

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday December 18, 2017**

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

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

Others present: Mary Arbuckle (NeatTV), , Patty Heather-Lea, Jim Quaglino.

Call to Order. At 6:03 p.m. Chair, Peeker Heffernan called the meeting order.

1. Valerie Capels requested that two items be added under other business. The first item is to have a motion for Selectboard Chair, Peeker Heffernan, to sign a resolution with the National Bank of Middlebury to update signers on the Town accounts to Jen Myers and Sharon Lucia. The second item is to have a motion to authorize Town Treasurer to sign the ACH Agreement with National Bank of Middlebury to continue our Direct Deposit relationship for paychecks. There is also a special event license permit request.

II. Regular Business.

1. Public Forum. Jim Quaglino expressed his thoughts on Vermont Gas. He expressed there has been plenty of hearings, articles in newspapers, etc. and where were these people when this was happening. He also wanted to wish the Board a very Merry Christmas, a Happy New Year and wanted to thank the Board for all of their hard work.

2. Public Hearing – Running-at-large violations of Dog Ordinance: Vicki and Greg West. Valerie Capels reported that she sent a certified letter to Vicki and Greg West and received a note that they did receive the letter. Shelley Bryant called the Town and said the dog got out again and was impounded until the owners came and picked the dog up at the town garage. Some Selectboard members wanted to know if there was a reason why the dog got out, whether the power went out and the electric fence did not work, or the kids let him out by accident. Vicki West has not called and Valerie left phone messages with no responses. This is the sixth issue since Shelley Bryant made the complaint and the first issue since the electric fence was installed. Ted Lylis moved to have Valerie Capels send a letter to Greg and Vicki West, continue the public hearing to January 8, 2018, and if the dog escapes again then it will be impounded at the owner's expense until after the public hearing.

3. Consider leave of absence request from Firefighter Karen Moore. The request is from December 31, 2017 through December 31, 2018. Joel Bouvier moved to accept the leave of absence request for Firefighter Karen Moore. Ted Lylis seconded. So voted.

4. Consider leave of absence extension from Firefighter Matthew Babcock. Matthew is currently on a leave of absence since September 1, 2017 and is requesting to extend this until March 31, 2018. His initial request was from September 1, 2017 to December 31, 2017. Michelle Perlee moved to accept the leave of absence extension until March 31, 2018 for Matthew Babcock. Ted Lylis seconded. So voted.

5. Capital expense request from Fire Department for Fire Service Extension Ladder and nozzle. Fire Chief Brett LaRose explained this service ladder is 35 to 40 years old and the last time it was serviced was 2 years. Two weeks ago the department tagged it out of service. The ladder has been giving the Department problems for the last few years. He is asking to bump the request up now for the ladder since this goes with the new pumper that will be coming down the road in four years. He stated there are adequate funds to purchase this now. He is also requesting to purchase one new nozzle to replace two 20-year nozzles. The total purchase of the new ladder and nozzle would be \$2,057.35. Michelle Perlee moved to approve the purchase of a nozzle and ladder. Ted Lylis seconded. So voted. Brett referenced a list of budget items and reported they will not be purchasing a dryer. The Fire Department uses drying racks instead and do not feel the need at this time to purchase a dryer.

6. Preliminary discussion of Fire Department capital and apparatus replacement plans. Brett LaRose stated the cost of a new pumper, if purchased today, would cost about \$500,000. The goal for this apparatus plan is to put money aside every year rather than when the time to replace a piece of equipment not to have to go to the town for money. The bond payment is about \$32,000. The Capital Vehicle Fund had been funded in recent years with an annual appropriation based on \$0.02 added to the tax rate. This amounted to \$57,580 in FY2016, \$58,003 in FY2017, and \$58,303 in FY2018. Following more discussion and review of the Apparatus Replacement Plan, there was consensus of the Board to put a \$70,000 appropriation in the Capital Fire Vehicle Fund for 2018-2019 in place of the \$0.02 tax rate appropriation.

7. Preliminary review and discussion of draft License Agreement with Vermont Gas. Valerie Capels stated the draft of the MOU is a blend of corrections from previous Town Administrator Therese Kirby, Board member Michelle Perlee, and herself. Vermont Gas removed some things and Michelle and Valerie added them back in which were mostly tweaking some wording. Michelle asked to add in about if the Town gets sued due to Vermont Gas being at fault then the Vermont Gas pays the attorney fees. She would like to see the easement information in the MOU even though Vermont Gas had taken it out. Patty Heather-Lea asked a few questions. If trees are killed in the process of this is Vermont Gas responsible - Yes. What are Vermont Gas safety check systems? This would be a question for Vermont Gas at the public hearing which is on Monday February 12, 2018. If an accident does occur, who is responsible? They have an emergency response system, but it is a case by case basis. Ted Lylis asked if there will be a Town representative, for example the Road Foreman, when the Vermont Gas is in town and doing work. Joel Bouvier mentioned having Vermont Gas paying up to 20 hours per week to have someone there. The question was raised whether meters on the front of buildings should be prohibited. The suggestion was made to reach out to Middlebury and Vergennes to find out what their experience was. There was agreement that nothing will be signed until after the public hearing.

8. Consideration of Holley and Howden Hall snow removal quotes. Valerie Capels reported that three responses were received in response to their request for quotes. Joel Bouvier moved to award Ash Smith the bid for a 1-year contract. Ted Lylis seconded. So voted. This would be covered under workers compensation if he does not have his own insurance.

9. Consider naming private driveway off Pine Street to Pine Meadows Lane. Joel Bouvier moved to name it North Meadow Drive. at owner's suggestion. Peter Coffey seconded. So voted.

10. Consider the Lister's Errors' and Omissions Report. Michelle Perlee moved to accept Listers' Errors and Omissions Report. Joel Bouvier seconded. So voted.

11. Review and approve minutes of November 20 and December 4, 2017. The Board will move November 20, 2017 and December 4, 2017 to the January 8, 2018 meeting for approval.

12. Authorize accounts payable warrant: \$248,312.66. There is one liquor license event permit from the Nomadic Chef at Tandem for December 22, 2017 from 5-10 p.m. to happen in the alley between NBM and the old Corner Store. When making this motion, please have the motion to include the company name, the date, the time, and the location for the minutes. Michelle Perlee moved to approve liquor license permit for Nomadic Chef at Tandem for December 22, 2017 from 5 to 9 p.m. instead of 10 p.m. in the alley between National Bank of Middlebury and the old Corner Store. Joel Bouvier seconded. So voted.

13. Selectboard Concerns. Joel Bouvier saw that Gaen Murphree is leaving the Addison Independent. He thanked her for a job well done and wished her well. He asked about the owners of Woodland Apartments behind the Fire Station .and what happens if the deal is not done by July 1, 2018. Valerie Capels said the contract allows for an extension. Joel asked if the former Chief of Police turned in his equipment that is Town property. Lieutenant Bruce Nason said he is in the process of finishing that up.

Michelle Perlee asked what happened with Lover's Lane and the manhole. Valerie said it was modified to have no 90 degree angle and is not in the Town right-of-way.

Ted Lylis asked about the hydrant on Lovers Lane and if it needs to be drained more than once a month. Peeker asked if the hydrants got tested and pumped out on a regular basis. Valerie noted that Cryus will be maintaining the hydrants as needed. Ted expressed concern about the icy sidewalk by Eric Forand's business and asked who is responsible for keeping it salted and sanded. It is slick and treacherous. Valerie said this will be a conversation with the Road Foreman and Bristol CORE.

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

III. Other Business.

1. A motion to authorize Selectboard Chair, Peeker Heffernan, to sign a resolution with the National Bank of Middlebury to update signers on the Town accounts to Jen Myers and Sharon Lucia. Peter Coffey so moved. Michelle Perlee seconded. So voted, with Joel Bouvier abstaining.

2. A motion to authorize Town Treasurer to sign the ACH Agreement with the National Bank of Middlebury to continue our Direct Deposit relationship for paychecks. Michelle Perlee so moved. Peter Coffey seconded. So voted, with Joel Bouvier abstaining.

IV. Executive Session.

Upon a finding that premature general public knowledge would place the Selectboard or a person involved at a substantial disadvantage, Michelle Perlee moved to enter executive session to discuss personnel matters per 1 V.S.A. § 313(a)(3) and pending litigation per 1 V.S.A. § 313 (a)(1)(E). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 7:50pm to 8:15pm. Upon returning to open session, no action was taken.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator