

**Town of Bristol, Vermont**  
**Special Selectboard Meeting Minutes of**  
**Friday April 19, 2019**

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

Selectboard members absent: Peeker Heffernan.

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Police Officer Jori Fairbanks, Police Chief Bruce Nason.

Others present: Dustin Corrigan, Jennifer Corrigan, family of Jori Fairbanks, Shawn Kimball (NEATv), Oakley Smith,

**I. Call to Order.**

1. 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). Valerie Capels asked approval of a special event be added under Other Business.

**II. Public Forum.** None.

**III. Visitor's Appointment.**

1. Police Officer candidate: Jori Fairbanks. Police Chief Bruce Nason introduced candidate Jori Fairbanks, who joined the Department as part-time officer in 2015. He, Town Administrator Valerie Capels, and Mount Abe Assistant Principal Justin Bouvier interviewed Ms. Fairbanks on Wednesday and unanimously recommended that she be promoted to a full-time Officer. In response to questions, Jori Fairbanks explained her interest in providing law enforcement in Bristol. Peter Coffey moved to offer Jori Fairbanks the full-time position with the Bristol Police Department. Ted Lylis seconded. So voted. Police Chief Nason administered the oath of office with Jori Fairbanks.

**IV. Regular Business.**

1. Water Commission: application for five new water service connections to serve 6-unit PUD at 93 North Street, Alison Parker Living Trust. Applications were received from Oakley Smith of Smith & McClain representing Robert Fuller and the Alison Parker Living Trust for installation of five new taps off the North Street water main for future connections to the previously-approved PUD and work in the highway right-of-way. The objective is to get the connections and curb stops in the ground before North Street is paved in May. The permitted design calls for three taps at the northerly end of the parcel and two taps at the southerly end. Public Works Foreman Eric Cota and Selectboard members discussed their preference that the taps be consolidated into one tap at those locations and branched off at the curb stop. Modification of the design would require the state permit to be amended, which there would not be time to do at this point. The permit to work in the highway right-of-way includes a one year warranty on the paved areas. Peter Coffey moved to approve the application for the five new taps as proposed; that half of the connection fee for each be paid now, with the balance and the cost of the meter be paid at the time each new connection is to be completed; and that the existing connection for 93 North Street be replaced at the same time with materials provided by the District. Ted Lylis seconded. So voted.

2. Application for installation of electric utility under the road to serve 93 North Street. The applicant is requesting approval to install the conduit necessary to provide electrical and other utility services under North Street while it is being excavated for the new water services. Details of the conduit were discussed. Michelle Perlee moved to approve the application for work in the Town highway right-of-way as proposed and in accordance with the Town's specifications, including the one year warranty on settlement of the new pavement in excavated areas, and that North Street be closed in accordance with MUTCD standards. Peter Coffey seconded. So voted.

3. Board of Health: Update on KTP situation. Ted Lylis reported that, as the newly appointed Deputy Town Health Officer, he spent a considerable amount of time at KTP investigating the situation. He talked with residents and met with the Orkin representative. Twenty-four new bait stations have been installed and will be monitored. Some of the problem areas have been cleaned up. He worked with the Town Attorney to prepare an emergency public health order, but he will not issue it at this point because the infestation appears to be coming under control. Valerie Capels reported that the Community Trust has taken possession of the abandoned trailer and it will be demolished next week. Neighbors have been advised to take in their bait traps in order to concentrate the control within the KTP. Dustin and Jennifer Corrigan noted they have not seen any rats lately and questioned whether they should put bait stations back out again if they reappear. Snap traps were recommended instead so not to actually attract them to the stations. Joel Bouvier suggested a letter be sent to the Community Trust to encourage them to include in their lease agreements that all trash must be properly disposed of in the 90 gallon totes that have been provided in order to prevent this from happening again.

#### **V. Other Business.**

1. Correspondence, reports, correspondence received. Michelle Perlee made motion to approve the special event permit for Hogback Mountain Brewing for a soft opening event April 27, 2:00pm – 8:00pm. Peter Coffey seconded. So voted.

#### **VI. 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) and attorney-client communications per 1 V.S.A. § 313 (a)(1)(F). Ted Lylis seconded. So voted.

The Selectboard met in executive session from 7:00pm to 7:10pm. Upon returning to open session, Peter Coffey moved to approve the terms of Jori Fairbanks' compensation as recommended by Chief Nason. Ted Lylis seconded. So voted.

#### **VII. Adjourn.**

A motion was made and seconded to adjourn the meeting at 7:15pm. So voted.

Respectfully submitted,

Valerie Capels  
Town Administrator