

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday February 8, 2021**

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, Fire Chief Brett LaRose, Town Clerk Sharon Lucia, Recreation Director Meridith McFarland, and Police Chief Bruce Nason.

Others present: Steve Huffacre (Maple Broadband), Carolyn Dash, Magna Dodge (Maple Broadband), Chris Ouellette (ACCT), Shawn Kimball (NEAT TV), Ted Lylis, Cyrus Marsano, Jill Marsano, Jim Quaglino, Alex Smith, Zelie Smith, and Dan Sonneborn (Maple Broadband).

I. Call to Order. Chair Michelle Perlee called the meeting to order at 7:01 p.m.

1. 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.

II. Public Forum. None.

III. Regular Business.

1. Conservation Commission candidate interviews: Zelie and Alex Smith. *May include deliberation in executive session regarding personnel matters.* There are currently four vacancies: two whose terms expire in March 2021 and two whose terms expire in March 2022. Ian Albinson moved to appoint Zelie Smith and Alex Smith to the two terms that expire in March 2022. Darla Senecal seconded. So voted.
2. Dan Sonneborn: Maple Broadband initiative update and presentation. Dan Sonneborn is the Bristol delegate for Maple Broadband. Steve Huffacre, Magna Dodge, and Dan Sonneborn presented a presentation they created to go over what Maple Broadband is for and take any questions. Maple Broadband started in October 2020. Maple Broadband is a Communications Unio District (CUD). CUDs are created by the State of Vermont to provide high-speed broadband service to 100% of on-grid premises within their territories. CUDs are specifically prohibited from taxing town residents for funding. Goal of 30 V.S.A. §202c: By the end of 2024, every E-911 location has infrastructure capable of delivering internet access with service having a minimum download speed of 100 Mbps and is symmetrical. In August 2020, the Selectboard adopted a resolution approving the creation of the union district and appointed Ian Albinson as Bristol's representative. Maple Broadband is asking the Town for help. Joel Bouvier asked if there are certain spots in a town where it costs more money to install the fiber then would they say no it's not worth it and Magna Dodge said they are a non-profit and their charter that the legislatures said there needs to be 100% of everyone in the County to receive fiber optic cable. It is not an option.
3. Water Commission: reconsider request from the Addison County Community Trust for KTP Trailer Park to become a consecutive water system. In October last year, the Selectboard considered a request from the Addison County Community Trust to have the 45-unit Kilbourne

Trailer Park (KTP) on Liberty Street become an exempt consecutive water system as part of Bristol's municipal water system. They are currently a consecutive water system, which means that even though they receive municipal water, they are served by a master meter, receive only one bill, have an independent water operator and sampling requirements, and maintain their own their distribution system. There was miscommunication at that time, and no one was present at the October 12, 2020 meeting to represent the request. The Selectboard declined the request. Much of the discussion focused on trying to understand what the benefit to the water district or Town would be. It appeared that the District would be taking on additional responsibilities, upfront costs to amend the sampling plans, and additional on-going costs without a corresponding benefit to the system. This was contrasted with Woodland Apartments, which resulted in an increase in the number of new customers (new revenue) and was part of broader community development initiative. The ACCT is asking for reconsideration. Becoming an except consecutive water system would mean KTOP would no longer need to maintain certain operational procedures, such as sampling and reporting. They propose to redirect those expenses toward improving the infrastructure of the park, being more proactive regarding onsite sewer maintenance, and/or keeping the units affordable by reducing their operating costs. Through a series of e-mails, the Town has also received more information from the Vermont Department of Environmental Conservation Drinking Water and Groundwater Protection Division that little, if any, changes will be needed to the District's sampling plans. According to Valerie Capel's Town Administrator Report she believes (unless she is mistaken) the thread of communications suggest that no additional sampling would be needed because the KTP is within the accepted sampling areas. Joel Bouvier moved to approve KTP become part of the Town water system pending the Town Attorney's approval. Ian Albinson seconded. So voted.

4. Curb cut application #2021-01DA: Greg West, Lower Notch Road. Pecker Heffernan moved to approve curb cut application #2021-01DA for Greg West on Lower Notch Road pending Director Public Works stipulations. Ian Albinson seconded. So voted.

5. Consider updates to the Bristol's procurement procedures. The auditor included a recommendation following last year's review that "the Town's procurement policy has not been updated to comply with the Uniform Guidance for purchases using federal funds" and they recommend "...that all policies be reviewed and amended to include the requirements outlined in the Uniform Guidance." With current and future federally funded projects on the horizon, I want to be sure we do not run into any surprises with our purchasing policy. A work-in-progress draft of proposed updates to the procurement policy was presented to the Selectboard. The Selectboard will read the updates and give Valerie Capels feedback, so at a future meeting the Selectboard can approve it.

6. Authorization to engage legal service for Stoney Hill Business Park infrastructure project. The designs plan for the Stoney Hill Business Park will soon be proceeding through state and local permit reviews. The goal remains to begin construction later this year, which creates time pressure to get the project out to bid as soon as possible before contractors' schedules fill up for this season and before construction costs increase. Before we will be able to access the Northern Board Regional Commission grant funds for construction of the infrastructure, we will need to have sufficient documentation that the road and infrastructure is owned and controlled by the Town. This will require legal services to develop the appropriate documents for transfer of the ownership,

like would have been done when Firehouse Drive was turned over to the Town following completion of the Fire Station. Joel Bouvier moved to allow Valerie Capel to contact Benjamin Deppmen and move forward with legal services for Stoney Hill Business Park. Ian Albinson seconded. So voted.

7. Grant authorization request: Recreation Department to the Vermont After School COVID-19 Grant Fund. Ian Albinson moved to authorize the Recreation Department to apply for the grant application to the Vermont After School COVID-19 Grant Fund. Joel Bouvier seconded. So voted.

8. Grant authorization request: to the 1772 Foundation (Preservation Trust of Vermont) for repairs to Holley Hall. A letter of intent would need to be sent first and then if approved the grant application would need to be filled out. Joel Bouvier moved to approve the letter of intent and then if approved moving forward with the grant application. Darla Senecal seconded. So voted.

9. Approval of the January 4, January 11, January 18, and January 25, 2021 meeting minutes. Joel Bouvier moved to approve January 11 & 25, 2021 meeting minutes with corrections. Darla Senecal seconded. So voted.

10. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant: \$46,949.77. Liquor licenses were approved for Shaw's, Snap's, and Champlain Farms.

11. Selectboard roundtable.

a. Joel Bouvier said last week the sidewalks looked a lot better and Eric Cota said they are doing the 50/50 mix of sand and salt. Joel Bouvier wanted to thank Four Hill Farms business. They had an employee that got hit by a car and due to poor lighting installed on their own lighting along the street, so when their employees are walking back and forth, they can be seen at night and feel safe.

b. Ian Albinson said he would like to see in the Town Report a balance sheet of all the Town's assets.

12. Town Administrator's report. Valerie Capels said Eric Cota let him know the Kubota tractor is down and was only able to get to half of the sidewalks done. Valerie Capels said he spoke with Eric Cota and has an old plow that is no longer being used. A citizen offered an amount for it and Valerie Capels is wondering how to move forward. Peeker Heffernan moved to allow Eric Cota to accept the offer from the citizen. Seconded Ian Albinson. So voted. Fire Chief Brett LaRose posted in chat: can the FD sell our 15 used air-packs without advertising? Peeker Heffernan moved to approve Fire Chief to sell the used air-packs without advertising. Ian Albinson seconded. So voted.

IV. Other Business.

1. Correspondence, reports, correspondence received. All correspondences are all posted on the website. Three-day stampede is cancelled for 2021.

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). Pecker Heffernan seconded. So voted. The Selectboard met in executive session from 9:13pm to : pm.

VI. Adjourn.

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

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

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