

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, March 2, 2020**

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

Staff Present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Town Clerk/Treasurer Jen Myers, Police Chief Bruce Nason, Hub Director Taylor Welch.

Others Present: Robert Bernstein, Kevin Harper, Ted Lylis, Michael Major, Bill Mount, John Moyers, Jim Quaglino, Ken Weston, and others.

**I. Call to Order.**

Joel Bouvier called the meeting to order at 6:00 p.m. They reviewed the agenda for any additions, changes, removals or adjustments per 1 V.S.A §312(d)(3)(A). Valerie Capels suggested moving the approval of minutes to the March 16, 2020 meeting. The Board agreed.

**II. Public Forum.**

There was no public forum.

**III. Police District Public Informational Meeting.**

Joel said this was the second meeting the board had regarding the budget. Bob Bernstein stated he stopped attending meetings because he thought it was detrimental to the town and it made him upset. He thanked the board for considering looking into the policing for the town. We need to continue to investigate how to fund the police department, even with a reduced budget. At some point the taxpayers will be unable to fund this department and there needs to be some change. He said the current police of chief is a great fit for the job. Michelle asked Bruce about the committee's survey and the results. Bruce said the committee reviewed the results of the survey which showed most respondents were satisfied with the current policing in Bristol. John Moyers explained the survey, the process, and the committee's work. He thinks they have a town wide police department just based on mutual aid; he hopes the board will continue to keep it on the agenda. Joel said Bristol does not have an expensive police department, just an expensive way of paying for it.

**IV. Regular Business.**

1. Police Office Candidate Interview, Michael Major. Police Chief Bruce Nason introduced candidate Michael Major and said he has extensive experience in law enforcement. Bruce recommends he be hired as a part time police officer with a Level III pay rate based on his experience. Michael said he just completed 34 years with the Sheriff's office in Chittenden county. He described his experiences and explained he has more free time and is looking to fill that with some part time work. Bruce said Michael's certification is current, but he would need to complete the in-house training. Peter Coffey moved to hire Michael Major at the recommended pay of level III. Michelle Perlee seconded. So voted. Bruce Nason administered the oath.

2. Consider approval of Saunders-Fuller River Access Management Plan. Kristen Underwood explained the Fuller parcel will be merged with the Saunders river access parcel and reviewed the plan. Kristen clarified there would be one access point that is currently in place and there is no anticipated change in the use. The main purpose is to allow flood waters to dissipate without property owners losing their property. Peter Coffey moved to accept the Saunders-Fuller Access Management plan as proposed. Peeker Heffernan seconded. So voted.
3. The Board met as Water Commissioners to discuss the responsibility of the meter replacement at 9 Main Street. Asked why this froze, Jen Myers explained Art Curcillo claimed the conjoined basement with another building where work is being completed was open and is what caused his meter to freeze. Peeker said he should speak with the building owner who is completing the work. Based on the way the ordinance is written, we [the Water District] have never paid for a meter that is frozen. Ted Lylis said he has been working with Art Curcillo and that the neighboring building's activities caused the freeze up. He suggests the owner of the neighboring building where the work was happening that they participate in the cost of the repair. Peeker said this is not an issue for the Town to deal with; it is between property owners. John Moyers, the owner of the building where the work is being done, said he spoke with Art Curcillo and he told him about the work that was going to be done, . He agreed they would plan to work it out between themselves. Peeker Heffernan moved to pay for the meter and time of VTUMS for the replacement. Michelle Perlee seconded. The motion failed 0-5.
4. Consider funding agreement between the Town and Stoney Hill Business Park infrastructure engineering services. Valerie Capels explained that the proposed agreement has been reviewed by both the Town Attorney and Stoney Hill's legal representation. The Town and Stoney Hill had partnered on a project in the past and it was successful. That, plus the shared interest in the success of this project is the premise for this. Michelle Perlee moved that the Town of Bristol enter into a funding agreement with Stoney Hill Properties, LLC authorizing Valerie Capels to sign the documentation. Ian Albinson seconded. So voted.
5. Consider authorization to proceed with negotiations for Stoney Hill. Valerie Capels explained that what was previously discussed and approved was last condition of the [Northern Border Regional Commission] grant agreement that needed to be signed before a Notice to Proceed can be issued. The RFQ has been issued and they received two submissions. The next step is to proceed with highest ranked of consultants and negotiate a scope of work and fee schedule. We are unsure if we can proceed without a Notice to Proceed and are waiting on guidance from the NBRC. Peeker Heffernan moved to authorize Valerie Capels to proceed negotiations with the higher ranked consultant contingent upon the NBRC's authorization to proceed. Ian Albinson seconded. So voted.
6. Consider approval of two grant authorization requests: The Recreation Department to Five Town Friends of the Arts for Summer Music Series and to RiseVT for healthy choices. Taylor Welch clarified no matching funds are required and that this will be the first time the

summer music series will be happening. Michelle Perlee moved to authorize the application to the Five Town Friends of the Arts for \$750 for the Summer Music Series and RiseVT for \$1,500 to promote healthy choices. Peeker Heffernan seconded. So voted.

7. Approval of the February 17, 2020 minutes was postponed.

8. The Board signed an Accounts Payable Warrant for \$55,751.09.

9. Selectboard Concerns: Ian Albinson asked if the Town was doing anything in preparation for Corona virus. Valerie Capels said they are following the guidance from the Vermont Department of Health. At this time, we are not being advised to take any particular precautions and are continuing to monitor the situation.

Joel Bouvier thanked Peter Coffey for serving on the board for the last 4 years.

10. Town Administrator's Report. Valerie Capels reported she went to the pre-construction meeting for the VTrans paving project this spring. It is a combined project with the Vergennes and Bristol paving and Bristol's Main Street Sidewalk projects. Too early to determine schedule and sequencing. The milling is expected to begin on April 1 in Vergennes and go to Bristol. A public liaison and communications coordinator will be hired through VTrans, and she will develop an email list, take the time to meet with business owners, and residents and give as much information as soon as possible. She will also publish a weekly summary.

**V. Other Business.**

**VI. Executive Session.**

Michelle Perlee moved the board enter executive session for personnel matters per 1 V.S.A §313(a)(3). Peeker Heffernan seconded. So voted. The Selecbord met in executive session from 6:42pm to 6:55pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

At 6:55pm, Peeker Heffernan made a motion to adjourn. Peter Coffey seconded. So voted. Respectfully submitted,

Jen Myers, Town Clerk & Treasurer

Valerie Capels, Town Administrator