

**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. Valerie Capels noted there are currently four vacancies: two whose terms expire in March 2021 and two whose terms expire in March 2022. Zelie and Alex Smith introduced themselves and explained why they are interested in serving on the Conservation Commission. 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. There was discussion about the current distribution of broadband in Bristol, costs of installation, and next steps. The organization's goal is to reach 100% of the households regardless of remote or spread-out locations. Maple Broadband is asking the Town to consider making a financial contribution. They will plan to come back to the Selectboard after the business plan has been more fully developed.

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 that 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. The ACCT is asking for reconsideration. Becoming an except consecutive water system would mean KTP 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 Jill Marsano and Cyrus Marsano confirmed we now know that no additional sampling would be needed because the KTP is within the accepted sampling areas. Concerns were expressed about the potential impact to the water system if there is an independent water quality issue within the park. If the KTP is exempted, the district would be responsible for addressing the water quality issue but not the repair itself. It would be comparable to an apartment complex on the system. If approved, an agreement that protects the Town should include a provision that the ACCT will immediately repair and correct any water quality issues. Chris Oulette noted that the KTP water service lines were replaced in 2004. Joel Bouvier moved to approve that KTP become part of the Town water system pending the Town Attorney's review and approval of an agreement that protects the Town. Ian Albinson seconded. So voted.

4. Curb cut application #2021-01DA: Greg West, Lower Notch Road. Peeker Heffernan moved to approve curb cut application #2021-01DA for Greg West on Lower Notch Road in accordance with the Public Works Foreman's conditions that a forty foot (40') culvert be installed with at least sixteen inches (16") of cover if black plastic culvert or ten inches (10") of cover if gray plastic culvert; and the driveway width should be wide enough to allow for two vehicles to enter and exit side by side. Ian Albinson seconded. So voted.

5. Consider updates to the Bristol's procurement procedures. Valerie Capels reported that 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, she wants to be sure there are not any surprises with Bristol's purchasing policy. A work-in-progress draft of proposed updates to the procurement policy, based largely on a model provided by the Vermont League of Cities and Town, was briefly reviewed. Valerie highlighted new sections regarding debarment, affirmative action, a more detailed sealed bid section, change orders, and conflict of interest. There was agreement that some provision about penalties for missing deadlines should be added. The Selectboard will read the updates and give Valerie feedback for continued review at a future meeting.

6. Authorization to engage legal service for Stoney Hill Business Park infrastructure project. Valerie Capels reported that 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 authorize the Town Administrator to contact Benjamin Deppman 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 authorize 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 and 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. Valerie Capels reported that the Kubota tractor is down and only half the sidewalks could be done. There was consensus that Eric should hire someone to finish the job and also check to see if there is one for rent at Taylor Rental in Middlebury. Michelle Perlee reported she saw that Winooski uses a wire brush plow to clean their sidewalks and appeared to do a good job. Ian suggested this be explored as an option when looking to future upgrades.

Joel wanted to thank Four Hill Farms business. An employee got hit by a car due to poor lighting, and they took the initiative with Green Mountain Power to have three new street lights installed along Burpee Road, so when their employees are walking back and forth, they can be seen at night and feel safe.

b. Ian Albinson reported that he worked closely with Town Clerk Sharon Lucia on reorganization the Town Report in response to suggestions about how other towns have done it and would like to do it again next year. He asked why some things are not in the Town Report that are

in other towns' and whether they should be, such as a balance sheet of all the Town's assets, equipment values, a list of all Town funds, water and sewer fund balances, and bank accounts and balances. He asked whether Bristol should continue listing births and deaths or go in the direction other towns have of just listing the aggregate numbers because of identity theft concerns. Peeker said it was discussed a lot a few years ago and ultimately decided to keep it

12. Town Administrator's report. Valerie Capels reported that Eric Cota and has an old plow at Public Works that is no longer being used. A citizen offered an amount for it and they are wondering how to move forward. Peeker Heffernan moved to allow Eric Cota to accept the offer from the citizen. Ian Albinson seconded. 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 (Joel Bouvier was momentarily absent).

**IV. Other Business.**

1. Correspondence, reports, correspondence received. All correspondences are all posted on the website. Valerie Capels briefly reviewed the list, noting that the three-day stampede is cancelled again 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). Peeker Heffernan seconded. So voted. The Selectboard met in executive session from 9:13pm to 9:50 pm. Upon returning to open session, Ian Albinson made a motion to increase the Selectboard Clerk's compensation to \$20 per hour and to authorizing advertising for a Development Review Board Clerk at the same rate. Darla Senecal seconded. So voted.

**VI. Adjourn.**

At 9:50 p.m. Peeker Heffernan moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator