

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday December 14, 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 Eric Cota, Fire Chief Brett LaRose, and Police Chief Bruce Nason.

Others present: Kevin Hanson, Shawn Kimball (NEAT TV), Jeff Lunstead, Jim Quaglino, Katie Raycroft-Meyer, Rob Rooker, and Tom Wallace.

**I. Call to Order.** Chair Michelle Perlee called the meeting to order at 7:00 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

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

**I. Public Forum.** None.

**II. Public Hearing: Proposed Bristol Town Plan Update:**

Joel Bouvier asked if this second notice for a meeting was warned in the appropriate time frame? Valerie advised it has been warranted at the Library, Shaw's, and the Town offices in the appropriate time frame. Peeker Heffernan, speaking as a citizen, said he needs to apply for a permit for his business in 2022 and wants to make it known that this new plan hopefully will not hinder him from getting the permit from the state since it says no Quarrying is allowed in any zones. He does not want to hold up the process, but wants it to go on the record. The Planning Commission had provided a letter of support when this provision was in the previous plan. It was unclear if the operation would be considered to be grandfathered by the state. Katie Raycroft-Meyer said the Planning Commission meets December 15, 2020, so they can discuss this during their meeting. Ian Albinson moved to approve the Bristol Town Plan, so it can go on the ballot for March 2021. Peeker Heffernan seconded. So voted.

**III. Regular Business.**

1. Consider process for transitioning from a Zoning Board of Adjustment to a Development Review Board and begin consideration of prospective candidates. Joel Bouvier and Peeker Heffernan suggested appointing the current ZBA members to the DRB until March and then in March would choose the 9 members and separate them into 3 different term years. Valerie Capels reported that three members of the ZBA have expressed interest in being appointed to the DRB. The DRB will only be a 7-member board and 2 people as alternates. This will be further discussed on Monday December 21, 2020.

2. Continued review and discussion of draft Winter Road and sidewalk Maintenance Policies. The following adjustments were agreed: change "Town-owned" to "public;" remove the reference to Main Street business owners preferring sand and add that the 50/50 sand; and that the salt mix is subject to change. Peeker Heffernan moved to approve the Winter Road and sidewalk Maintenance Policies as adjusted. Ian Albinson seconded. So voted.

3. Budget workshop: Public Works Department, Fire Department (tentative), other sections. The Selectboard discussed first the Public Works Department budget with Public Works Foreman Eric Cota and Treasurer Jen Myers. There was discussion of the use of pagers versus applying that payment toward the DPW employees use of their cell phones to be contacted in emergencies. There was consensus of the board to keep the pagers in the budget for now. Discussion will be continued about whether employees should be additionally compensated for “being on call”.

The Selectboard then discussed the Bristol Fire Department budget with Fire Chief Brett LaRose and Jen Myers. Brett said the salary figure is quite high because he wanted the number to show what it would be if the Town was to pay the members for there required training plus calls which is required by law. Right now, the Town is not following that according to the law, so he wanted to bring it to the board again to decide on how to move forward. The Selectboard will discuss at another meeting.

4. Begin to consider whether to pursue Assessor services for assistance with Grand List maintenance. Valerie Capels referenced the correspondences recently received from two professional Assessors offering their services. There was agreement that she ask the current Lister Mark Bouvier, former Lister Joel Bouvier, Town Treasurer Jen Myers, and former Lister Theresa Gile to have a roundtable discussion and come up for some ideas and then come back to a Selectboard meeting and discuss.

5. Authorize Fire Department to contract with a third-party vendor, FIRETEC, to sell the 1999 utility truck. Brett LaRose reported that the vehicle has been returned from the town of Cornwall and they gave a \$1,000 donation. Fire Chief said they do not know yet the value of the truck until the vendor looks at it. FIRETEC would then take the vehicle assess the value and then sell it. They would get 10% commission. Joel Bouvier moved to have Fire Chief to sign the sale of the truck and have FIRETEC do the work. Ian Albinson seconded. So voted.

6. Coronavirus COVID-19 update: preparations, response, impacts to municipal operations, and potential actions. Valerie Capels reported that there is nothing new to discuss except that arrangements need to be made for Selectboard members to come to Town Office to sign documents more often.

7. Resolution to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Joel Bouvier moved to approve Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Ian Albinson seconded. So voted.

8. Approval of the November 23, 2020 meeting minutes. Joel Bouvier moved to approve November 23, 2020 meeting minutes. Ian Albinson seconded. So voted.

9. Approval of the January 20 and February 12, 2018 meeting minutes. Moved to next meeting. Tasha Bouvier asked Valerie Capels to look into when the February 19, 2018 minutes were approved.

10. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$213,990.95.

11. Selectboard roundtable.

a. Peeker Heffernan reported that there has been another problem with unauthorized water service installation. The rules are not specific enough and people are installing plastic lines without tracer wire, which they are not supposed to do. Once we update the specifications to what we want, we should send them to all area contractors so they know. Joel added that the Water Dept. should be required to be contacted before any lines are covered over. They are also doing excavation in the right of way and tampering with the curb stop without permission. Potential enforcement after the fact could be that the water does not get turned on unless they dig the line back up to put tracer wire on it. Peeker also reported Cecil Foster let him know there was water on top of the sidewalk and driveway and not draining like it is supposed to following the paving project.

b. Ian Albinson reported there are barrels on Main Street in four locations. Asked if the No Turn at intersection signs have arrived, Eric Cota said he has them. Ian also reported the Prince Lane light posts are not on anymore in the back. The key has not been turned over to the Town yet from the either the State or the contractor for the electrical panel padlock at the intersections.

c. Joel Bouvier asked Valerie and Ian how the final walk through went. Ian Albinson said there were not a lot of items left, but a number of residents came out to express their dissatisfaction with how the grassed areas were handled. Joel reported for Eric that there is a large broken limb over the sidewalk by Mountain Health and there is a large pothole by Bristol Elementary School. Joel also asked Eric about the status of the Briggs Hill slide and the Upper Notch cement blocks. Eric said he sent some information to Joel and received the information about the sheet pilings on Friday. Those will be discussed with Capital Roads. There was agreement that it would not be practical to try to buy a plow for the sidewalk tractor for this year.

12. Town Administrator's report. Valerie Capels said she had nothing to add to her written report. She was going to bring up the issues about the water system infractions if no one else had.

**IV. Other Business.**

1. Correspondence, reports, correspondence received. No discussion.

**V. 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 personnel matters per 1 V.S.A. § 313(a)(3). Ian Albinson seconded. So voted. The Selectboard met in executive session from 11:17pm to 11:40pm. Upon returning to open session, Ian Albinson moved to authorize the expenditure of \$875 for employee Bristol Bucks. Darla Senecal seconded. So voted.

**VI. Adjourn.**

At 11:40 p.m. Joel Bouvier moved to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator