

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday December 16, 2019**

Selectboard Members present: Chair Joel Bouvier, Ian Albinson, Peter Coffey, Peeker Heffernan, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Recreation Department Meredith McFarland, Chief of Police Bruce Nason, and Hub Youth Center Director Taylor Welch.

Others present: Shawn Kimball (NEATV), Jim Quaglino.

**I. Call to Order.**

1. Chair Joel Bouvier 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). Two items were added to the agenda: under Regular Business #8 add another payable for the West Street work with the water system. Under other business add a Police Grant summary request for equipment.

1. **Public Forum.** None.

**II. Appointments**

1. Mount Abraham Unified School District Board – Bristol Representative candidate: Annie Denny. Annie Denny explained her interest in serving on the School Board. The term would be until the March 2020 Town Meeting. She indicated interest in seeking election for the remainder of the 3-year term. Following more discussion, Peter Coffey moved to appoint Annie Denny as one of the Bristol representatives for the Mount Abraham Unified School District Board. Michelle Perlee seconded. So voted.

**III. Regular Business.**

1. New Selectboard member welcome: Ian Albinson. Chair Joel Bouvier and Selectboard members welcomed Ian as the new member to the Selectboard.

2. Review of adopted Conflict of Interest policy. Consider development of a Bristol Selectboard Handbook. Valerie Capels pointed out that Bristol adopted a Conflict of Interest Policy in 2012. The policy is for all boards not just the Selectboard. She also recommended that the Selectboard consider adopting Rules of Procedure that would guide how meetings are conducted, voting, communications, and more. She researched out to see if other towns in Vermont have a Selectboard handbook. The tables of contents from Montpelier and Middlebury handbooks, which are on their Web sites, illustrate how they can be tailored to match the community's character. The consensus from the board is to move forward with putting together a Selectboard handbook.

3. General fund and capital budget workshop: Recreation Department and (tentative) Public Works capital plan follow-up. Meredith McFarland and Taylor Welch explained their proposed budgets. The 2020-2021 swimming revenue was corrected to show \$16,000 not \$1,600. The consensus is to have the pottery revenue reduced to \$12,500. The rental fee for using the gymnasium at the high school needs to be increased to \$3,000 instead of \$1,000. Net supported

by taxes is \$201,453 3.9% increase. The Selectboard will review this again in January. Updated of Public Works capital plan is still under way and will also be reviewed in January.

4. Park Use request by Chabad of Middlebury: Chanukah Menorah on the Town Green, Dec. 18 – Jan 1. Valerie Capels introduced an e-mail received this afternoon from the applicant requesting permission to anchor the menorah with a pipe inserted in the ground. There as discussion that it would need to be flush with the ground and Dig safe would need to be contacted and at their cost. There was consensus to not have them install the pipe. Michelle Perlee moved to approve having Chabad use the Town green from December 18, 2019 to January 1, 2020 with the terms as last year and that a certificate of insurance be provided with the Town listed as an additional insured. Peeker Heffernan seconded. So voted.

5. Resolution to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Peter Coffey moved to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Peeker Heffernan seconded. So voted.

6. Errors and Omissions Report from the Bristol Listers related to the 2019 Grand List. Craig Scribner provided a memo outlining three errors and omissions. Michelle Perlee moved to approve the errors and omissions report from the Bristol Listers related to the 2019 Grand List. Ian Albinson seconded. So voted.

7. Approval of the December 2, 2019 meeting minutes. Michelle Perlee moved to approve the December 2, 2019 meeting minutes with minor corrections. Peter Coffey seconded. So voted.

8. Authorize accounts payable warrant and any liquor licenses: \$501,642.84.

a. Peeker Heffernan explained that this invoice is for the work related to the replacement of the fire hydrant on West Street last month that required extra excavation work. Peeker moved to approve the bill from Masterson's Excavating \$131,995, \$19,510 of which comes from the Capital Water Fund and the remainder to be paid out of the appropriate funds. Peter Coffey seconded. So voted.

9. Selectboard concerns.

Peter Coffey suggested the Public Works Department should look into getting a new sidewalk plow and something to salt the sidewalks. He also announced for the record that he will not be seeking reelection in March 2020.

Ian Albinson asked about improving cell service in the town. Ian spoke with Jen and gave her some information about some people that have towers on their farms. Ian will investigate this further and come back to the Selectboard with more information. Ian asked if the crossing time at the intersection of Main/West/North/West Street could be increased. Bruce Nason will check. Someone also asked him about better crossing by Basin Street and Mountain Street.

Joel Bouvier noticed some basketball hoops on the edge of the road and asked they be moved out of the roadway.

10. Town Administrator's report. Valerie Capels reported she heard from FEMA and small business administration that there will be FEMA assistance for the Halloween flooding. She also provided an update that the Better Roads grant discussed at the last meeting was for up to \$20,000, but the project ended up being eligible for up to \$60,000. If the grant is received it would be for Mountain Street.

#### **IV. Other Business.**

1. Correspondence, reports, correspondence received. Valerie Capels drew attention to she e-mail received from GMP that it is the Town's responsibility to make it safe at the intersection of Burpee Road and Monkton Road. She noted that GMP also wants to install a new pole on South Street near the funeral home to upgrade electrical service at the rear of the properties on Main Street. It was noted that Waitsfield-Champlain Valley Telecom installed new pedestals in the right-of-way on Monkton Road without Town approval. They could be at risk of getting hit by a plow. Ian Albinson also asked if they were going to remove the pole on the park. There is the old pole and new pole right next to each other. There was consensus that it would be a good idea for GMP to come in and discuss these issues.

a. Police grant. Bruce Nason requested authorization to submit a grant application to purchase e-ticket equipment and print tickets right from the vehicle. The ticket would be electronic, and all the information would be electronically sent to the courthouse. There is no cost to apply for this grant other than maintenance or if the equipment fails. There is no monthly subscription. Peter Coffey moved to authorize Bruce Nason to apply for the grant. Michelle Perlee seconded. So voted.

#### **V. Adjourn**

At 8:07 p.m. Pecker Heffernan moved to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator