

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday July 22, 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, Fire Chief Brett LaRose, Police Chief Bruce Nason.

Others present: Filming for NeatTV Shawn Kimball, Merle Knight, and Jim Quaglino.

I. Call to Order.

1. Chair Joel Bouvier called the meeting to order at 7:01 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 a grant summary request for Recreation Department through RiseVT.org and an application for installation of underground power on Upper Notch Road be added under Other Business.

1. **Public Forum.** None.

II. Scheduled Appointments.

1. Firefighter candidate interview: Merle Knight. Fire Chief Brett LaRose introduced Merle Knight and provided an overview of the review process. He also mentioned anyone that wants to join the Fire Department to contact him for further information. Merle Knight described his interest and background. Michelle Perlee moved to have Merle Knight join the Bristol Fire Department. Peter Coffey seconded. So voted. Merle Knight signed the official Bristol Fire Department signature book as the 327th person to sign. Brett reported that Saturday evening at the Vermont State Firefighters Association annual banquet, Bristol Firefighter James Goodyear was awarded the "Firefighter of the Year" award. Peeker Heffernan, President of the Vermont State Firefighters Association retired as President after his 2-year term.

III. Regular Business.

1. Discussion of Class 4 highway maintenance policies. Valerie Capels reported that she has been working with the VLCT Class 4 model policy and copies of other municipal Class 4 road policies and would like input before presenting a draft to the Selectboard. Michelle Perlee and Peter Coffey volunteered to help with going through the draft policy and editing it. It will be presented at a future meeting once the draft is available.

2. Consider adoption of VTrans updated Town Road and Bridge Standards. VTrans pointed out that the Road and Bridge Standards currently in place and adopted by many Vermont towns will no longer be in effect after July 31, so they urge communities to consider adopting the updated standards by August 1, 2019. Valerie Capels noted that the Town is already doing most, if not all, of these practices. Peter Coffey moved to adopt State standards effective August 1, 2019. Ted Lylis seconded. So voted.

3. Consider options for lease or purchase of a new grader; possible action item to proceed with replacement. The proposed grader is a lease to purchase option. The Town would pay the 3.2% interest for the first year on just \$100,000 balance. The final purchase price will depend on the cost of the Viking wing. Peter Coffey moved to go with the recommendation of the Equipment Committee for a new grader (Clarification: They recommended not including the mid-mount

scarifier, to go with the fingertip controls vs. the antler rack, and to get a separate quote for a Viking wing. There was consensus of the committee to proceed with trading the Galion grader and entering into an agreement for lease-to-purchase. The first payment of \$100,000 at 3.2% interest would not be due until next year, at which time then entire purchase would be made. Payment of the balance, minus the Galion trade-in, would be due upon delivery of the new grader. The final purchase amount is subject to change pending quotes yet to be received for some of the adjustments.). Ted Lylis seconded. So voted. The final amount won't be known until the price for the wing for the grader is collected.

4. Consider submission of a project for the FY2020 ACRPC Transportation Advisory Committee (TAC) Study Request. This is an invitation from the Addison County Regional Planning Commission Transportation Advisory Committee. The submission date is August 2, 2019. Projects are funded in the \$15,000 to \$20,000 range. If bids come back on the selected project higher than that, the scope can either be scaled back or the Town can choose to make up the difference. The scope of work would be the following: preliminary design of a new sidewalk alignment and restored green space on West Street from Champlain Farms to Howden Hall, scoping study for new sidewalk on Stoney Hill/Route 116 from Lovers Lane to Airport Road/West Street, scoping study for new sidewalk on Airport Road from West Street to Mount Abe, scoping study for new sidewalk from West Street to Pine Street along Munsill Avenue, and Bristol Town Garage facilities needs assessment. The ACRPC TAC recommends that the town prioritize and submit a request for only one project per round. Consensus is to choose the Scoping study for new sidewalk on Stoney Hill/Route 116 from Lovers Lane to Airport Road/West Street.

5. Select contractor for Howden Hall painting and minor repair project. May include deliberation in Executive Session. Selectboard will deliberate in Executive Session.

6. Approval of July 8, 2019 meeting minutes. This was be moved to next meeting.

7. Authorize accounts payable warrant and any liquor licenses: \$186,193.20.

8. Selectboard Concerns.

Michelle Perlee was told at the transfer station that 60% of the recycling ends up in the landfill because it is not clean, so please clean your recycling. She noted that this year's audit includes the same comments year after year about the policies and asked if it is something the Selectboard needs to be considering. A Crystal Rock truck was parked diagonally on Main Street and drivers had to wait because they could not get around them. Chief of Police Bruce Nason said if they are called, they will go and speak with them.

Joel Bouvier said the Community National Bank is not opposed to moving the hydrant in front of Community Bank. He told them to call Valerie Capels. Peeker Heffernan noted that the storm drain in their driveway is not going to be moved because the proposed location would be too close to the utility pole, the power line, and water line even with the hydrant moved. It will be raised so it is not such a hole, a new line will extend toward the Town property, and then a 45 degree pipe would be put in to go the rest of the way down. Joel spoke with VTUMS and asked that the valves be exercised and leaks fixed from the Lord's Prayer Rock to Maple Street before paving. Valerie Capels noted that she received a summary from the consultant doing the leak study in that area and they did find several leaks.

Ted Lylis asked when the water system risers would be put on along North Street. He has had several complaints about it. Peeker Heffernan said Eric Cota is going to start putting them on when he is back from vacation. Selectboard members felt that it was part of Pike's responsibility and they should be required to come back and put them in.

9. Town Administrator's report.

Valerie Capels reported the tree on Garfield Street has been taken down. The property owner asked if there was a plan to replace it. The Selectboard suggested consulting the Tree Warden. If it is replaced it won't be placed where the old one was.

Beau the dog was back and was taken to Homeward Bound.

She has been working with Kevin Harper to come up with cost estimates for the utility work at the Stoney Hill Business Park. The updated estimates from Green Mountain Engineering were forwarded to Kevin's estimator and the numbers came out much higher. They will continue working on this before bringing it to the Selectboard. The Selectboard wants a figure for what it would cost to do the work now, not with an escalator for work ten years from now.

She received the Police Union contract last week and the Union's final version differs from what the Town Attorney understood to be the final version, so that is still being looked at.

Valerie updated the schedule in her report that she would be out July 26 not August 2, 2019 and is likely to be out all day Monday July 29, 2019 with appointments .

IV. Other Business.

Correspondence, reports, correspondence received.

1. Grant summary request for the Bristol Recreation Department through RiseVT.org for inflatable paddleboards which will be stored at Howden Hall. Michelle Perlee moved to allow Bristol Recreation Department to apply for a \$1,500 grant for inflatable paddleboards with no matching funds. Peeker Heffernan seconded. So voted.

2. Application from Robert Clark for installation of underground power on Upper Notch Road. Peeker Heffernan moved to allow installation of power underground on Upper Notch Road per the DPW Foreman's recommendation. Ted Lylis seconded. So voted.

V. 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 contract negotiations per 1 V.S.A. § 313(a)(1)(A). Peeker Heffernan seconded. So voted. Police Chief Bruce Nason was invited to participate. The Selectboard met in Executive Session from 8:04pm to 8:40pm. Upon returning to open session, Peeker Heffernan moved to accept the Howden Hall painting bid from Always Quality Painting for up to \$20,050. Peter Coffey seconded. So voted.

VI. Adjourn.

A motion was made and seconded to adjourn at 8:50pm. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator