

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday September 2, 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, Town Clerk/Treasurer Jen Myers, and Chief of Police Bruce Nason.

Others present: Annie Denny, Shawn Kimball (NEATV).

**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 were no additions, removals, or adjustments.

**II. Public Forum.** None.

**III. Consent Agenda.**

1. Request for Town to participate in the Turn Bristol Teal for Ovarian Cancer Awareness Month in September. The annual request has been approved by the Selectboard has each year since 2013. RECOMMENDATION: Approval.

2. Request to use Technology Reserve Fund for purchase of two replacement Town Office computers. Quote from state Dell contractor of \$1,683.08 for the replacement of the Town Administrator and Lister computers, which are the two oldest among those in the office. RECOMMENDATION: Approval.

3. Recreation Dept. grant authorization request: Vermont Governor's Council Community Wellness Program for mountain bike camp. Request for \$4,000 to establish a Mountain Bike Program. The funds would help provide bike tools, safety equipment, and additional instructors for this popular program. RECOMMENDATION: Approval.

4. Consider purchase and installation of convex safety mirror on GMP pole at North and Garfield Street. The units appear to cost less than \$100. GMP is agreeable to the installation, subject to return of a signed Agreement. RECOMMENDATION: Approval to purchase a 26" mirror; authorize Town Administrator to coordinate the details of installation and complete Schedule A and sign the GMP Temporary Attachments Agreement.

There was brief discussion about the convex mirror and whether the Town would be liable if a motorist got into an accident. Police Chief Nason said the driver is still responsible for obeying all laws and so would be liable. Peter Coffey moved to approve Consent Agenda. Ted Lylis seconded. So voted.

**IV. Regular Business.**

1. Continued consideration of options for repair or replacement of DPW International DuraStar Dump Truck (Truck #2). Ted Lylis said he feels that Clark's should fix the problem, however it is 7 years old. Peeker noted there is a class action suit against the maker of this same motor. Peeker Heffernan moved to approve to send the dump truck #2 to J&B International for

repairs and it will come out of the Public Works budget. Ted Lylis seconded. So voted. Director of Public Works will need to adjust his budget to make things work.

2. Formation of Town Wide Police District Study Committee and appointment of members to it. The Selectboard will discuss further in executive session. The Selectboard interviewed Annie Denny who lives on Mountain Street and is interested in being on the Town Wide Police District Study Committee. Jen Myers is also interested in being on the committee and said she would like to see the process from start to finish since at some point she will probably need to be involved in the discussion regarding tax rates, budgets, etc.

3. Police Department Fair and Impartial Policy review. The Selectboard reviewed the Police Department Fair and Impartial Policy. There was discussion whether the Selectboard should “adopt” or “approve” the document. Information from the Vermont League of Cities and Towns suggests neither are necessary. Police Chief Nason added that if the document follows the statute, the Selectboard does not need to adopt it. Ted Lylis moved to rescind the 2014 document. Peter Coffey seconded. So voted.

4. Andrew Johnson bequest investment options. Town Clerk/Treasurer Jen Myers provided a summary of rates for investment options. Peter Coffey noted that National Bank of Orwell is offering a 2-year CD at 2.45%. Porter Knight, via e-mail, suggested looking into the Vermont Community Foundation’s investment program. Cecil Foster, via e-mail, suggested Citi Bank at 2.36%. Jen Myers recommended getting the funds into an account now and take the time to look into the VCF program in case it is an option when it is time for renewal. Peeker suggested if the interest is not available until the two years are up, the Town can borrow from itself and pay it back. Peeker Heffernan moved to have Jen and Valerie investigate Bank of Orwell and a few others including credit unions for up to two years and go with the highest interest rate with the biggest rate on return. Ted Lylis seconded. So voted.

5. Consider designation of voting delegate for the Vermont League of Cities & Towns annual business meeting. Wednesday October 2, 2019. Peter Coffey said he can attend and will discuss the details with Valerie Capels later.

6. Approval of August 19, 2019 meeting minutes. Peeker Heffernan moved to approve August 19, 2019 meeting minutes with minor corrections. Peter Coffey seconded. So voted.

7. Authorize accounts payable warrant and any liquor licenses. Accounts payable warrant: \$37,539.61.

8. Selectboard concerns.

Peeker Heffernan said Mark Bouvier brought a concern to him about having meetings on holidays. An employee of the Town might have a function going on or want the day off. If the Selectboard decides to meet on a holiday, the employees do not have much choice and need to forego other plans. There was consensus to discuss with the staff and get their thoughts on this.

Peter Coffey thanked Chief of Police Bruce Nason for pulling the weeds out along the roadside.

Joel Bouvier said the sidewalk on North Street in front of Martha Chesley's house is a trip hazard and needs to be fixed. The next meeting will be September 16, 2019. There will be no meeting on September 30, 2019. Meetings would then start back up on October 7, 2019 and then go every other week after that.

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

**V. Other Business.**

1. Correspondence, reports, correspondence received.  
Joel Bouvier read Ted Lylis' letter of resignation. Peeker Heffernan moved to accept Ted Lylis' resignation with regret. Michelle Perlee seconded. So voted. Members expressed appreciation for Ted's service and noted that he will continue to be an asset to the community. Valerie Capels said the position would need to be advertised for 30 days.

**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 personnel matters per 1 V.S.A. § 313(a)(3). Peter Coffey seconded. So voted. Police Chief Nason was invited to participate.

The Selectboard met in executive session from 7:45pm to 8:20pm. Upon returning to open session, Michelle Perlee made a motion to accept James Hockett's request for a leave of absence. Peeker Heffernan seconded. So voted.

Michelle Perlee made a motion to appoint the following candidates to the Bristol Police District Town Wide Study Committee:

In Police District - Reg Dearborn and Annie Denny  
Out of Police District - Dave Sharpe and Dave Cobb  
Business Leaders - Eric Carter and John Moyers  
Selectboard Member - Joel Bouvier

Additional members on the committee:

Police Chief and Committee Head - Bruce Nason  
Non-Voting Staff Support member - Jen Myers

Peter Coffey seconded. So voted.

Peeker Heffernan made a motion to accept Taylor Goodwin's change in employment funding status with the Town at \$15 per hour for up to 425 hours. Michelle Perlee seconded. So voted.

**VII. Adjourn.**

Peeker Heffernan made a motion to adjourn at 8:30pm. Peter Coffey seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk  
Valerie Capels, Town Administrator