

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday March 16, 2020**

Selectboard members present: Chair Joel Bouvier, Ian Albinson, Peeker Heffernan, Darla Michelle Perlee, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Forman Eric Cota, Fire Chief Brett LaRose, Recreation Director Meredith McFarland, Assistant Recreation Director Alex Mihavics, Chief of Police Bruce Nason, and Cale Pelland.

Others present: Scott Buckley (Green Lantern Solar), Shawn Kimball (NEAT TV), and Jeff Lunstead.

**I. Call to Order.**

1. Chair Joel Bouvier called the meeting to order at 6:00 p.m and explained that the meeting is being held upstairs at Holley Hall and seats are spaced at least six feet apart due to the Coronavirus pandemic. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No additions.

**II. Annual Selectboard organization matters.**

1. Elect the Chair. Peeker Heffernan moved to elect Michelle Perlee as Chair. Ian Albinson seconded. So voted.

2. Elect a Vice-Chair. Joel Bouvier moved to nominate Peeker Heffernan as Vice-Chair. Ian Albinson seconded. So voted.

3. Designate a regular meeting schedule, subject to occasional modification. Valerie Capels recommended meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month rather than every other month. There would be three months that have five Mondays. The Selectboard could hold a short special meeting just to approve Accounts Payable if necessary. Joel Bouvier moved to have the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month designated as regular meeting schedule starting with April. Darla Senecal seconded. So voted.

4. Consider whether to resume 7:00 p.m. meeting start time. There was consensus to resume the 7:00pm start time, beginning with next meeting, which is March 30.

5. Designate *The Addison County Independent* as the Newspaper of Record. Darla Senecal moved to designate *The Addison County Independent* as the Newspaper of Record. Peeker Heffernan seconded. So voted.

6. Designate official posting locations for the Town (currently the Town Office, Lawrence Memorial Library, and Shaw's). Joel Bouvier moved to designate The Town Office, Lawrence Memorial Library, and Shaw's as official posting locations plus the following online platforms: Facebook, Front Porch Forum, and the Town of Bristol website. Ian Albinson seconded. So voted.

7. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants every other week. Joel Bouvier moved to have the Selectboard approve warrants every 2<sup>nd</sup> and 4<sup>th</sup> Monday and at special meetings as needed, and to authorize the Treasurer's Office to process weekly payroll. Ian Albinson seconded. So voted.

8. Consider adoption of Selectboard Rules of Procedure. Peeker Heffernan moved to approve the Selectboard Rules of Procedure. Joel Bouvier seconded. Peeker recommended that the section that said the Vice Chair can seek legal counsel with approval by the Selectboard. Section III.5 should be changed to say any topic or person that wants to be put on the agenda needs to be by end of the day Wednesday prior to the meeting on Monday. There was discussion about what constitutes a public meeting if members of the Selectboard cannot physically attend. Currently, the Selectboard can have a tele meeting however one board member needs to be in a physical location that is made available to the public. Members of the public and the Board could call in and would need to state their name on the phone. Valerie noted the Rules of Procedure clarify that the Chair can make motions and vote. She also recommended that Section V be adjusted to read that the document be reviewed every year and only adopted if there is an amendment.

9. Review Conflict of Interest Policy. Valerie Capels provided an overview of the policy, which was originally adopted in 2012. There was discussion about the enforcement section and who would enforce the policy on another Selectboard member, especially since Selectboard members are elected not appointed. Joel Bouvier said any Selectboard member should bring it up at the first opportunity at the next meeting or during the meeting that the issue is raised. Valerie noted that disclosure of a potential or perceived conflict may address concerns.

10. Designate Selectboard liaisons to Town Departments. There was consensus that Darla Senecal would be the liaison to the Recreation Department and Town Office, Michelle Perlee to the Lists and Planning & Zoning, Ian Albinson to the Fire and Police, Joel Bouvier to Water and Sewer, and Peeker Heffernan to Public Works. Joel Bouvier brought up having a liaison for Lawrence Memorial Library. Ian Albinson volunteered for this. Michelle Perlee volunteered to be the Selectboard representative on the Revolving Loan Fund Committee.

**III. Public Forum.** None

**IV. Consent Agenda.**

Joel Bouvier moved to approve consent agenda. Darla Senecal seconded. So voted.

1. Gran Fondo request to use Route 116/17 through Bristol for Saturday June 27, 2020 bicycling event. RECOMMENDATION: Approval.

2. Park Use and Public Assembly Request: Fourth of July Committee, July 3 & 4, 2020. RECOMMENDATION: Approval.

3. Green Mountain Engineering contract: Annual Wastewater System Inspection per Indirect Discharge Permit #ID-0-0208-1. RECOMMENDATION: Approval.

4. Green Mountain Engineering contract: Annual Fire Station Inspection per Discharge Permit #7468-9015-T. RECOMMENDATION: Approval.

5. Certification of Certification of Compliance for Town Road and Bridge Standards and Network Inventory. RECOMMENDATION: Approval.

**V. Regular Business.**

1. Conservation and/or Planning Commission candidate interview: Jeff Lunstead. Jeff Lunstead explained his background as a diplomat in residence at Middlebury College. He attended both a Planning Commission and Conservation Commission meeting and would prefer to serve on the Planning Commission. Ian Albinson moved to appoint Jeff Lunstead to the Planning Commission for a term expiring in March 2024. Darla Senecal seconded. So voted. [Correction: Planning Commission terms are for three years, so term would be to 2023.]

2. Continued consideration of the Green Lantern Solar net metering proposal for Town properties. Valerie Capels said no Energy Committee members could attend, but they support this. The Selectboard will discuss in executive session.

3. Consider dump truck and equipment bid results and authorization to proceed with purchase. Eric Cota and Cale Pelland explained they have a provider in mind, but do not want to disclose the business name. Eric is requesting approval of up to \$160,000 which includes vehicle, extended warranty, and equipment after trade in. Joel Bouvier said he would like to discuss this in executive session.

4. Discussion of Coronavirus COVID-19 preparations, response, and potential impacts to department operations. Valerie Capels referenced information about what other towns are doing in response to the pandemic. Staff recommends that the Town Office be closed to the public except by appointment only. Staff would remain available by phone and email and some would work remotely. The Town Clerk recommended the deadline be extended for dog registration and taxes to be received by May 5<sup>th</sup> with no penalty. Because all the staff's duties are affected differently whether working remotely or at the office and some have lost their child care, they recommend that staff continue to be paid their regular wages without impacting sick and vacation time because of this extraordinary situation that is beyond anyone's control. Meridith McFarland outlined measures the Recreation Department has taken, including canceling a number of events. Joel Bouvier moved to close all town offices to the public until April 6, encourage all employees work from home, if employees can't come to work due to child care or due to no work will still get paid and Public Works, Fire Department, and Police Department will use extreme caution. This will take effect March 18<sup>th</sup>. Peeker Heffernan seconded. So voted. Joel Bouvier moved for all buildings excluding Town Offices will be closed, all meetings will be virtual and any guests that need to speak at the meeting will call in starting March 18<sup>th</sup> which complies with the open meeting law. Peeker Heffernan seconded. So voted. Ian Albinson mentioned getting a list of organizations that can assist to Bristol residents. Darla Senecal said she can speak with the health department. Valerie Capels met with the health officer and has no new information.

5. Appointment or reappointment of Town officers. May include deliberation in Executive Session to discuss appointments. Joel Bouvier wants to do this in executive session.
6. Consider approval of Public Access easement for the Fuller property via the Saunders property. Peeker Heffernan moved to approve the Public Access easement for the Fuller property via the Saunders property and authorize Valerie to sign. Joel Bouvier seconded. So voted.
7. Approval of the February 17 and March 2, 2020 meeting minutes. These will be moved to next meeting.
8. Authorize accounts payable warrant and any liquor licenses. \$50,367.53. Pocock Rocks June 20 CG Holdings, LLC. DBA 20 Gravity Craft Brewery 3-8pm. Peeker Heffernan moved to approve 20 Gravity Craft Brewery special event permit for Pocock Rocks. Ian Albinson seconded. So voted.
9. Selectboard concerns.  
Ian Albinson reported that a resident emailed him about businesses offering pick up and wondered if there would be more traffic on Main Street. Bristol CORE set up a web page for businesses that are closing or what their plans are for the next few weeks. He recommended supporting the businesses online or with gift certificates.  
  
Darla Senecal said she is concerned for our community especially with for the businesses.  
  
Peeker Heffernan said the corner of North and Garfield the resident has raked their leaves into the road and asked that Valerie Capels send an email or letter before the street sweeper comes through.  
  
Joel Bouvier wanted to echo what Darla said and also check on your neighbors, stay home if you are sick, and wash your hands.
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, contract negotiations per 1 V.S.A. § 313(a)(1)(A), labor relations agreements per 1 V.S.A. § 313(a)(1)(B), and personnel matters per 1 V.S.A. § 313(a)(3). Eric Cota, Cale Pelland, and Bruce Nason were invited to participate. Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 8:40pm to 11:00pm. Upon returning to open session, Peeker Heffernan made a motion to approve the purchase of a new truck and equipment

for up to \$160,000. Ian Albinson seconded. The motion passed 4 – 1 with Joel Bouvier opposed.

Peeker Heffernan moved to ratify the Police Union contract with the adjustments discussed, including elimination of section 25. Joel Bouvier seconded. So voted.

Ian Albinson made a motion to enter into the contract as proposed with Green Lantern Solar. Darla Senecal seconded. So voted.

Joel Bouvier made a motion to reappoint Diane Cushman as Town Health Officer for a three year term. Peeker Heffernan seconded. So voted.

Peeker Heffernan made a motion to reappoint Joel Bouvier and Valerie Capels as representatives to the Addison County Solid Waste Management District. Ian Albinson seconded. So voted.

**VIII. Adjourn.**

At 11:00 p.m. Joel Bouvier moved to adjourn the meeting. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator