

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday June 8, 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, Public Works Foreman Erica Cota, Recreation Director Meridith McFarland, Assistant Recreation Director Alex Mihavics, Town Treasurer Jen Myers, Police Chief Bruce Nason, and Hub Director Taylor Welch.

Others present: Shawn Kimball (NEATv), Isabella Lucarelli, Jim Quaglino, Krista Siringo, and Rosa Tropp.

**I. Call to Order.** Chair Michelle Perlee called the meeting to order at 6:59 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.

**II. Public Forum.** None.

**III. Regular Business.**

1. Village paving and Main Street sidewalk projects update. Valerie Capels reported that there will be evening work for the downtown area Sunday through Thursday nights. Roadway preparation and paving outside the downtown will continue in the daytime. Ian Albinson said every other day or so he goes and check to see how the work is coming along and it seems like it is moving quite quickly. Michelle Perlee said she has noticed around 6:00 or 6:30 a.m. that all the lights have been on after they have gotten done with the night work. Ian Albinson will check this out.

2. What to do with the former ornamental streetlights? Valerie Capels reported that at least two people have inquired about buying one or more of the old Main Street streetlights that are currently being stored at the Public Works yard. Some are in better condition than others. Different bidding scenarios were discussed. Ian Albinson moved to have all the streetlights numbered from best to worst condition and the top bid gets first choice, then the next gets the 2<sup>nd</sup> choice, and so on, with the starting bid at \$100 per streetlight. Darla Senecal seconded. So voted.

3. Recreation Department updates: summer camps, operations. Meridith McFarland provided an update of the various camps, programs, and information now available on the Rec Department Web site. Eight camps are being offered, each limited to 10 with two counselors and a health officer. The safety protocols were reviewed. The health officer will be the only health officer for that camp for the entire week. Temperature checks and other health screening information will be confidential and used only by that health officer. The Recreation Department applied for and received a stipend from the state of \$2,222 based on the number of camps and how long they are running. The fate of the swim programs has not yet been decided.

4. Park Use Application: Black Lives Matter vigil at Town Green, Tuesday, June 9, 3:00 p.m. Isabella Lucarelli and Rosa Tropp outlined their application. Michelle Perlee asked how

they are going to comply with the limit of 25 people on the park. Rosa said they will have a mic, so everyone will hear them. They cannot guarantee that no more than 25 people will show up. Bruce Nason said if they do not block the streets or sidewalks then they should be fine. Asked about the planned march up Main Street, Isabella said after they sent in the application, they decided they would walk on the sidewalk up one side and down the other side carrying signs. Ian Albinson recommended changing that since the construction project going on and there is not much of a sidewalk. He suggested walking on the sidewalks around the Town Green instead. Asked about use of chalk on the sidewalks, Isabella assured that any inappropriate messages would be removed before they leave. Joel Bouvier said he supports this, but what is the difference between this and the Legion getting denied. Darla Senecal noted that the gatherings were limited to 10 people at that time and the application said 200 attendees. There was a non-approved gathering that happened today and a letter should be sent to the organizers saying they did not abide by the rules and did not apply for the permit. Ian Albinson moved to approve the permit for use of the Town Green for a Black Lives Matter vigil; if any profane or vulgar words were written on the sidewalks to clean it up before they left; and the signs are not to be thrown out at the park but taken home with them. Peeker Heffernan seconded. So voted.

5. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Valerie Capels reported that plexiglass has been ordered and will be installed at the counter in the front office before the office would be open. The office is still closed and by appointment only. The interior drop box has been ordered.

Once these are installed, which will improve the level of protection for employees and the public, at what point should the Town Office reopen to the general public? At what point do employees working remotely begin to resume regular office hours? And at what point do we resume having in-person meetings in physical space? The Governor is likely to extend the emergency order and we do not have an end-date. There was agreement that once the office is fully opened, all employees should be back. The vault does not have enough space for two people to be in there, so land records research should remain by appointment. Concerns were expressed about the additional sanitization efforts that would be needed after each person visited the office. With the construction happening downtown, concern was expressed about workers expecting to use the bathroom. Demand has increased for people to meet with Zoning Administrator Kris Perlee and he has begun coming into the office three days a week. There was consensus to keep the office closed and maintain the current arrangements until further notice.

6. Consider adoption of VLCT Local Government COVID-19 Resolution. Online is a resolution the Vermont League of Cities and Towns is asking municipalities to consider adopting to communicate to the U.S. Congress of the need to also support local governments with financial resources. Joel Bouvier moved to adopt the VLCT Local Government COVID-19 Resolution. Ian Albinson seconded. So voted.

7. Revolving Loan Fund COVID-19 loan amendments clarification. Valerie Capels reported that at its March 30 meeting, the Selectboard approved modifying the loan terms of RLF borrowers until the stay at home order is officially lifted by the Governor. There needs to be a specific date in the document since the Emergency Order has been evolving. Joel Bouvier moved to execute the loan modification document to freeze payments until July 1, 2020, and

then interest only payment until September 1, 2020, and go back to full payments on October 1, 2020. Ian Albinson seconded. So voted.

8. Planning ahead: annual Public Works road trip – when and how? Joel Bouvier will try and get a 25-passenger bus to use. The Selectboard will send dates to Valerie that works in July. Eric Cota cannot do the first and third Tuesday in July.

9. Continued consideration of Addison County Regional Planning Commission contract amendment proposal for continued work on a Unified Development Ordinance. *May include deliberation in Executive Session.* The Town contracted with Adam Lougee of the Addison County Regional Planning Commission to develop subdivision regulations. The contract amount then was for \$5,000 and included a provision that additional funds were expected to be needed to complete the process through adoption. Online is the invoice that backs up the \$5,886 in expenses already incurred since January, along with Adam's explanation why the amendment was not requested in advance. The proposed contract amendment for up to \$8,000 additional dollars includes the \$5,886 already spent. The additional would be for additional assistance through the Planning Commission and Selectboard hearing and November adoption process. Amendment request is for up to \$8,000 (including the \$5,866). Information from the previous meeting (and on-line) showed that the current \$6,000 budgeted for Planning Services was already overspent by almost \$800 and \$5,000 is budgeted for FY2021. While that line item would be overspent, the overall Planning and Zoning budget will be in good shape and under budget. Ian Albinson moved to approve the amendment up to \$8,000 which includes the \$5,886 expenses already incurred. Darla Senecal seconded. So voted.

10. Appointment of Bristol representative to the Addison County Regional Planning Commission. Valerie Capels noted that six seats are available: three representative seats and three alternates. Peter Grant was reappointed to the ACRPC in March; however, we have not yet heard back from Bill Sayer of his interest in being reappointed. On-line and in a folder for the Chair's signature is a form the ACRPC requires to affirm appointments. The Selectboard feels someone from the Planning Commission should be a member on the ACRPC. This will be continued to a future agenda.

11. Consider NEPBA Collective Bargaining Agreement with the Bristol Police Department. *May include deliberation in Executive Session.* Selectboard members have received the most up to date copy of the agreement that the Town's attorney has looked at. Ian Albinson would like Bruce Nason to look at it as well. Peeker Heffernan moved to ratify the contract pending Bruce Nason reviews it and gives the stamp of approval. Joel Bouvier seconded. So voted.

12. Approval of the May 26, 2020 meeting minutes. May 26, 2020 meeting minutes will be moved to the next meeting.

13. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$76,423.77.

14. Selectboard roundtable.

a. Joel Bouvier talked with Cy after the Water Commission meeting and asked if the hydrant has been priced out on Elm Street. Do we want him to replace it July 1 or not? Jen

Myers said we could have Jill and Cy Marsano give the Selectboard a cost estimate and then the Selectboard could make that decision next month. Jen Myers said there is a list that Cy and Jill Marsano provided she can forward if they want about the different things, they feel are a priority to do in the FY2020-2021.

Asked about his plans for paving, Eric Cota said the goal is to pave Notch Road and shim Lovers Lane before the end of June. There was discussion about repair to Lower Hardscrabble Road. Eric estimated grinding from Bushey's to the town line would cost at least \$15K to \$20K. Then a foot of road base would be needed and six inches of gravel, which would amount close to \$100K to get it ready for pavement.

Joel mentioned that Salisbury Fire Department is doing the filling the pool with a \$150 donation per load as a fund raiser.

b. Peeker Heffernan said an individual contacted him who did some clean up on Green Up Day on Plank Road and said branches collected on the side of the road were thrown back into the corn field.

c. Ian Albinson said he received an email about a resident who is willing to make masks and have them available for free to the public in town. Some suggestions of places were churches, post office, Dump day, Library, Martin's, and Maplefield's.

He received a suggestion to extend the Zoom platform for another 12 months. It is a little cheaper to pay for 12 months rather than month-to-month.

He would like to see the agendas posted not only for the Selectboard on FPF and Facebook, but also doing the same for other committees. He is willing to do some of that, but it would be good if the committees could do it themselves.

He also recommends upgrading the Town Web site with an SSL certificate for an additional \$40 per year to improve security.

d. Michelle Perlee raised the question about whether the Selectboard will be talking about the use of Bristol's revolving loan funds for the State initiative. Valerie Capels said she did not think it will be coming before the Selectboard because the RLF Committee should have a chance to weigh in on it and there was not time to do that before tonight's meeting. The State appears to be looking for a quick turn-around. Concerns had also been expressed about Bristol's RFL funds being pooled and potentially loaned to enterprises outside of town.

15. Town Administrator's report.

Valerie Capels pointed out that Craig Scribner's contracted term is expiring at the end of the month, so will need to deal with that vacancy. Currently Mark Bouvier is the only other Lister. She also acknowledged and thanked Jen and the Public Works Department working on the weekend to help with the water break near Rocky Dale. She reported that the Kevin Irish complaint has been resolved and the dogs are registered.

**IV. Other Business.**

1. Correspondence, reports, correspondence received.

**V. Adjourn.**

At 9:02 p.m. Pecker Heffernan moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator