrail on Upper Notch Road. Ted Lylis seconded. So voted.

7. Update on solicitation of public suggestions for how to apply the bequest from the Andrew Johnson estate and discuss next steps. Valerie Capels reported that numerous suggestions have been received and others are still pending. There was consensus to keep the timeline open and to continue this topic to a future meeting.

8. Request by citizen to place military-issue headstone in the Briggs Hill Cemetery. Ted Lylis moved to approve Michael Bedard's request to place a military headstone at the Briggs Hill Cemetery. Michelle Perlee seconded. So voted.

9. Approval of meeting minutes of October 15, 2018. Michelle Perlee moved to accept October 15, 2018 minutes with no corrections. Joel Bouvier seconded. So voted.

10. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$20,753.55. Boyers Hard Cider & Wine at Bristol Cliffs Cafe for Chocolate Walk on December 7, 2018 from 5-7pm. Hogback Mountain Brewing at 51 North Street for a tasting November 13, 2018 5:30pm to 9:30pm with a Wine and Beer Spirit Silent Auction at the same location. Fundraiser for 3 Day Stampede on November 13, 2018. Ted Lylis moved to approve all liquor licenses. Michelle Perlee seconded. So voted.

11. Selectboard concerns.

Joel Bouvier asked how we are doing on the past meeting minutes. Valerie said she is working on them. He noted the road is not paved yet on West Street near where the fire hydrant that was just replaced and it is in pretty rough shape.

Michelle Perlee asked if Kris Perlee finished the revised zoning permit fees. Valerie said she and he were not able to connect before her medical leave. They will aim to have it done for an upcoming meeting. Michelle offered congratulations to the Mt. Abe Field Hockey team. She asked if Eric Cota is planning on doing anymore grading before the winter. Valerie Capels said she was not sure but will look into it.

Ted Lylis asked about the downtown lights. They come on sometimes and then go out occasionally. He noted that someone smashed the pedestal in front of the National Bank of Middlebury. There was discussion about the grant-funded plan to replace all the fixtures and install concrete pedestals.

Peter Coffey asked if we were on schedule for budget season. Valerie said she is working on the budget worksheets and getting them to the department heads.

12. Town Administrator's report. Valerie Capels reported that she and Eric Cota had a pre-design conference with VTrans officials about the Route 116 repaving project scheduled for 2020. She recommended they host public meeting before they get too far along in their plans to get input on such variables as working at night on Main Street, diagonal parking along the Town Green. They also talked about the expanse of asphalt in front of the Post Office and various options to include a green strip, curbing, and parallel on-street parking in conjunction with a new sidewalk at some point. VTrans officials thought the chronic puddle in front of Champlain Farms could be addressed. There also discussion about at what point the drainage from the bank

to the light should be addressed, which may require an additional drainage structure. This will need to be coordinated with the Public Works Dept. and budgeted.

Valerie referenced an email from the water operator about the the “No Parking” signs having been removed from the pump house . Hunters in the past have parked there and and at least one expressed concern about not being able to park there anymore. Joel Bouvier suggested a sign that says, “Do not block drive”.

There was discussion about the water leak at the blow-off at Sargent’s. Board members recollected that the shut-off was repaired there not long ago.

Valerie thanked Administrative Assistant Sharon Lucia for her help with putting the packets together last week, which was an especially busy time with early voters and taxes being due.

### **III. Other Business.**

1. Correspondence, reports, correspondence received.

Valerie Capels drew attention to the letter from three residents about flooding on Fitch Avenue and North Street. While this will be reviewed as part of the Stormwater Master Plan currently under way, she will speak with Public Works Director Eric Cota to see if there is anything his department can do sooner.

### **IV. 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). Joel Bouvier seconded. So voted.

The Selectboard met in executive session from 7:18pm to 7:50pm. Upon returning to open session, Ted Lylis moved to eliminate the probationary period from the proposed Police Chief employment contract. The motion failed for lack of a second.

No other action was taken.

### **VII. Adjourn.**

Michelle Perlee made a motion to adjourn the meeting. Joel Bouvier seconded. The meeting was adjourned at 7:51pm.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator