

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday July 13, 2020**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Erica Cota, Fire Chief Brett LaRose, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Mark Bouvier, Elissa Cobb, Mike Dash, Maura Donnelly, Sue Jipner, Shawn Kimball (NEATV), Cy Marsano, Jill Marsano, John Moyers, Jim Quaglino, and Christopher Ross (*Addison Independent*).

**I. Call to Order.** Chair Michelle Perlee called the meeting to order at 7:02 p.m.

1. 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 adjustments.
2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

**II. Public Forum.** None.

**III. Regular Business.**

1. Fire Chief Brett LaRose: Recognition of Chad Perlee's 19 years of service on the Bristol Fire Department. Fire Chief Brett LaRose acknowledged Chad Perlee's 19 years of service and his resignation. Chief LaRose thanked him for his service and all the work he did for the Department and wishes him well in the future. Joel Bouvier made a motion to accept Chad Perlee's resignation with regret, thank him for his 19 years of service, and with best wishes for the future. Ian Albinson seconded. So voted.

2. Continued discussion about public outreach and community engagement regarding Bristol policing philosophy and implementation. Bruce Nason said he has not received much feedback, however suggested meeting in person at the Holley Hall. Michelle Perlee said what about a pre-registration to see how many people would attend. John Moyers asked what the point of the meeting is. Bruce Nason said would like input from the community about the direction of the Police Department and then about the Police Department policy and updating the information. Mark Bouvier said he feels it should just be the Police District residents since those residents are the ones are paying for the Police budget. Elissa Cobb said she is wanting to see how the current Police Department is meeting social justice and it should not matter if they are a resident in the police district. Mike Dash said a goal of the meeting is not making directives but improving the strengths that we already have with the Bristol Police Department. It is generating ideas on how to address a nation-wide phenomenon on these issues. There was agreement to plan on an open discussion meeting on August 3, 2020. Maura Donnelly suggest having an outside facilitator running the meeting. Valerie Capels will investigate the cost and availability of an outside facilitator.

3. Park use application: Bobcat Café food truck at Bartlett Falls, intermittently. Ian Albinson said he is concerned about safety. Carolyn Dash said she has been seeing increased usage of the Bartlett Falls and thought about doing a study to see about improving the parking issues up there. After further discussion concerning trash and safety concerns, Joel Bouvier moved to approve permit application for Bobcat Café for a two week trial period and they must pick up the trash from the food truck for all public use, advise when they will be up there to make the Police Department and Town Administrator aware and have \$1,000,000 insurance policy with Town of Bristol listed as an additional insured. Ian Albinson seconded. So voted.

4. Bristol Water Commission: continued deliberation of March water bill appeal – 21 Spring Street. Cyrus Marsano said he did not think the Town should give on this. The homeowner may have had an issue fixed or had a leaky faucet, plumbing issue, etc. These new meters are a velocity meter. One would think that if the meter did not run properly, we would see this more often of the water bill being extremely high. The bill in question was before the COVID-19 stay at home order. There was discussion about whether the data intervals could be adjusted on the meters to read over a longer period of time. Cyrus reached out to E.J. Prescott who said the current one-hour intervals are the default. You can go into the meter software and change how often the meter looks at the data. Changing it to read every three hours could lengthen the 30-day period of time to a 90-day period. It would require someone's time from Sensus. There was discussion whether a water line was observed in the basement where an old toilet used to be. Ian said he thought being able to do 90 days of data would be useful. He noted the new meter read correctly for two readings after it was first installed, had a high reading for that one quarter, and is now back to normal readings. Michelle and Peeker affirmed that the policy has always been that if the water runs through meter, the customer pays the bill. Peeker Heffernan moved to bill the residence at 21 Spring Street the full amount billed by the water department for the period December 10, 2019 through March 10, 2020 and waive all penalties and interest. Ian Albinson seconded. So voted.

5. Bristol Water Commission: request from Jackman's of Bristol, Inc. credit on water bill. Cyrus Marsano said there is a meter pit. There is a curb stop which Jackman's owns that allows them to shut off water to the whole lot after the meter pit. The meter pit is owned by the Water Department/Town and only the Water Department/Town is allowed access. He suggested the curb stop be marked it so it does not get plowed over or hit again. Peeker Heffernan said its water after the meter and they owe the money. It was noted that Jackman's has already paid the bill in full but is requesting a credit. Peeker Heffernan moved for Jackman's of Bristol, Inc. to be responsible for the bill and there be no credit. Ian Albinson seconded. So voted. Joel Bouvier was not present for this part of the meeting and did not vote.

6. Bristol Water Department: development of an FY2021 infrastructure maintenance plan. The plan consists of 3 different priorities. Priority #1 – Elm St. replace old hydrant and valve and complete in July. Estimated cost is \$4,500 supplies and \$3,000 contracted services with a total of \$7,500. Leak detection on house services on Elm Street estimated cost: \$500 contracted services; cost to repair service leaks, if any, TBD. Priority #2 – Mountain Street extension replace broken hydrant with flushing hydrant and valve and complete in August. Estimated cost is \$2,500 supplies and \$3,000 contracted services with a total of \$5,500. Priority #3 – Rockydale

replace broken hydrant with new hydrant and valve and complete in Spring 2021. Estimated cost is \$4,500 supplies and \$3,500 contracted services with a total of \$8,000. Traffic control on state road estimated cost: TBD. Each will require advanced planning for parts, dig safe tickets/markings, coordination with the Public Works Department homeowners, and more. Joel Bouvier moved to approve the infrastructure plan that VTUMS put together. Ian Albinson seconded. So voted. The Selectboard agreed that if VTUMS did not find a leak then no need to go further with it especially with Elm Street where they thought there was a leak. Public Works Foreman confirmed that they would be available to work with VTUMS with the Town's equipment but would prefer to block out a period such as a whole week to get a number of projects done in the same area.

7. Village paving and Main Street sidewalk projects update. Valerie Capels said things are moving along and night work is still happening. Ian Albinson moved to authorize Valerie Capels pursuing to replace the panels on East Street pending the cost. Joel Bouvier seconded. So voted. Valerie reported that VTrans is aware of water ponding on West Street at the end of School Street. Ian Albinson said there was damage to the skirting of the building in front of the Bobcat Café. He also reported that some panels were retaining water and J. Hutchins will be asked to fix that. He also reported that a car rolled across the street and brushed the lamp post by Tree Goods. There is not any major damage but it may need to be bolted in better. The person's insurance company is being contacted to fix the damages. Repair of the damaged curb stops and valves as briefly discussed. The Selectboard wants to be sure there is nothing below leaking.

8. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Valerie Capels reported the Town Office is still closed. There was discussion that the Governor's Emergency Order is likely to be extended. She, Town Treasurer Jen Myers, and Town Clerk Sharon Lucia discussed various ideas related to a potential soft opening of the Town Office, such as allowing the doors to be unlocked for public access two or three days a week from noon to 4:00pm. There was discussion about how the Board of Abatement meetings should be held. Sharon will move them upstairs if need be. Joel Bouvier suggested if we did a soft opening then someone can come in the side door and use the back door to exit. The consensus is that we are not ready to decide yet on a soft opening and the plans for this and for things to remain as is for now.

Maura Donnelly's e-mail asking the Selectboard to mandate the wearing of facial coverings was discussed. Joel Bouvier suggested a resolution the Selectboard supports the local businesses that requires patrons to wear a mask. Pecker Heffernan feels it should be left up to the individual business and is uncomfortable mandating that the business wears a mask. Darla Senecal supports a mandate to wear masks in Bristol businesses. Valerie Capels will draft a resolution stating the Selectboard supports local businesses that choose to require face masks and will be voted on at the next meeting.

9. Bristol Revolving Loan Fund: consider use of the fund to assist Bristol businesses through COVID-19 impacts. Valerie Capels reported that Bristol's RLF currently has a balance of more than \$360,000. Chair Fred Baser sent an email suggesting Bristol's RLF be made available to Bristol businesses to, perhaps, pay for a year's rent at no interest. She conveyed

Treasurer Jen Myers' suggestion that business owners instead present a proposal or request for what would be most useful to them and their particular circumstances for the RLF to review and make a recommendation. Joel Bouvier said he would like to see the 0% interest for businesses that may have to close if they do not receive the money but not 0% interest for businesses that are doing well and wanting to expand. Jen Myers conveyed that Fred Baser's intention was to explore ways to be more creative with the use of RLF for business needs at this time. Ian Albinson will contact the businesses to let them know the Town is considering opening up the use of the RLF and then they can get in touch with Fred Baser. Joel Bouvier asked if maximum limits or other criteria should be set. There was agreement to leave it up to RLF Committee on a case by case basis for now.

10. Consider use of Technology Reserve Fund for purchase of new laptop and two new monitors with camera and audio. Joel Bouvier moved to approve new laptop and two new monitors with camera and audio based on the price Valerie Capels gave in her Town Administrators report. Ian Albinson seconded. So voted.

11. Consider selection of consultant for Public Works site and facility analysis. Joel Bouvier moved to push this to executive session at a special meeting on July 20, 2020 and invite Eric Cota to the meeting. Michelle Perlee seconded. So voted.

12. Consider extension of Craig Scribner's Lister consulting contract to the end of August. Joel Bouvier moved to authorize extension of Craig Scribner's contractual services, retroactive to July 1, 2020, and to revisit at the August 24 Selectboard meeting. Darla Senecal seconded. So voted.

13. Approval of the June 22 and June 29, 2020 meeting minutes. Ian Albinson moved to approve June 22 and June 29, 2020 meeting minutes with minor corrections for June 22 only. Darla Senecal seconded. So voted.

14. Approval of January 15, January 20, January 22, February 5, February 12, and March 27, 2018 meeting minutes. Moved to next meeting.

15. Authorize accounts payable warrant and any liquor licenses. Treasurer Jen Myers will e-mail the warrant to Selectboard members with the amount for approval. She also noted there is a liquor license renewal for the Bristol Country Store on Route 116. Darla already signed; Joel and Peeker will plan to sign tomorrow.

16. Selectboard roundtable.

a. Joel Bouvier asked if anyone has heard anything on the Mountain Street sidewalks and is it still on for August? Valerie Capels said she sent an email and have not heard back.

Joel asked about the water shut offs on North Street. Eric Cota said they cannot go in since the riser needs 1 inch and there is only  $\frac{3}{4}$  inch. Eric Cota said he can patch them though and Joel Bouvier said to check with Cy Marsano to make sure they are located.

Joel wondered if the Basin Street hill retaining wall and if the sheet piling they are using in Middlebury would that work to hold it rather than trying to redo the road. Peeker Heffernan said that would probably hold it.

Joel asked if the landfill had been hydroseeded yet. Eric explained we do not have the hydroseeder any more. He is coordinating with Gregg Butler to get the job done.

b. Darla Senecal noted that she will be attending the MAUSD Community Engagement meeting on July 29.

c. Ian Albinson noticed that Planning Commission minutes have not been posted to the Web site for several meetings.

17. Town Administrator's report. Valerie Capels had nothing to add to her report but wanted to point out the long list of other business correspondence, especially the Planning Commission's upcoming schedule for adoption of a Unified Development Ordinance and Town Plan.

**IV. Other Business.**

1. Correspondence, reports, correspondence received. There was brief discussion acknowledging various items.

**V. Adjourn.**

At 10:04 p.m. Joel Bouvier moved to adjourn the meeting. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator