

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday March 30, 2020**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Foreman Erica Cota, Recreation Director Meridith McFarland, Assistant Recreation Director Alex Mihavics, Police Chief Bruce Nason, and Hub Director Taylor Welch.

Others present: Nils Behn (Aegis), Scott Buckley (Green Lantern Solar), Sally Burrell (Energy Committee), Richard Butz (Energy Committee), Rich Carpenter (Acorn), Peter Carothers (Acorn), Jono Chapin (Conservation Commission), Diane Cushman (Town Health Officer), Tom Dunne (Aegis), Brad Hash (Aegis), Shawn Kimball (NEAT TV), Benjamin Marks, Greg Pahl, Eric Phaneul (Aegis), and Susan Smiley (Acorn).

**I. Call to Order.**

Chair Michelle Perlee called the meeting to order at 6:05 p.m.

**II. 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), pending litigation per 1 V.S.A. § 313(a)(1)(E), and personnel matters per 1 V.S.A. § 313(a)(3). Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 6:05pm to 6:55pm. Upon returning to open session, no action was taken.

**III. Call to Order.**

Chair Michelle Perlee called the meeting to order at 7:10 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels recommended that item #4 – New WCVT phone system contracts for Town Office, Fire Station, Police Station be removed from the consent agenda. She noted that items #5 & #6 were added under Regular Business after the agenda was physically posted. Under regular business #6, #7, and meeting minutes will be postponed.

Michelle explained this meeting was being conducted through the Zoom remote meeting platform and that she and Peeker Heffernan were at the Town Hall.

**IV. Public Forum.** None.

**V. Consent Agenda.**

Peeker Heffernan moved to approve the consent agenda. Joel Bouvier seconded, so voted. The following item was removed from the agenda: New WCVT phone system contracts for Town Office, Fire Station, Police Station.

1. Approve the VTrans Annual Financial Plan. Based on the FY2021 approved DPW budget and 36.5 miles of Class 1, 2, and 3 roads, \$19,655 in taxpayer dollars are proposed to be spent per mile for Bristol's highways. Recommended approval.
2. Renewal of the Addison County Humane Society Homeward Bound contract. Option 2 of the Homeward Bound contract is a flat rate of \$600 per year with no additional charges per stray dog brought there. Recommended approval.
3. Reappointment of Town officers who expressed interest to the respective boards.  
RECOMMENDATION: Reappoint the following people to the following seats and advertise the vacancies:

POSITION	TERM	NAME
Conservation Commission	4 yrs	David Rosen
Conservation Commission	4 yrs	Kristen Underwood
Design Rev. Commission	3 yrs	Ian Albinson
Design Rev. Commission	3 yrs	Ron LaRose
Planning Commission	3 yrs	Kevin Hanson
Revolving Loan Fund	3 yrs	Fred Baser
Addison Co. RPC Delegate	1 yr	Peter Grant
Addison Co. Transit Res.	1 yr	Naomi Drummond
Collector of Delinquent Taxes	1 yr	Jen Myers
Dog Officer	1 yr	Cale Pelland
Equipment Committee	1 yr	John "Peeker" Heffernan
Equipment Committee	1 yr	Alan Clark
Equipment Committee	1 yr	Ken Johnson
Equipment Committee	1 yr	Road Foreman (Ex Officio)
Equipment Committee	1 yr	Town Admin (Ex Officio)
Emergency Management Deputy	1 yr	Peter Coffey
Emergency Management Director	1 yr	Valerie Capels
Fence Viewer	1 yr	Joel Bouvier
Fence Viewer	1 yr	David Sharpe
Green Up Day Coordinator	1 yr	Carolyn Dash
Health Officer	3 yrs	Diane Cushman
Pound Keeper	1 yr	Cale Pelland
Tree Warden	1 yr	John Swepston

RECOMMENDATION: Approval.

4. New WCVT phone system contracts for Town Office, Fire Station, Police Station - tentative. Recommended to be postponed.
5. \*\*Hub Youth Center Grant authorization request: New England Grassroots Environmental Fund. This is a retroactive grant authorization request from the Hub for \$1,000 to

provide micro-grants in the form of Bristol Bucks to families in need. The application was due and submitted by 03/19/2020. Recommended approval.

