

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday April 1, 2019**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Foreman Eric Cota, AmeriCorps volunteer Tayler Goodwin, Recreation Director Meridith McFarland, Recreation Assistant Director Alex Mihavics, Police Chief Bruce Nason.

Others present: Ian Albinson, Mary Arbuckle (NEATv), Scott Baldwin, Michael Keith, Susan Keith, Brian McCormick, Jim Quaglino, Taylor Welch.

**I. Call to Order**

1. 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 the annual financial plan to submit to VTrans be added under Regular Business item V.3.

**II. Public Forum**

1. None.

**III. Visitor's Appointment**

1. Core Area Sewer application to increase allocation: Michael and Susan Keith, 20 Main Street. Michael and Susan Keith joined the conversation. Valerie Capels said she provided Susan Keith with a copy of the ordinance and talked about the need to have a trap to catch hair and other things. Following discussion about the allocation process, Peeker Heffernan moved to increase the allocation from 455 gallons per day to 950 gallons per day. Ted Lylis seconded. So voted.

2. Follow up on Selectboard action regarding bark collars: Todd Baldwin. Peeker Heffernan asked Brian McCormick if he is sure the dogs barking are at Todd Baldwin's property or could it be from somewhere else. Brian McCormick said he wants something done about this. If he was living in the village the issue would have been resolved months ago. Joel Bouvier stated he went up to the area and asked the neighbors except Brian McCormick and Todd Baldwin houses. The neighbors said they don't hear them much in the winter time but do hear them. It was a range of a small to large issue for the neighbors it seems. The neighbors said they do bark sometimes and sometimes they don't. One person said it hasn't gotten to the level where they feel they need to come to the Town offices and get the Selectboard involved with the issue. Scott Baldwin stated they no longer have pigs and he has had dogs all his life. Following brief discussion, there was agreement that the Town does not have authority to limit the number of dogs a household can have. Scott and Todd Baldwin own five dogs not including Mike and Shawn Freegard who have four dogs with one possibly leaving. They have ordered bark collars that don't have a remote. As noted in correspondences from Ted Lylis moved to treat this as a civil matter. Peeker Heffernan seconded. So voted.

3. Bristol Teen Center Director candidate: Taylor Welch. Taylor Welch introduced herself, noted she lives in Bristol on West Street, and currently works with kids with complex trauma at

the Howard Center. After further discussion, Peter Coffey moved to hire Taylor Welch as the Bristol Teen Center Director. Ted Lylis seconded. So voted. The Selectboard will discuss the particulars in Executive Session. Taylor said she could start as soon as April 15, 2019.

#### **IV. Consent Agenda**

1. Use of Technology Reserve Fund for purchase of new computer for Treasurer's office per quote.
2. Ratify establishment of a Town of Bristol Instagram account and waive the required social media statement in Section 7 of the Social Media Policy.
3. Renewal of the Addison County Humane Society Homeward Bound contract.
4. Bristol Firefighter 6-month leave of absence request. Alex Bishop.
5. Authorize Selectboard Chair to sign the 2018/2019 Vermont Youth Development Corps AmeriCorps program Host Site Agreement.

Regarding whether the Homeward Bound contract requires Selectboard approval, there was agreement the Selectboard typically reviews and authorizes contracts.

Peter Coffey moved to approve consent agenda. Ted Lylis seconded. So voted.

#### **V. Regular Business**

1. Selection of a contractor for North Street paving from Main Street to Pine Tree Gardens. The Selectboard received the quote from Pike. Eric Cota reported that Pike said since there was ice and snow at the time they scoped the project, they couldn't determine if the catch basins need to be worked on as well. Hutchinson is not going to bid. He has not received a call back from Whitcomb. Paving would be done in early May 2019. There was a question whether the project should include grinding. Eric will look into getting a price. Peter Coffey moved to accept the Pike Industries bid price of \$92,743.56 to pave North Street. Ted Lylis seconded. So voted. The price is good through the 2019 paving season.
2. Update on upcoming spring projects: Public Works Foreman Eric Cota. Joel Bouvier asked Eric Cota what else will be paved. Eric would like to do Lynn Hill on the Notch Road. He thinks after July 1 there would be enough money to do Notch Road and maybe Munsill Ave. There would need to be drainage improvements on Munsill Ave. if it is to be paved. There will not be enough money to replace the grader until July 1, 2020.

Valerie Capels added that the subject of winter sidewalk maintenance is expected to be brought up at a future meeting. Questions continue to arise about who is responsible for Main Street plowing and sanding. She intends to put this in the context of a broader Winter Maintenance Policy dealing with such other things as road and sidewalk plow route priorities and property damage due to maintenance operations.

3. Public Works Department request: Authorization to apply for VTrans grant for West Street drainage improvements and Financial Plan. Eric Cota explained that moving catch basins and adding some new ones would hopefully eliminate the puddles along West Street. The West Street project involves six catch basins. Valerie said the VTrans structures grant application deadline is April 15, 2019. The grant could be awarded in May, but the timing of the project

would depend on when the grant agreements are executed and when the bids come back. Peeker Heffernan suggest having the West Street and East Street be one project and bid. Michelle Perlee moved to approve for Eric Cota to apply for the grant. Ted Lylis seconded. So voted. Valerie and Eric will work out the final grant figure by April 15, 2019.

Valerie Capels noted the grant summary form says it is to be submitted with the grant application for Selectboard approval. She would like to see for future reference the grant summary form show the date that the Selectboard authorizes submission of the grant application and to clarify that its purpose is to get Selectboard approval before an application has been prepared. Peeker Heffernan said the grant summary form was devised so a department head didn't apply for a grant without the Selectboard knowing about it.

Valerie Capels handed out an updated Annual Financial Plan which reflects the West and East Street projects rather than the paving project. She said VTrans views it as a planning document and its is not binding. Peeker Heffernan moved to approve the annual Financial Plan. Ted Lylis seconded. So voted.

4. Continued Appointment and/or reappointment of Town officials. Michelle Perlee moved to reappoint the positions that have expressed interest since the last meeting. Ted Lylis seconded. So voted. Valerie Capels asked Administrative Assistant Sharon Lucia to contact the people she hadn't heard back from, and we have not heard anything back yet. It was noted that the Green Up Day Coordinator is a Conservation Commission person which is right now is Caroline Dash.

5. Review Selectboard schedule, goals and priorities for 2019 – 2020. Valerie Capels noted that the line between current and pending activities/projects is fuzzy. The Selectboard reviewed the list and moved some items over to the current year since they are in the process of working on them in some way. There was agreement that Selectboard members will each select five in priority order on the goals they would like to see done in 2019-2020.

6. Approval of meeting minutes of March 18, 2019. Michelle Perlee moved to approve meeting minutes of March 18, 2019 with no corrections. Peter Coffey seconded. So voted.

7. Authorize Accounts Payable Warrant and any liquor licenses. Accounts Payable \$153,713.85. The Selectboard asked for clarification why there is a check made out to the Town of Bristol for \$73,412.07. Peter Coffey moved to grant Stone Cutters Spirits a special event permit for Pocock Rocks and be done serving at 8 p.m. and cleaned up by 9 p.m. Ted Lylis seconded. So voted.

8. Selectboard Concerns.

Peter Coffey said the new sidewalk that was installed last summer on Mountain Street has a low spot. There is a big puddle which ices up when it gets cold. The new sidewalk is dipping in-between Spring Street and Bristol Elementary School. Valerie Capels will check into this.

Joel Bouvier said he asked VTrans about the temporary foot bridge in Middlebury on Main Street and seeing if the Town could use it after they are done. VTrans will get back to him.

9. Town Administrator's report. Valerie Capels reported a letter of notification was sent to the Northern Border Regional Commission on behalf of the Town to apply for a grant in support of the Stoney Hill Business Park. The LON does not commit the Town in any way, but the deadline was March 29, 2019 and circumstances evolved quickly. She expects them to make a presentation at the next meeting regarding the Stoney Hill project and grant proposal. Deadline for the application is May 10, 2019. The Town would need to own the road to build infrastructure in the Business Park.

**VI. Other Business**

1. Correspondence, reports, correspondence received.

**VII. 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 a personnel-related matter per 1 V.S.A. § 313 (a)(3), contract negotiations per 1 V.S.A. § 313 (a)(1)(A), and attorney-client communications per 1 V.S.A. § 313 (a)(1)(F). Police Chief Nason was invited to participate for part of the session. Joel Bouvier seconded. So voted.

The Selectboard met in executive session from 9:20pm to 10:45pm. Upon returning to open session, Peeker Heffernan moved that Taylor Welch be hired per the terms as recommended. Peter Coffey seconded. So voted.

**VIII. Adjourn**

A motion was made and seconded to adjourn the meeting at 10:50pm. So voted.

Respectfully submitted by,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator