

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday September 28, 2020**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Forman Eric Cota, Fire Chief Brett LaRose, and Police Chief Bruce Nason.

Others present: Richard Butz, David Cobb, Patty Heather-Lea, Shawn Kimball (NEATV), Patricia King, Ted Lylis, Jim Quaglino, Gerry Slager, Jessica Teets, Joshua Turner, and Catherine Wilson.

**I. Call to Order.**

1. Chair Michelle Perlee called the meeting to order at 7:03 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.

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

1. **Public Forum.** None.

**II. Regular Business.**

1. Lister Candidate interviews and potential appointments of one or more candidates to fill either of two vacant Lister positions: Mark Adams, David Cobb, and Patricia King. Valerie Capels explained there are two vacancies out of the three elected Lister positions. The appointments would be until the March 2021 Town Meeting, when the appointees would need to run for election to serve the remainder of the elected officers' terms. David Cobb and Patricia King were in attendance; Mark Adams was absent. David Cobb said he is finally retired however has some spare time now and would like to get involved with something to do with the Town. Patricia King is also newly retired and would like to get involved. She has some real estate experience and feels like she could be a benefit to the Town of Bristol. The Selectboard agreed to move the discussion to executive session at the end of the meeting.

2. Request from the Bristol Fire Department for authorization to use up to \$6,300 in the Fire Department Capital Equipment Fund for the Assistance to Firefighters Grant (AFG) 5% match for purchase of personal protective equipment. Fire Chief Brett LaRose provided an overview of the proposed purchases. There was discussion about the disposal or reuse of the existing equipment. Ian Albinson moved to authorize to use up to \$6,300 from the Fire Department Capital Equipment Fund for the AFG. Joel Bouvier seconded. So, voted.

3. Request from the Bristol Police Department for authorization to spend up to \$34,590 from the Police District Capital Fund to purchase a new cruiser per the capital plan. Police Chief Bruce Nason noted that the recommended vehicle would be a truck from Heritage. Bruce explained why the F-150 was preferred rather than an SUV and the Selectboard concurred. There was discussion about purchasing a new rather than a used vehicle. Joel Bouvier moved to purchase the F150 from Heritage for \$34,590 as recommended by the Bristol Police Chief. Ian

Albinson seconded. So voted. The Selectboard supported Bruce's recommendation that the 2014 vehicle be kept in service for a while longer to reduce wear and tear on the new vehicle. Joel asked that Selectboard approval be sought if the 2014 vehicle ends up needing a major repair.

4. Consider quote from the Overhead Door Company for repairs to garage doors at the Public Works building. Public Works Foreman Eric Cota explained that the proposed repairs are for all the garage doors in each building. Peeker Heffernan offered to give the DPW a couple door panels he has if they fit. Joel Bouvier moved to authorize the repair of the garage doors up to \$3,200 and have Eric Cota and Valerie Capels decide on the vendor after Eric Cota gets the other two quotes from other vendors. Peeker Heffernan seconded. So voted.

5. Consider Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program. Darla Senecal moved to send Letter of Intent to participate in the Vermont Dept. of Environmental Conversation/Addison County Region Planning Commission Municipal Grans-in-Aid Program. Ian Albinson seconded. So voted. Joel Bouvier asked that a list be prepared of the projects completed since the road and culvert inventory was completed through an earlier stage of this program.

6. Request for authorization to proceed with a grant application to the VTrans Highway and Stormwater Mitigation Grant Program – amount and project to be determined. Following brief discussion, there was consensus of the Selectboard to seek funding for the Basin Street slope project. Peeker Heffernan moved to proceed with the grant application to the VTrans Highway and Stormwater Mitigation Grant Program. Joel Bouvier seconded. So voted.

7. Consider a non-binding petition submitted by Richard Butz regarding traffic control, noise control, and enforcement. Valerie Capels explained that this is a non-binding petition initiated by Richard Butz in response to concerns about the traffic speed, unsafe driving, and noise in the village. Signatures have not been validated and includes signatures from non-residents. He and the petitioners are asking the Selectboard to commission to study to develop recommendations to reduce these conditions and return Bristol to a more livable community. Suggestions so far include but should not be limited to changing the village speed limit to 25 mph, establishing an enforceable noise ordinance, and developing workable enforcement preceded by a public education campaign. Richard Butz explained the background of the petition and acknowledged that the radar feedback signs and increased enforcement have had a positive effect. Following discussion, there was agreement among the Selectboard to work toward reducing the village speed limit to 25 miles per hour. Joel Bouvier would like to know what happens if the Selectboard approves to move the speed limit from 30 to 25 mph and then in 5 years it would be approved what are the consequences. The subject of a noise ordinance and challenges of enforcement were briefly discussed. Richard Butz complemented the Route 116 paving contractor for their work.

8. Adopt warning for the November 3, 2020 special Town Meeting election for voter approval of proposed Bristol Unified Development Regulations. Valerie Capels explained that three versions of the special Town Meeting are provided: one with no public information meeting, one with a public information meeting on the Monday before the election, and one with

the public information meeting as part of a regular Selectboard meeting in October. VLCT had affirmed that this type of Australian ballot vote did not require a public information meeting. The Selectboard agreed to have the public information meeting on October 12, 2020 regarding the Bristol Unified Development Regulations and approved the special Town Meeting warning. Valerie Capels will get information in the *Addison Independent* prior to the Oct.12 meeting. Information also needs to be posted that people will need to request this ballot specially with the Town since it is not part of the ballots that are being mailed by the state.

9. Consider adding the Treasurer as an authorized representative of the Town on the DWSRF WPL-314-1.0 loan. Joel Bouvier moved to add Treasurer Jen Myers as an authorized representative of the Town on the DWSRF WPL-314-1.0 loan. Ian Albinson seconded. So voted.

10. Water Commission: request for authorization for VTUMS to repair the water meter pit at KTP. Following brief discussion, the Selectboard determined they needed more information. Joel Bouvier is going to talk with Cy Marsano.

11. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Valerie Capels reported that the grant was received for more than \$25,000 for the scanning of the land records for online researching. The process has begun to move the books to online.

12. Paving and sidewalk projects update. The striping is expected to begin this week. 9pm re listen. Valerie Capels said hopefully they will be wrapping up the project soon. Ian Albinson said the no turn signs are on there way, but not sure when they will be here.

13. Approval of the August 24, September 2, and September 14, 2020 meeting minutes. Joel Bouvier moved to approve August 24, September 2, and September 14, 2020 meeting minutes. Darla Senecal seconded. So voted.

14. Approval of January 15, January 20, January 22, February 5, February 12, and March 27, 2018 meeting minutes. Joel Bouvier moved to approve the January 15, February 5, and March 27, 2018 minutes. Peeker Heffernan seconded. So voted.

15. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$166,688.76. Snap's annual license renewal was approved.

16. Selectboard roundtable.

a. Peeker Heffernan received an email from Barb Provost. She wanted to know the process to plant a Crab Apple tree between the road and the sidewalk. Eric Cota said if the resident is willing to plant it then usually he would check the water lines and check to make sure it is a safe place to plant, then they would need to contact dig safe. The tree would then be something the Town would have to maintain. Joel Bouvier said he would like to defer to the Tree Warden. Valerie Capels said she also received an e-mail from Barb Provost and will follow up with her about the next steps.

b. Darla Senecal said she was contacted by Patty Heather-Lea about trick or treating on Halloween and feels Bristol should not have trick or treating. According to the state Health officials they are advising it is safe to do so if they are following certain guidelines which you can check out their website.

c. Ian Albinson expressed concern that the fountain was not cleaned and the water is very dark and murky. He would like to see that cleaned out before the winter. Valerie Capels will follow up with Alan Clark see if he would be willing to prepare the fountain for winter.

17. Town Administrator's report. Valerie Capels reported that the Planning Commission will be hosting a public hearing on the proposed Town Plan amendments on Tuesday, October 6, 7:00pm, via Zoom. The proposed Town Plan would then be forwarded to the Selectboard for a hearing in November.

### **III. Other Business.**

1. Correspondence, reports, correspondence received.

### **IV. 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 personnel matters per 1 V.S.A. § 313(a)(3). Ian Albinson seconded. So voted. The Selectboard invited Police Chief Bruce Nason to the executive session. The Selectboard met in executive session from 9:30pm to 10:05pm.

Upon returning to open session, the following actions were taken:

Ian Albinson moved to reappoint Kris Perlee as Zoning Administrator and Valerie Capels as Town Administrator for another three years. Joel Bouvier seconded. So voted.

Ian Albinson moved to approve Raluca Cristea's request for a leave of absence for one year retroactive to September 1, 2020. Darla Senecal seconded. So voted.

There was consensus of the Selectboard to continue consideration of the Lister candidates to the next meeting to provide an opportunity to speak with Mark.

### **V. Adjourn.**

At 10:10 p.m. Joel Bouvier moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator