

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday February 4, 2019**

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

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

Others present: Mary Arbuckle (NeatTV), Kevin Brown, Jim Quaglino, Todd Warnock.

**I. Call to Order.**

1. Vice-Chair Joel Bouvier called the meeting to order at 6:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No Additions, removals, or adjustments.

1. **Public Forum.** None.

**II. Regular Business.**

1. Consider Gran Fondo request to use Route 116/17 through Bristol for June 29, 2019 bicycling event. Todd Warnock, who organizes the event, said the event would start and end in Bristol. Peeker Heffernan moved to approve the Gran Fondo event on June 29, 2019. Ted Lylis seconded. So voted.

2. Approval of Annual Certificate of Highway Mileage without changes. Michelle Perlee moved to approve the Annual Certificate of Highway Mileage without changes. Ted Lylis seconded. So voted.

3. Consider request of refinance Red Clover Dentistry RLF loan. Michelle Perlee moved to approve the refinancing of Red Clover Dentistry RLF loan. Ted Lylis seconded. So voted.

4. Consider selection of a consulting engineer for the Main Street Lighting and Sidewalk Improvement Project. May include deliberation in Executive Session. Valerie Capels explained that the majority of the review committee chose DuBois & King company after first ranking the technical proposals followed by review of the cost proposals. Peeker Heffernan moved to select DuBois & King company for the Main Street Lighting and Sidewalk Improvement Project, and authorize the Town Administrator and Bristol CORE committee to meet with the appropriate D&K representative(s) to refine the scope of work details and associated hours and come back to the Selectboard with a proposed contract agreement. Ted Lylis seconded. So voted.

5. Approval of meeting minutes of December 17, 2018, January 14, 2019, and January 28, 2019. Michelle Perlee moved to approve January 14, 2019 with minor corrections. Peeker Heffernan seconded. So voted. The December 17, 2018 and January 28, 2019 minutes were not ready for approval.

6. Authorize accounts payable warrant and any liquor licenses. \$48,987.56.

**7. Selectboard Concerns.**

Ted Lylis said on Mountain Street where John Moyers' building is people are parking against the sidewalk. When the snow banks were high the cars were encroaching into the roadway. It was suggested they park in the parking lot at the building.

Joel Bouvier read a letter he received from a resident. The resident attended a button up workshop put on October 24, 2018. She did not want to give her e-mail address at the time, but with assurance from the event coordinator(s) the emails would not be shared and would not be used unless it was for future workshop information. In January 2019 she received an e-mail from a non-Selectboard member asking for her vote since he/she is running for Selectboard. The person felt her email should be confidential information and did not want to be spammed with this type of information. Joel Bouvier asked in the future that e-mails don't be used for this type of correspondence.

**8. Town Administrator's report.** Valerie Capels reported that she had a meeting at the Water Department pump house last week with Water Operator Cyrus Marsano, Alan Huizenga, and representatives from Champlin Associates due to the failure at the pump house last weekend. The control panel is due to be replaced. We learned through the recent sanitary survey that the catwalk at the pump house should be covered up, so Jill at VTUMS has a quote for the work to be done. Heather Collins with the Agency of Natural Resources would like some more information about the KTP consecutive water system and for the Water District to consider taking on the KTP as an exempt consecutive water system like Woodland Apartments. Valerie noted that the Addison County Community Trust currently manages the KTP and no issues have been identified. The Stormwater Master Planning committee met last week and identified three projects to develop further through the Environmental Restoration Program grant. There was discussion about Mountain Street drainage and whether the dry wells at the Bristol Elementary School receive water from the hillside. Valerie will try to clarify.

**III. Other Business.**

1. Correspondence, reports, correspondence received.

**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 pending litigation per 1 V.S.A. §313(a)(1)(E). Attorney Kevin Brown was invited to attend. Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 6:27pm to 8:10pm. Upon returning to open session, no action was taken.

**VI. Adjourn.**

Michelle Perlee moved to adjourn. Peeker Heffernan seconded. So voted. The meeting was adjourned at 8:10pm.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator