

Selectboard Member's present: Chair Michelle Perlee, Joel Bouvier, Peeker Heffernan, Peter Coffey, and Ted Lylis. Also present was Town Administrator Therese Kirby, Administrative Assistant Pam Correia, Mary Arbuckle filming for NEAT TV, Jim Quaglino, Police Chief Kevin Gibbs, Fire Chief Brett LaRose, and Lister Craig Scribner.

1. At 6pm, Town Administrator Therese Kirby called the meeting to order. Peeker Heffernan moved to appoint Michelle Perlee as the new Chair of the Selectboard. Joel Bouvier seconded, so voted. Michelle thanked Brian Fox for his six years of service to the Selectboard.

2. Chief Brett LaRose joined the Board to request the approval of capital equipment expenditure from his capital equipment plan. Brett explained the expenditure would be to purchase a compressor for the new Fire Station from the Capital Equipment Fund. The cost of the compressor is \$7,300, which includes delivery with lift gate and installation. The Board discussed briefly. Peeker Heffernan moved to approve the purchase of a compressor for the new Fire Station. Joel Bouvier seconded, so voted. Brett added he would like to be on the Selectboard agenda in two weeks to discuss the invoice for repairs to the mini pumper, as it was more than previously discussed.

3. Chief Kevin Gibbs joined the Board to discuss the Ordinance Offenses against Public Safety & Public Policy. This ordinance outlines the regulations surrounding skateboards, bicycles and like conveyances and creating public disturbances or inconvenience. Kevin explained to the Board the Committee (Jen Perlee, Kevin Corkins, Tom Pollack, Mary Bingham, Ryan Krushenick and himself) came up with modifications to the original ordinance. The Board discussed the modifications including specific restrictions on Main Street for the downtown area. The Board also discussed the use of a wheelchair, skateboards, parking, and light conveyance. Kevin explained the municipal ordinance processing fees. Joel Bouvier moved to adopt the Town ordinance. Ted Lylis seconded, so voted.

4. Jim Quaglino welcomed the two new board members, Ted Lylis & Peter Coffey. Chair Michelle Perlee read a thank you note to the Board from Assistant Town Clerk/Treasurer Peter Ryan for dedicating the Town Report to him, he was deeply touched.

5. Peeker Heffernan moved to set the newspaper of record as the Addison Independent. Peter Coffey seconded, so voted. The Board discussed the planning of upcoming Selectboard meetings and concluded they will stick to the bi-weekly schedule. Joel Bouvier moved to set Shaw's, the Bristol Town Offices, and Lawrence Memorial Library as the official posting locations for the Town of Bristol. Peter Coffey seconded, so voted. Town Administrator Therese Kirby explained the process of committee reappointments and discussed with the Board using April 18<sup>th</sup> as the date to interview interested parties for committees. Jim Quaglino asked about the vacancies on the Police Advisory Committee and referenced the Strategic Plan. The Board agreed to place the reappointments as an agenda item on April 18<sup>th</sup>. Peeker Heffernan moved to authorize the Treasurer's Office to process weekly payroll and the Selectboard will approve warrants monthly. Peter Coffey seconded, so voted. Therese Kirby advised she will give a copy of audit report to new Board members Peter Coffey and Ted Lylis.

6. Chair Michelle Perlee began the discussion regarding Selectboard roles and responsibilities by explaining the Chain of Command. She stated it begins with going to Town Administrator Therese Kirby. The Vermont League of Cities and Towns website has available a Selectboard handbook, which is a good resource for all Selectboard members. Michelle stressed to the Board we are all a team and should act as a team, being careful of what we say and where it is said when making personal comments. Michelle stated the Social Media Policy should be read by new members and reread by old members. Therese confirmed the Social Media Policy goes to all department heads. The Board discussed email accounts and the Open Meeting Law. Brett LaRose stated to the Board, as a department head, it would be helpful if a member of any specific department comes to the Board with a subject, the Board would consider steering the member towards their department head. Brett stated his concern about it being

difficult to manage when people supersede the Chain of Command and as a result, the department head is blindsided.

7. The Board discussed two grant requests for the Bristol HUB. Joel Bouvier moved to approve the 5-Town Friends of the Arts grant request for mural painting, with no matching funds. Peter Coffey seconded, so voted. Peeker Heffernan explained the reason the Board approves grant application requests is because people were applying for grants, leaving no record at the Town Office, and no one knew who was managing them. Therese Kirby stated the Walmart Foundation grant is for food supplies with no matching funds required. Jim Quaglino asked if this was the same grant the Bristol Police and Fire Department were applying for. Therese said no, this grant is from Walmart's Arizona office and not the local store. Peeker Heffernan moved to approve the Walmart Foundation grant request. Ted Lylis seconded, so voted.

8. Therese Kirby gave the Board an update on the survey of the Town's property on Stoney Hill and Lover's Lane, being conducted by LaRose Surveys, PC. Therese explained the survey shows the Fire Station, the grades of the land and an outline of acreage off from Lover's Lane that could be sold to a developer for housing. The Board discussed in length selling ten acres to Stoney Hill Properties for the campus style business park. Therese advised the Board, the specific layout of the ten acres is still up in the air and part of a master plan still being worked on. Therese explained to the Board why the water line is being extended. The Board discussed well head protection areas. Therese advised the Board there are two options regarding the acreage for residential development off from Lover's Lane, which are to approach Greens to connect to the system or when the property is developed, the developer would need to locate the septic outside of that area. Peter Coffey asked the Board about the proposed water line. Therese advised Kevin Harper would like to open up the development to include a walking path and that fits nicely into the Planning Commissions plans to create an overlay district at Daniels Four Corners, making it a welcoming entrance into Bristol. Joel Bouvier asked the Board what the zoning was on Lover's Lane. Peeker Heffernan stated it has changed and is not high density any longer. The Board determined the zoning on Lover's Lane to be zoned as village mixed. Joel asked the Board how the zoning would affect the ten acres. The Board discussed the development of the land further. Therese stated if the layout of the ten acres changes after they get through the master planning process, the Town would have to renegotiate their agreement with Kevin Harper. Kevin would like an anchor business for the business park; hence the possibility of his business keeping two acres of the 9.03 the Town was originally planning to purchase. Therese stated due to erosion issues, it makes sense for the Town to own and maintain the land along the bank heading east toward the Village Creeme Stand. The Board discussed the issue of parking for the business park. Current zoning regulations require one parking spot for every 200 square feet, and if you are building warehouse space, that becomes unattractive for the developer. Therese advised the Board the Planning Commission is looking at this.

9. Therese Kirby updated the Board on the Water District expansion. Therese explained to the Board abutting property owners have been notified as to where the District will expand to and letters have gone out advising them of a Public Hearing on April 4<sup>th</sup> the next Selectboard meeting. Therese stated the Town of Bristol is eligible for up to 45% grant funding of the expansion, waterline and stormwater upgrade via the USDA. Therese advised the Board she is working with Highway Foreman Peter Bouvier to complete the application to Vermont Department of Transportation for the 2017 Municipal Highway Structures grant, which if awarded, would give us up to \$175,000 to put toward the stormwater portion of the upgrades. Green Mountain Engineering is hopeful the USDA money could be considered our match, thus reducing the Town's out of pocket and bond amount. Joel wanted to know if this stormwater project adheres to the new stormwater regulations. Therese said Green Mountain Engineering is well aware of the new regulations. Joel Bouvier asked if there needed to be voter approval to expand the Water District. Therese said no, the Board, acting as Water Commissioners need only to hold a public hearing. They have the authority to expand the District after the public hearing. Ted Lylis asked the Board how a business park is in the public's best interest. Therese explained the construction of a business park will increase the grand list, bring people into the town to patronize local businesses, bring jobs, generate water revenues and contribute to the tax base. If you look at the Bristol Works complex, it is now valued on the grand list at three million dollars. Peeker Heffernan reminded Board members, the land will not be

developable for a business park or anything else, without the water line expansion and the upgrade on West Street needs to happen, as the pipe is leaking and we are losing water and revenue. Michelle Perlee asked the Board if the Town does not get the funding, is the Town 100 percent responsible. Therese stated there we already have a preliminary finding from the USDA stating we are eligible for at 45 percent grants and she is currently writing the grant previously discussed to help defer the Town's portion of the cost. Ted Lylis asked the Board how quickly a bond vote could be held. Therese advised the Board the bond vote will be May 10<sup>th</sup>. Therese advised she sent the bond vote documents and financing plan to our Bond Attorney Paul Giuliani who advised the Town is correctly interpreting the Water Ordinance and Expansion Policy. Ted asked the Board if there is a time limit on the USDA Grant and how long it is good for. Therese stated she will check and will let him know.

Therese Kirby stated she has heard there are taxpayers who are confused by the 14.4 % budget increase voted in at Town Meeting. Some taxpayers are multiplying their current tax bill by 14.4% and that is not the way to calculate the increase. The Board of Lister's will be lodging a preliminary grand list in mid-April, so she would like to release preliminary tax rates at that time. Peeker Heffernan moved to authorize Therese Kirby and Peter Bouvier to apply for the 2017 Municipal Highway Grant. Peter Coffey seconded, so voted.

10. The Board approved an Accounts Payable Warrant of \$67,445.21 for March 14, 2016 and \$43,182.77 for March 21, 2016.

11. Joel Bouvier moved to accept the minutes as printed of February 22, 2016 and February 29, 2016. Peeker Heffernan seconded, so voted. Ted Lylis and Peter Coffey abstained.

12. The Board approved the liquor license and outside consumption permit for Hatch 31 and also approved the liquor license and tobacco license for Bristol Beverage.

13. Joel Bouvier asked the Board about the annual road trip. Therese Kirby stated she and Road Foreman Peter Bouvier would like to do away with the annual road trip, as it does not feel necessary. Joel stated he would like to see paving between Carterville and Upper Notch Road done. He would also like to ask Peter Bouvier to come in and meet with the Board to have a discussion in lieu of the road trip to outline his summer schedule. Joel stated the Addison County Solid Waste Management District approved their budget, there is a surplus, and the fees will stay the same. Therese stated she has gotten the letter reminding the Board it is time for reappointments to the District. Joel stated the ACSWMD will allow the Highway Department to take the waste oil from the district. Therese stated she will let Peter know he can do that as he is always looking for a source. Peeker Heffernan explained to the new Board members that if they have an issue involving money, they can bring it up at a meeting, but they are not voted on until the following meeting when they are an agenda item. Michelle Perlee congratulated Road Foreman Peter Bouvier and Fire Chief Brett LaRose for being awarded the "Above and Beyond Award" by the American Legion. Michelle stated she was asked by a member of the public to make the Board aware of when Board members are talking, the other Board members don't talk over them, as it makes it hard to understand the conversation. Michelle asked Therese about the sexual offender issue. Therese stated Chief Kevin Gibbs is dealing with this and it is no fault of the Bristol Police Department as there was lack of notification to the Bristol Police Department from the State. Therese stated Chief Kevin Gibbs is holding a public forum on March 30<sup>th</sup>.

14. Therese Kirby stated she and Road Foreman Peter Bouvier met with Randy Snelling and Ashley Bishop from VTrans, about the Better Backroads Grant. We have unsuccessfully applied for this grant several times, to repair a rock slide on the Upper Notch Road. If we are awarded the grant, it requires a 20 percent local match from the Capital Road Fund. Michelle Perlee moved to approve the request to apply for the Better Back Roads Grant. Ted Lylis seconded. So voted. Therese gave the Board an update on the South Street Bridge. Therese stated the beams under the bridge need to be sprayed and she is expecting one more invoice for approximately \$2,500. Therese advised the Board this will be happening over the summer. Peeker Heffernan asked Therese to send an email to ask that the beams on the bridge be washed before they are sealed, since it has weathered over the winter. Therese stated the Fire Station

has received a \$10,000 anonymous gift for firefighting equipment listed on the needs list. Therese thanked the anonymous donor for their support. Therese accepted a check in the amount of \$31,995 from N. H. Munsill, also for equipment on the needs list. Therese asked for permission to apply for a Drinking Water Asset Management Grant contingent on if she thinks the Town can complete it before the May deadline. Therese stated there is a 20 percent match and the money would be used to update the ordinance and examine a new rate structure. Therese stated it would require a team to include a Selectboard member, an engineer, herself, and the water operator. She would like to pursue the grant if there is a good chance to get the money; otherwise, the timing will not be good with all the other ongoing grants/projects she is working on. Joel asked about the status of locating the shut-offs. Therese stated it is done. Joel Bouvier moved to authorize Therese Kirby to apply for the Drinking Water Asset Management Grant pending the work load of the Town Administrator. Ted Lylis seconded, so voted. The Board briefly discussed the replacement of water meters.

15. Pecker Heffernan moved to find that premature general public knowledge of the responses to the Towns RFP for a town-wide reappraisal would place the Selectboard at a disadvantage, because we will be discussing individual company references, bid amounts and our negotiation strategy. Joel Bouvier seconded, so voted. Therese said, in regards to the Open Meeting Law, the Board has the ability to discuss contracts in open session, but if there is information that pertains to companies as far as outcomes and strategies, they need to talk about it in executive session.

At 7:49pm, Pecker Heffernan moved to go into executive session to discuss the Town entering into a contract for a town-wide reappraisal under the provisions of Title 1, Section 313 (1)(1) (A). Joel Bouvier seconded, so voted. Lister Craig Scribner joined the Board in executive session.

The Board came out of executive session at 8:15 pm. Joel Bouvier, based on information received from the Board of Listers, moved to award the contract to NEMRC for \$135,600 for the 2016 Town-wide reappraisal. Ted Lylis seconded, so voted. The reappraisal process will start in July 2016 and take approximately two years. The Board of Listers will schedule appointments for NEMRC. The other two bidders were Vermont Municipal Assessor at \$110,400 and Vermont Appraisal Company at \$137,375.

At 8:20pm, Pecker Heffernan moved to adjourn the meeting. Joel Bouvier seconded, so voted.

Respectfully Submitted,

Pam Correia  
Administrative Assistant