6. \*\*Fire Department Grant authorization request: New England Grassroots Environmental Fund. This is another retroactive grant authorization request, this one from the Fire Department for an Assistance to Firefighters Grant for \$161,427 to purchase 17 SCBA units, 25 replacement facepieces, 18 replacement air cylinders, and other equipment. A 5% match (\$8,071) is required, which is proposed to come from the capital equipment funds earmarked for SCBA replacement FY20/21. The application was due on 03/20/2020. Recommended approval.

## **VI. Regular Business.**

1. Acorn Energy Solar 3: presentation from Acorn Energy Co-op and Aegis Renewable Energy for consideration of non-binding Option to Lease the Bristol landfill site for development of commercial solar array. Sally Burrell explained that the proposal is to have Bristol's landfill site be used for the development of commercial solar array. Representatives from Acorn, Aegis Renewable Energy, and the Bristol Energy Committee were on the Zoom meeting and outlined the proposal with a PowerPoint presentation. Valerie Capels noted the Town and its consultants will need regular access to do annual inspections and check the monitoring well levels at the landfill. The Town currently pays to have the area mowed twice a year. Eric Cota noted that proposed staging area will not work because he will need access to the pits down there Nils Behn with Aegis said he will work with Eric to identify a suitable area. The Selectboard will discuss this in executive session.

2. Revolving Loan Fund: consider emergency order adjusting loan terms for borrowers. Valerie Capels said there have been inquiries from a couple of the businesses that have a loan through the RLF to adjust the term. She consulted with RLF Board Chair Fred Baser who recommended that all loan payments be suspended until the stay at home order is officially lifted by the Governor and then one month after that, interest-only payments for three months. It would be across the board among all borrowers and the term of each loan would be extended by the suspension length of time. Peeker Heffernan noted these are loans in addition to their primary loans and they would rather pay their primary loans than their RLF loans. Joel Bouvier moved that a document be prepared in each borrower's loan file to show this adjustment and to accept the recommendation from the RLF Chair. Ian Albinson seconded. So voted. This way the loan documents will not need to be changed.

3. Discussion of Coronavirus COVID-19 preparations, response, and impacts to municipal operations. Eric Cota reported they are in pretty good shape right now and maintaining distances. Joel Bouvier suggested to think outside the box and could the employees work early mornings or on a weekend when the employee's spouse can watch the kids. Peeker Heffernan moved to extend the property tax payment and dog license due dates to May 5<sup>th</sup> without penalty. Joel Bouvier seconded. So voted. Meridith McFarland said they are keeping busy and creating a Hub manual. Valerie Capels thanked Jen Myers and Sharon for all their hard work keeping the Town Office operating.

4. Review and adopt the updated Bristol Emergency Operations Plan. Joel Bouvier moved to adopt the updated Bristol Emergency Operations Plan. Darla Senecal seconded. So voted. Valerie Capels said this would be adopted each year.
5. Review and discussion of a new Continuity of Operations Plan. This is moved to a future meeting.
6. Review Selectboard schedule, goals, and priorities for 2020 – 2021 – *tentative*. This is moved to a future meeting.
7. Approval of the February 17, March 2, and March 16, 2020 meeting minutes. This is moved to next meeting.
8. Authorize accounts payable warrant and any liquor licenses. \$45,287.78.
9. Selectboard roundtable.  
Joel Bouvier asked Ian Albinson if Pocock Rocks will be cancelled. Ian Albinson said the Bristol Core will be deciding soon.

Ian Albinson said he has been making updates about businesses who are open, etc., updating the website with information as well.

Darla Senecal said she was impressed with the number of people walking and people being respectful with their space and keeping distance from other people.

Michelle Perlee said she is impressed with how the community is supporting take out.

10. Town Administrator's report.  
Valerie Capels reported that the Northern Border Regional Commission issued the Notice to Proceed, which will allow us to begin negotiations with engineer. We received notice that VTrans has extended the grant deadline for paving Monkton Road to May 15 . VTrans has pushed back the paving and Main Street project to April 15 instead of April 1 and they will start at the Airport Road end of the project.

## **VII. Other Business.**

1. Correspondence, reports, correspondence received.

## **VIII. 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), and personnel matters per 1 V.S.A. § 313(a)(3). Peeker Heffernan seconded. So voted.

The Selectboard met in executive session from 9:36pm to 10:30pm. Upon returning to open session, Ian Albinson made a motion to offer Jen Myers the Treasurer position per the terms

discussed and to include the Delinquent Tax Collector duties. Peeker Heffernan seconded. So voted.

**IX. Adjourn.**

At 10:30 p.m. Ian Albinson moved to adjourn the meeting. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator