

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday May 27, 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, Police Chief Bruce Nason.

Others present: Lloyd Dike, Paul Fuller, Shawn Kimball (NEATv), Jim Quaglino, Kristin Underwood.

I. Call to Order.

1. Chair Joel Bouvier 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 noted that DuBois & King sent in a draft contract amendment earlier today which will be discussed during Regular Business item #1: Main Street Lighting and Sidewalk Project.

II. Public Forum.

1. None.

III. Visitor's Appointment.

1. Lloyd Dike: Planning Commission candidate interview. The Selectboard interviewed Lloyd Dike for the Planning Commission vacancy. The Selectboard will discuss during Executive Session and Valerie Capels will follow up later in the week.

2. Kristin Underwood: Paul Fuller parcel acquisition update, request to send letter, and consider role in subdivision. Kristin Underwood and Charlie Fuller provided an update about the project and clarified a change that needed to be made to the draft letter identifying Charlie Fuller as the trustee of the estate. Peter Coffey moved to approve the letter to the trustee of the Paul Fuller estate showing interest to acquire a portion of the lands in the estate of Paul Fuller located off South 116 Road in Bristol. Ted Lylis seconded. So voted.

IV. Regular Business.

1. Continued discussion of Main Street Lighting and Sidewalk and 2020 Route 116 Paving projects. Possible Selectboard action to choose preferred design and funding options. DuBois & King provided an amendment to the design contract to reflect the additional scope of Alt. B. Selectboard was interested in pursuing Alternative B with no concrete across the driveways and possibly identifying sidewalk sections that would not need to be replaced. Peeker Heffernan moved to authorize Valerie move forward to negotiate an amended engineering contract for Plan B and not to exceed \$103,000. Ted Lylis seconded. So voted.

Potential funding sources for Alt. B sidewalk and lighting project were discussed. Valerie explained that the balance of the project funds was originally proposed to come from the Bristol Revolving Loan Fund, which has a current balance of \$218,000. Selectboard members agreed they would only want to go to the Revolving Loan Fund in the event of an emergency. She provided an overview of the expected net proceeds from the Stoney Hill purchases, which could

amount to approximately \$330,000 depending on the actual cost of the infrastructure obligation. Selectboard members agreed that the Town should go ahead and construct the infrastructure along Firehouse Drive this season, as prices will continue to rise the longer it is deferred. That way they will have a firm figure of what to work with. The Selectboard could also postpone this year's planned sidewalk project and allocate the appropriation to the Main Street project.

2. Authorization to apply to the Vermont Bicycle and Pedestrian Grant Program for additional Main Street Lighting and Sidewalk grant funds. Michelle Perlee moved to authorize to apply to the Vermont Bicycle and Pedestrian Grant Program for additional Main Street Lighting and Sidewalk grant funds. Peter Coffey seconded. So voted.
3. Reconsider purchase of roadside mower for an alternative model. Peeker explained that the mower that Eric Cota found more information about the actual mower the Selectboard authorized him to purchase and that it does not have what we need, but he found a different one with the features they prefer and lower price. Ted Lylis moved to purchase the Woods Ditch Bank Mower up to \$13,345 with an additional \$400 for possible electrical work instead of the one that was previously approved at the May 13, 2019 meeting. Peter Coffey seconded. So voted.
4. Water Commission: consider preliminary Water use ordinance amendments, clarification of water connection fee and covered expenses, budget, and preparation for the June annual meeting. The Selectboard reviewed the Water regulations document and if there are any changes will bring them to the June meeting.
5. Sewer Commission: consider Septic Ordinance amendments, budget, and preparation for the June annual meeting. The Selectboard reviewed the Sewer regulation document and if there are any changes will bring them to the June meeting. Grease trap issue letters have been sent however no one has responded. The traps have been maintained and the grease build up has reduced significantly. Valerie Capels reported that although we have not received quarterly maintenance reports from the grease trap owners, Water Operator Jill Marsano reported that the volume of grease has decreased considerably. It was also confirmed that Shaw's does have an exterior grease trap.
6. Consider DominionTech's contract for FY2020 computer security and IT services. Peter Coffey moved to accept the DominionTech contract for FY2020 computer security and IT services. Peeker Heffernan seconded. So voted.
7. Continued appointment and/or reappointment of Town officials. Possible deliberation in Executive Session. Selectboard will deliberate in Executive Session.
8. Approval of meeting minutes of May 13, 2019. Meeting minutes will be available at the next meeting.
9. Authorize accounts payable warrant and any liquor licenses. \$148,461.14.

10. **Selectboard Concerns.**

Peeker Heffernan said he received information from a John Deere dealer that if the Town was to lease a grader by July then no payments until July 2020. He will get more information for a future meeting.

Ted Lylis asked about Prince Lane and the condition of it off of Mountain Street. It was noted that John Moyers owns that end of it and the Town is not responsible for its maintenance except to plow the sidewalk. Ted noted that the lights on the Holley Hall clock need to be adjusted.

Joel Bouvier expressed concern about the floor in the town barn. Peeker Heffernan and Ted Lylis offered to look at it and come up with some options. They estimate it could cost \$200/yard in place. Joel said North Street looks great after the paving.

11. **Town Administrator's report.** Valerie Capels reported that things are getting busy in the Town Office due to year end and performance reviews. She is working on the engineering scope of work for the town garage project, the scope of work for this year's sidewalk project, Howden Hall painting, and the West and East Street dry well and culverts project. She is also working on the Core Area Septic engineering RFQ. Selectboard members said to hold off on the town garage engineering until Peeker and Ted have had a chance to look at the floor.

V. Other Business.

1. Correspondence, reports, correspondence received.

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). Peter Coffey seconded. So voted. The Selectboard met in executive session from 8:49pm to 9:00pm. Upon returning to open session, Peter Coffey made a motion to appoint Lloyd Dike to the Planning Commission. Ted Lylis seconded. So voted.

VII. Adjourn.

Michelle Perlee made a motion to adjourn the meeting at 9:05pm. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator