

Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday August 10, 2020

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Erica Cota, Fire Chief Brett LaRose, Director of Recreation Department Meridith McFarland, Assistant to Hub and Recreation Department Alex Mihavics, Town Treasurer Jen Myers, Police Chief Bruce Nason, Katie Raycroft-Meyer, and Zoning Administrator Kris Perlee.

Others present: Senator Christopher Bray, Filming for NeatTV Shawn Kimball, Ted Lylis, Samantha Morrissey, Jim Quaglino, and Helen Young.

**I. Call to Order:**

1. Chair Michelle Perlee called the meeting to order at 7:05 p.m. 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. If quite a few people are here for Emerald Ash Borer item, then maybe we could do this a little earlier in the meeting.
2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

**II. Public Forum:**

1. Senator Christopher Bray wanted to do a quick briefing of the meeting that happened on August 3, 2020 for the public outreach regarding the Bristol Police Department. He felt it was quite a productive meeting and a respectful positive conversation with the community. He will connect with Valerie Capels for some items to focus on and his notes.

**III. Regular Business**

1. Set the FY2021 municipal tax rates. Total Homestead tax rate is \$2.4478, Total Non-Residential tax rate is \$2.4125. These numbers include the State education taxes. Total Police District tax rate is \$0.2980. Total Homestead tax rate which includes Police District is \$2.7458 and the Total Non-Residential tax rate which includes Police District is \$2.7105. Peeker Heffernan moved to set the FY2021 municipal tax rates as noted above. Ian Albinson seconded. So, voted.
2. Consider Bristol Revolving Loan Fund application for new business start-up: Chris and Samantha Morrissey. Loan applicants Chris and Samantha Morrissey met with the Bristol Revolving Loan Fund Committee on July 7, 2020 to review their application to start a new business on Rockdale Road in the former Christian Assembly building. After much deliberation, the RLF voted to recommend approval of loan with the following terms: A loan amount of \$80,000 for a term of 10 years, Interest rate at three percent (3%) for first five (5) years. At the fifth (5<sup>th</sup>) anniversary the rate will be two percent

(2%) higher than the 10-year treasury rate for the remaining five (5) years. Collateral is all inventory (used and new bicycles, parts, ski gear, equipment, tools) and all personal property. Includes a personal guarantee. Ian Albinson moved to accept the proposal for Chris and Samantha Morrissey at the recommendation of the RLF. Darla Senecal seconded. So, voted.

3. Consider Jackmans' Fuel pre-buy offer of fuel for Town operations for the period September 1, 2020 through April 30, 2021. Jen Myers stated that if we do not use all the propane then the Town receives a check for the unused amount. Peeker Heffernan moved to approve the following gallons of propane for each building: Fire Dept – 2,400, Dog Pound – 200, Garage – 1,700, Potter Kiln – 250, Pottery Meter – 350, Pump House – 300, Hub Teen Center – 400, Holley Hall Generator – 100. Ian Albinson seconded. So, voted.
4. Curb cut application #20-02DA: Greg West, Lower Notch Road. Online is a curb cut application from Greg West to establish a shared driveway off Lower Notch Road associated with a subdivision application that is currently in the development review process. Work had already begun before the application was submitted. Public Works Foreman Eric Cota recommends approval with the following conditions: A minimum fifteen inch by thirty-foot (15" x 30') culvert must be installed, The black plastic culvert needs to have a least twelve inches (12") of cover over it; the gray triple walled culvert needs to have at least six inches (6") of cover over it, the culver must be installed to the Foreman's specifications, both pipes need to be compacted in ten-inch (10" \_ lifts with a suitable compactor, there also needs to be a ditch on the inlet side for water to enter and ditch on the exit side to let the water out, some of the small trees need to be cut heading up the hill for sight distance, and this application applies to Lots 1 and 2 only per the proposed plan. A separate access permit will be required for Lots 3 and 4. Helen Young said several years ago Greg West built some homes across the street from her and he then didn't "follow the rules" when the permits were done for that piece of land. Peeker Heffernan moved to approve the permit with the conditions above, that it be installed and inspected before the building permit is approved. Joel Bouvier seconded. So, voted. Kris Perlee said the Selectboard is ok to say they will hold the \$250 deposit if the specifications are not done properly.
5. Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program for equipment purchase. On-line is a memo from the Addison County Regional Planning Commission (ACRPC) announcing the offering of FY2021 Municipal Grants in Aid for equipment purchases that will support Municipal Roads General Permit (MRGP) implementation. Public Works Foreman recommends applying for the purchase of a small haybale shredder to use instead of the hydroseeder. The hydroseeder is co-owned and used by more than one municipality and is not always available when needed. Up to \$6,430 would be available. A minimum 20% match (\$1,608) is required. Actual cost to purchase may be around \$10,000. Signing the letter of intent is not a

commitment to purchase. Peeker Heffernan moved to approve sending the letter of intent. Joel Bouvier seconded. So, voted.

6. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The election tomorrow August 11, 2020 will be downstairs. Voters will enter at the main entrance, check in at the counter, go down the hall to vote, and then exit out the back entrance which is accessible. You are required to wear a mask and if you do not have one the Town has disposable ones available. People can vote in the car if they so choose as well. Eric Cota wanted to apologize about a couple of meetings ago. He was just stating his opinion and his alone. Him and his team are wearing their masks and following the COVID-19 guidelines.
7. Paving and sidewalk projects update. The contractors crew has been working on the water system in the road. Things are progressing. The three YIELD TO PEDESTRIANS have been approved to be included in the VTrans side of the project ledger. The first invoice from VTrans for this project in the amount of \$95,909 is included in the warrant.
8. Consider formation of and appointments to the Emerald Ash Borer Strategic Plan Committee. The three people interested are Mark Adams, Jill Steinberg, and Christopher Pepe. John Swept, Tree Warden, Assistant to Hub and Recreation Department, Alex Mihavics, and one member from the Conservation Commission would also be members. Joel Bouvier moved to appoint the standing committee. Ian Albinson seconded. So, voted.
9. Acknowledge receipt of the proposed Unified Development Regulations from the Bristol Planning Commission. Enclosed is a memo and Planning Commission report to formally transmit the proposed Unified Development Regulations (UDR) to the Selectboard for review and consideration for adoption. The notice for the Selectboard's public August 24 hearing was published in *The Addison Independent* last week. Copies of the UDR are available online from Bristol's Website and are available from the Town Office if folks call ahead and arrange for pickup. If substantive changes are made to the proposed UDR following the August 24 hearing, a second public hearing would be necessary. The deadline for items to be added to the November primary warning by Australian ballot is September 21.
10. Approval of the July 8, July 13, July 20, and July 27, 2020 meeting minutes. Darla Senecal moved to approve July 8, July 13, July 20, and July 27, 2020 meeting minutes. Joel Bouvier seconded. So, voted.
11. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$206,013.75.
12. Selectboard roundtable.

- a. Peeker Heffernan thought about the Pete Lossman situation and there is no way to narrow the Carlstrom Road due to safety. If the issue is speed, then maybe ask Police Chief to patrol more. On Devino Lane there is an issue with the Road crossing. Eric Cota said he spoke with the person and marked where it needs to be fixed. Valerie Capels will send a letter to the owner. Peeker Heffernan also mentioned that Stan Livingston approached him about the trail network. Stan said he has not been contacted regarding getting approval from him for the trail network going through his property. Ian Albinson said this does not have anything to do with the trail network it has to do with the access to get from the center of Bristol to Lover's Lane. Two of the options were a trail rather than a sidewalk and an awfully expensive sidewalk up Stoney Hill. Right now, they are just forming ideas.
- b. Darla Senecal talked about the sign that is on handicap accessible door to change it to just say accessible at Holley Hall. Someone posted on FPF about possibly having a Tree Committee to look at replacing trees around towns.
- c. Joel Bouvier mentioned about the tree replacement and that the Town used to have it where if the homeowner wanted to purchase the tree then the Town would install it for them. Add to bucket list should Selectboard consider looking at if the homeowner wants to put a new driveway in then the Town would do the work and the landowner would be charged. That way it is put in at the correct specs.
- d. Ian Albinson said at the dump the lawn looks awful where Acorn has seeded.
- e. Fire Chief Brett LaRose said the Bristol Fire Department are recipients of the FEMA Assistance to Firefighters grant used to replace self-contained breathing apparatuses.

13. Town Administrator's report.

**IV. Other Business:**

1. Correspondence, reports, correspondence received.
  - a. Acknowledge resignation of Randy Duran from the Conversation Commission and thanked Randy for his time.

**V. Executive Session:**

1. At 9:01 p.m. 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). Joel Bouvier seconded. So, voted. The Selectboard invited Police Chief Bruce Nason to the Executive Session.

**VI. Adjourn:**

1. At : p.m. Joel Bouvier moved to adjourn the meeting. Peeker Heffernan seconded, so voted.

Respectfully Submitted by,

Tasha Bouvier  
Board Clerk

DRAFT