

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

Others present: Ian Albinson, Mary Arbuckle (NeatTV), Kevin LaRose, Amos Martin, 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). Valerie Capels asked that three items be 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. Regular Business.

1. Consider authorization to apply for Assistance to Firefighters Grant (AFG): Bristol Fire Dept. Fire Chief Brett LaRose explained that this is an annual grant program. The gentleman writing the application has been doing this for 9 years and has been successful for 7 years. The proposal is a planned expense. 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. Valerie Capels reported that 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.

Valerie reported that Kris Perlee is proposing to increase zoning fees and bring them more in line with other towns that are comparable in size. Questions were asked regarding the verbiage for “residential” and “commercial” properties on the examples handout. Valerie will follow up with Kris to clarify.

The Selectboard discussed the fees for the public to come in and make copies and charges for staff time. Ted Lylis moved to go with the secretary of state’s general fee schedule for copying pages except for the Town of Bristol fee schedule adopted on October 21, 2013. Michelle Perlee seconded. So voted.

There was discussion regarding whether a fee schedule and application process for use of the Fire Department’s upstairs training room should be established, particularly for outside agencies.

There was consensus that there is not a need for it at this time. The Fire Chief will pass along the policy he wrote up a couple of years ago that former Town Administrator Therese Kirby said to hold onto.

3. Consider acceptance of the Cott System electronic land records proposal. May include deliberation in Executive Session. Jen Myers explained that total costs for the first year (December 1 to June 30) are expected to be about \$9,000. Following further discussion, Michelle Perlee moved to move forward with the Cotts 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. Valerie Capels explained there would 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. There was consensus to not make any adjustments for this year but to look into for next year.

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 in 2019 on January 7. Valerie suggested the Selectboard may wish to have a quick meeting before the end of the month 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 with the track changes. The document had the corrections outlined very well.

b. Joel Bouvier asked when the hydrant on West Street is going to be replaced. Valerie Capels reported that DPW Foreman Eric Cota said this is not planned to get done until spring unless the Town wants to hire someone to do it before the winter. There was consensus to have Valerie speak with Eric to see if he can take one day to do the excavating, so it can be done this fall. The Selectboard authorized hiring traffic control rather than using the portable lights

Joel reported that Eric Cota asked him about the guard rails on Upper Notch Road. There was an accident and Eric has not 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 at roughly about \$1,800 to \$2,000 and take it from the capital road fund. This will be on the next meeting agenda.

Joel noted that Meadow Lane was dug up two years ago and there is now a dip in the road. He recommended that future work in Town roads be held liable for one year.

Joel would like to see a policy made up about the sidewalks if businesses need to put scaffolding up to include provisions to protect pedestrians and the sidewalk from materials falling.

c. Michelle Perlee said the condition of Plank Road was very bad. It was just graded.

11. Town Administrator's report. Valerie Capels had nothing to add to her written report.

IV. Other Business.

1. Correspondence, reports, correspondence received.

a. Update Selectboard on health insurance information. Valerie Capels reported that they received information today from VLCT about a new health insurance plan offering that is comparable to the current plan, but the fees are cheaper. The Board was in agreement that there is not enough time to investigate this. Out of pocket for employees has increased and the deductible has increased. Valerie will come back with more numbers for consideration next year.

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. Valerie Capells reported that on April 2, 2018 the Selectboard approved the resident to use plastic pipes rather than copper. 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. Peeker Heffernan moved to approve the application with the condition that metal tape or tracer wire be used. Ted Lylis seconded. So voted.

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). Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 8:30pm to 9:13pm. Upon returning to open session, the following action was taken:

Peeker Heffernan moved to increase DPW Foreman's annual compensation as discussed in accordance with a positive 6-month review. Ted Lylis seconded. So voted.

VI. Adjourn.

The meeting was adjourned at 9:15pm.

Respectfully Submitted by,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

DRAFT