

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday February 5, 2018**

Selectboard members present: Chair Pecker Heffernan, Joel Bouvier, Michelle Perlee, and Ted Lylis.

Also present was Town Administrator Valerie Capels, Board Clerk Tasha Bouvier, Filming for NeatTV Shawn Kimball, Lieutenant Bruce Nason, Jim Quaglino, Ian Albinson, Melanie Kessler, Mark Gibson, Alan Huizenga, Jessica Mathews, Kevin Camara, Mary Yates, Susan Mahoney, Jonathan Lathrop, and Rene Carpenter.

**I. Call to Order.**

Chair Pecker Heffernan 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). There are no additions, removals, or adjustment.

**II. Public Forum.**

1. Jim Quaglino praised the Board and said they have a wealth of knowledge and expertise. The Board is doing an amazing job and for them to keep up the great work.

**III. Consent Agenda.**

1. Approval of Public Assemblage permit request: Vermont Paddlers Club New Haven Ledges Race, April 14, 2018 (April 21 backup date), Eagle Park. Approval as proposed

2. Approval of Public Assemblage permit request: St. Ambrose Lawn Party & Chicken Barbecue, August 15, 2018, Town Green. Approval as proposed.

3. Approval of Gran Fondo request to use Route 116/17 through Bristol for June 30, 2018 bicycling event. Approval as proposed.

4. Approval of Annual Certificate of Highway Mileage without changes. Approval; sign the certificate.

5. Ratification of support for Bristol Trail Network proposal to develop trails on Town property. Approval as proposed.

Bouvier asked about the Gran Fondo bicycling event and to have the agreement indicate an officer to be stationed at each intersection. Bruce said no one has contacted him about having an officer on duty for the event. Ted Lylis suggested having the wording "other potential funding sources" removed from consent agenda item #5. The Board discussed and in the end agreed to leave this in the ratification since the Bristol Trail Network would need to come to the Board for any funding if any was needed. Joel Bouvier moved to approve all consent agenda items 1-5. Ted Lylis seconded. So voted.

**IV. Visitor Appointments.**

1. Mark Gibson: Planning Commission candidate continued interview. Mark Gibson said he attended a meeting last month and found it interesting. He is still interested in being on the Planning Commission. Michelle Perlee moved to appoint Mark Gibson to the Planning Commission for a term of 1 year to finish out the term from the previous person and then after that would be reappointed. Ted Lylis seconded. So voted.
2. Melanie Kessler: Public Assemblage permit request for 2nd Annual Human Powered Parade, May 2018. Joel Bouvier had one concern from last year about bicyclists crossing streets that could be improved. Melanie Kessler brought testimonials with her which were mostly positive. There was one negative comment which was not everyone was wearing helmets, using hand signals, and wearing neon vests. She wanted it to be seen as a parade rather than everyone going down the sidewalk and crossing the street. She wanted this year to be more of a parade than walking down the sidewalks. The Board advised if she wants it to be more of a parade she would need to first look into insurance for the event. The Board asked her to do some more research and come to another meeting in the future.
3. Kevin Camara, P.E., Green Mountain Engineering: presentation of Core Area Preliminary Engineering Letter Report. Consider options for the next steps. Kevin Camara explained that there is no room to expand the municipal septic field. He mentioned the money that was put into the Capital Reserve Fund could be used for repairs, etc., but Valerie Capels said there is not much left in the fund. He advised that it does not cost anything to be on the priority list. The project has to go through preliminary plans, etc. and then once the plan is complete and the work is done the loan does not get paid back until one year after the project is finished. The reserve fund has roughly \$18,000 according to the 2016 town report. Kevin Camara said his recommendation is to stay on the priority list. Joel Bouvier moved to have GME continue to work on keeping the Town of Bristol on the Clean Water Revolving Loan Fund priority list. Michelle Perlee second. So voted.
4. Susan Mahoney, Jonathan Lathrop and Rene Carpenter: request for water line service to Devino Lane. There was discussion regarding whether to reconsider extending the water main up Devino Lane. Alan Huizenga explained they estimated it would cost roughly \$123,000 when it was looked at last year. Peeker Heffernan said there would need to be 2 curb stops in the right-of-way, so the Town has the ability to turn off the water if needed. The land owners would have to hire someone to do the work. Joel Bouvier asked if in the future at some point the Town is going to install an 8 inch main, why can't we do that section near these houses instead of having to dig up the road twice. The land owners need to request a permit to have the work done. The Board has already approved the work. If the road needs to be closed or have one lane then there will need to be flaggers as well. Valerie Capels will email the forms to Susan Mahoney that she needs. They don't need to have an engineer, but the plan does need to be approved by the Water Commission.

**V. Regular Business.**

1. Consider funding options and whether to proceed with design and permitting of a water line extension from Woodland Drive to Orchard Terrace along Lovers Lane. Alan Huizenga explained that since it is not in the current engineering plan for the West Street water project, the Town could not add this to it. The total cost is estimated to be \$123,312 to put this line in. The distance from the new line to the driveway of Orchard Terrace is about 820 feet. Valerie Capels noted that the residents in this area were hoping to be connected by June 2018 or sooner. Alan explained the Town would not need to get any easements since it does not cross the roads. Michelle Perlee asked if we could get a cost analysis on how long it would take to get the investment back. Valerie Capels said there is \$45,000 in the Water Capital Reserve fund and to have the engineering fees of \$11,000 come out of this fund. Michelle Perlee moved to have the engineering done and the funds come from the Water Capital Reserve fund. Ted Lylis seconded. So voted. Down the road once costs are known the Town can go back to the residents to see about contributing to putting the line in. Alan suggested getting a written agreement from each user that wants to hook up once the estimated costs come back. He suggested that someone call Misty as USDA about adding this with West Street water line project.

2. Consider request by Preservation Trust of Vermont to waive fee for use of Holley Hall for statewide Historic Preservation Conference. Joel Bouvier moved to waive the fee. Ted Lylis seconded. So voted.

3. Acknowledge notice of retirement from Road Foreman Peter Bouvier, effective April 13, 2018. Joel Bouvier moved to accept Peter Bouvier's notice of retirement with regret, wish him well, and thank him for his service of 45 years (combined with state and town). Michelle Perlee seconded. So voted.

Review Recreation Director Job description, job announcement, and proposed timeline for recruitment. Valerie Capels brought up the "park" description of the Bristol Arts, Parks, and Recreation Department. Does this include the Memorial Park, Sycamore Park, etc.? The goal is to have someone on board by April 30, 2018. Joel Bouvier moved to accept the job description that was presented tonight with the change in salary range of \$35,000 to \$45,000. Ted Lylis seconded. So voted.

4. Accounts Payable Warrant \$208,149.73. Joel Bouvier had question about a bill for Munson. There is \$48,000 left and he asked if we should hold a total \$75,000 to make sure they come back. Alan Huizenga said they still have to come back since the \$48,000 is the retainage. He said there are liquidated damages and the Town can recover that money from Munson by holding it from there payment. The total so far in liquidated damages is \$10,400. The damages are up to \$800 per day and must be proven by an invoice. Michelle Perlee moved to hold \$10,400, according to the invoices from Green Mountain Engineering. Ted Lylis seconded. So voted.

5. Selectboard Concerns. Joel Bouvier mentioned he spoke with an officer from another town and spoke about the worker's compensation and the costs are astronomical. He asked how are we coming with the job description for the Chief of Police.

Michelle Perlee asked what are we going to do with the Recreation Department. It's suggested to look into consolidating facilities. The pottery studio and the Bristol Rec Club could be combined. Joel Bouvier is going to speak with the Bristol Rec Club and do some research about this.

6. Administrator's Report. Valerie Capels reported that she will be in a training on Thursday all day. She received an inquiry from a resident on East Street and they want to paint their house. It is lead-based paint and tarps that need to be put down would be over the sidewalk. They are wondering if there is a way to coordinate this to block off the sidewalk. Scraping the lead paint off would take about one week. The Board suggested to have sidewalk closed signs up and to move the tarps off the sidewalk at the end of each day.

#### **VI. Other Business.**

1. Correspondence, reports, correspondence received. There is a memo from VTrans about the schedule for center line striping of Class 1 and Class 2 highways. A letter from Vergennes Police Chief George Merkel was sent expressing his appreciation to the Bristol Police Department personnel. David Brynn announced he is not seeking reappointment for Town Tree Warden position.

2. There was discussion about the use of the consent agenda. It was agreed that in the future each item would be read off to see if any of the items should be taken off for discussion and then a motion would be made to approve the consent agenda.

#### **VII. Executive Session.**

Michelle Perlee moved to enter executive session regarding premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. § 313 (a)(3). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 8:34pm to 9:20pm. Upon returning to open session,

Michelle Perlee made a motion to accept Ryan Krushenick's resignation. Joel Bouvier seconded. So voted.

Ted Lylis made a motion to approve an increase in Val Hanson's hourly rate as proposed to reflect additional duties. Michelle Perlee seconded. So voted.

#### **VIII. Adjourn.**

At 9:25pm a motion was made and seconded to adjourn the meeting. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator