

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday April 15, 2019**

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

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

Others present: filming for NeatTV Mary Arbuckle, Ian Albinson, Kevin Hanson, Kevin Harper, Ryan Nick, Rob Carter, Dustin Corrigan, William C. Mount, Jennifer Corrigan, Whitney Germaine, Ed Germain, Jessie Ruth Corkins, Katie Raycroft-Meyer, Kristen Underwood, and Jim Quaglino.

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). There are three additional applications for Town officials under Regular Business #2 Continued appointment and/or reappointment of Town officials. Email from Kris Lothrop regarding a public informational meeting about paving project. This will be added under Regular Business #4 Role & Goals of the Selectboard.

II. Public Forum.

1. Ian Albinson asked about the pot holes on Main Street being filled. Valerie Capels will discuss with Public Works.

III. Visitor's Appointment.

1. Planning Commission candidate interview: Kevin Hanson. Kevin Hanson explained he was on the Planning Commission back in the 1980s and is interested in working with the Town Plan update to keep it realistic to Bristol and remove encumbrances that make some things in Bristol difficult to accomplish. Joel Bouvier noted there will some additional interviews and recommended Kevin attend a Planning Commission meeting or watch the videos.

2. Energy Committee request (Ian Albinson): Authorization to apply for an Electric Supply Equipment (ESVE) grant for installation of an electric vehicle charger on West Street. Ian Albinson explained this is the second time the Energy Committee is applying for this grant. They did not have all the information when they first applied for the grant. The grant requires a 10 % match, which can be in-kind. The grant covers the project for 5 years. The charging station would remove two parking spots on Main Street in front of the park. After discussion about particular details, alternative locations, electricity costs, and charging revenue, Peter Coffey moved to authorize the Energy Committee to apply for the grant and work out the details later if the grant is approved. Michelle Perlee seconded. So voted. Michelle Perlee moved to sign the Resolution for Electrical Vehicle Supply Equipment Grant Program. Peter Coffey seconded. So voted.

3. Stoney Hill, LLC. and Town Administrator grant authorization request: Authorization to apply to the Northern Border Regional Commission for funds to construct Stoney Hill Business

Park infrastructure (road, sidewalks, utilizes, site work). Kevin Harper and Ryan Nick provided information about the project and grant program. Kevin Harper hired Ryan Nick to help with managing the project and working with project partners. Ryan Nick will be completing the grant application. Stoney Hill, LLC. purchased approximately 12 acres of properties. They are looking for grant money to bring lease rates down for the business owners that would rent these buildings from Stoney Hill, LLC. The grant is due by May 10, 2019 and will hear back in July if the grant is awarded. Valerie Capels noted the Town would need to own the road, sidewalks, underground utilities, and related infrastructure. Michelle Perlee moved to authorize the Town of Bristol to apply for the Northern Border Regional Commission grant in the amount of \$500,000 with Stoney Hill Properties, LLC. Peter Coffey seconded. So voted.

IV. Consent Agenda.

1. Addison County Regional Planning Commission contract: MPG grant funded assistance for Town Plan update. RECOMMENDATION: Approval.
2. Addison County Regional Planning Commission contract: Town-funded assistance for development of subdivision regulations. RECOMMENDATION: Approval. Authorize an extension of the timeline into FY2020 to coincide with the Town Plan update.
3. Ratify Green Mountain Engineering contract: Annual Landfill Inspection per closure agreement. RECOMMENDATION: Approval.
4. Ratify Green Mountain Engineering contract: Annual Wastewater System Inspection per Indirect Discharge Permit #ID-0-0208-1. RECOMMENDATION: Approval.
5. Ratify Green Mountain Engineering contract: Annual Fire Station Inspection per Discharge Permit #7468-9015-T. RECOMMENDATION: Approval.
6. Request to name driveway serving three dwellings off Lower North Road to *Oak Ridge Drive*. RECOMMENDATION: Approval.

Peter Coffey moved to approve Consent Agenda. Ted Lylis seconded. So voted.

V. Regular Business.

1. North Street paving follow-up: consider whether to add grinding. Valerie Capels reported that Eric Cota received a quote from Pike of up to \$10,000 to include grinding with next month's paving of North Street. Ted Lylis moved to add grinding when North Street gets paved. Peter Coffey seconded. So voted.
2. Continued appointment and-or reappointment of Town officials. Possible deliberation in Executive Session. Valerie Capels reported that Ken Weston, David Sharpe, and Ron Kowalski have expressed interest to be reappointed. Additional applications have been received which will be considered at the next meeting. Peter Coffey moved to reappoint Ken Weston, David Sharpe, and Ron Kowalski. Ted Lylis seconded. So voted.
3. Board of Health: Consider establishing a Deputy Town Health Officer position. It was noted that the current Town Health Officer is out on medical leave. Valerie Capels said the Selectboard can recommend the appointment of a Deputy Town Health Officer, which would need to be approved by the Vermont Health Commissioner and would take effect May 1, 2019. Ted Lylis volunteer to serve as the Deputy Town Health Officer. He noted that he is signed up

to go to an in-person training in Burlington. Michelle Perlee moved to recommend Ted Lylis as the Deputy Town Health Officer. Peter Coffey seconded. So voted.

Valerie Capels reported this came about in response to urgent reports of a rodent infestation at the Kountry Trailer Park. There are at least two properties that appear to be a source: one is vacant and the other is occupied but the resident refuses to clean up the garbage and be served with an eviction notice. She outlined the various steps the Addison County Community Trust has been taking and plans to take to secure legal rights and address the cleanup. The Community Trust hired Orkin to put out additional bait stations and neighbors outside the park are advised to remove theirs from their properties so the rats stay in the park.

Several neighbors were present and expressed concern that efforts must be made sooner and cannot wait until May. It has already been going on for weeks and there are small children in the area. Details of the number of rats killed and property damage were recounted. Concerns were also expressed about the proximity to the high school. Selectboard members recommended to the neighbors they call school officials to get them involved and the person who oversees the Town Health Officers.

4. Continued review of Selectboard schedule, goals, and priorities for 2019 – 2020. Valerie Capels noted that a Route 116 paving and Main Street lighting project public informational meeting is planned for a meeting in May 2019. Joel Bouvier said he would like to see the Town vote yes or no in 2021 whether to go town-wide with the Police Department and then be done with it. He would also like to explore a strategic plan to replace the water system pipes over 20 years. There was agreement that the Mountain Street sidewalk should be listed as Current Project.

Below is a summary of Selectboard members' top five pending project priorities:

Town Garage building improvements evaluation: Bouvier, Coffey, Lylis, Perlee
Winter maintenance policies: Bouvier, Coffey, Lylis
Fire Department policies: Coffey, Lylis, Perlee
Water Ordinance update: Bouvier, Perlee
Class 4 winter maintenance policies: Coffey, Perlee
Town-wide Police Department feasibility: Bouvier, Lylis
Police Department policies: Lylis
Sewer Ordinance update: Perlee
New Police Station feasibility: Lylis
Subdivision regulations: Bouvier, Coffey

There was agreement to meet on Memorial Day (May 27) and Veterans Day (Nov. 11) and to start meeting at 6:00pm with the Nov. 25 meeting. For the month of December, the Selectboard will meet on December 9 and 16. Meetings will resume after this on January 6, 2020.

5. Local Emergency Management Plan: review and adoption. The Selectboard updated the document with current information. Valerie Capels will update the document and have it on the

next agenda for final review and approval. Peter Coffey noted that there will be a table top exercise in June for the Selectboard members and others to attend.

6. Conservation Commission updates: Fuller property appraisal, next steps, request to reallocate authorized expense from Conservation Reserve Fund. Kristen Underwood reported that the Conservation Commission decided at their last meeting to have a representative attend the Selectboard meeting to recommend that the Conservation Commission proceed with next steps, including exploring opportunities for grant funding to purchase the Fuller property. The property is roughly 6 acres. This would be an outright purchase. The property combined with the new land would be 15.4 acres.

There was consensus of the Selectboard that the \$440 overage of the Memorial Park engineering was balanced by the \$500 underage of the Fuller appraisal and no reimbursement as previously discussed will be necessary. Ian Albinson recommended that future requests for such small amounts of overages should be allowed to come from the Conservation Fund rather than expect them to be fund-raised because that is what the fund is for.

Joel Bouvier reported that the 42-foot long walking bridge in Middlebury is free for the Town of Bristol to use in two years when the Town of Middlebury is done with it. Mark Alexander, President of Kubricky Construction, would just need to be put on a flatbed to bring here. It should be available sometime in the spring or summer of 2020. The Town will need to send a letter at a late date to reiterate the Town's interest.

Kristen reported that the historic sign will be going in at the bottom of South Street by the end of the week with Eric Cota's help and the help of volunteers.

7. Approval of meeting minutes of April 1, 2019. Peter Coffey moved to approve meeting minutes of April 1, 2019 with corrections. Michelle Perlee seconded. So voted.

8. Authorize Accounts Payable Warrant and any liquor licenses. Accounts Payable \$2,417,020.45. Special event permits for Granfeld, LLC., Hogback Mountain, and 14th Star Brewing for Pocock Rocks. Peter Coffey moved to approve Granfeld, LLC., Hogback Mountain, and 14th Star Brewing for Pocock Rocks. Michelle Perlee seconded. So voted.

9. Selectboard Concerns.

Ted Lylis said there is a tree on Garfield Street that the birds are eating, and it is about to fall over. He is suggesting having it be taken down since it is dead.

Joel Bouvier noticed the power poles being painted. Bruce Nason reported that the Bristol Police Department is looking into it. Joel added there is a tree on Pine Street that is falling.

Michelle Perlee asked about the two RLF accounts that have not paid in months. Valerie Capels has not heard of any updates, but she will follow up. It was noted that the Town of Bristol loan voters approved paying off is still listed as active.

10. Town Administrator's report. Valerie Capels had nothing to add to her written report.

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), potential real estate negotiations per 1 V.S.A. § 313 (a)(2), and attorney-client communications per 1 V.S.A. § 313 (a)(1)(F). Peter Coffey seconded. So voted. Kristen Underwood and Police Chief Bruce Nason were invited by the Selectboard to join parts of the Executive Session.

The Selectboard met in Executive Session from 9:40pm to 11:20pm. Upon returning to open session, Michelle Perlee moved to appoint Kevin Hanson to the Planning Commission seat for the term through March 2020. Peter Coffey seconded. So voted.

Peter Coffey moved to accept the finalized Police Chief employment contract. Ted Lylis seconded. So voted 3-1 with Joel Bouvier voting no.

There was a consensus of the Selectboard to accept Ken Johnson's message of resignation with great regret and appreciation for all his service to the community.

VIII. Adjourn

Michelle Perlee moved to adjourn. Ted Lylis seconded. So voted. The meeting was adjourned at 11:30pm.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator