

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday February 22, 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, Bristol Recreation Director Meridith McFarland, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Louise Acker, Elizabeth Blair, Sue Buonincontro, Linda Buxton, Samantha Dunn, Caroline Engvall, Kevin Hanson, Patricia Hunt, Shawn Kimball (NEAT TV), Porter Knight, Tyler Labrie, Alice Leeds, John Moyers, Jim Quaglino, Katie Raycroft-Meyer, Elise Shanbacker, Krista Siringo, Jessica Teets, and Jacqueline Whitman.

**I. Call to Order.** Chair Michelle Perlee called the meeting to order at 6:36 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. Annual Police District Meeting Public Information Meeting (6:30pm).**

John Moyers would like to see what the average district and non-district household pays for Police coverage. He suggested dividing the Police budget by the number of parcels both inside and outside the district, with a factor to reflect that those in the district also pay the Town assessment.

Treasurer Jen Myers noted that the taxes are based on assessed values, not population or number of parcels.

Krista Siringo said she sees that the budget is level funded for FY22, so she is wondering if the number of calls is the same and staffing is the same. Police Chief Bruce Nason said the number of calls is in the Town Report and the staffing is the same.

**IV. Annual Town Meeting Public Information Meeting (7:00pm).**

Michelle Perlee and Ian Albinson went through each article and asked if anyone had questions.

Article 2: Peeker Heffernan said that the taxes due dates did get changed from the 5<sup>th</sup> of April and November to the 15<sup>th</sup>. Article 3: Valerie Capels noted the state statute for delinquent taxes penalty is 8%, but in the past the town has approved 4%, so the Selectboard kept it at 4%. Article 4: Ian Albinson said the Selectboard agreed to keep Selectboard salaries the same as last year as there was not an opportunity to increase it. Article 19: Bristol Town Band did not take their appropriation for FY21, but they are requesting funds for FY22. If they do not have band concerts during the summer of 2021, they will not request the money that was appropriated for FY22. Attention was drawn to the dedication and memoriam for Peter A. Diminico.

**V. Consent Agenda.**

Joel Bouvier moved to approve consent agenda. Ian Albinson seconded. So voted. Joel Bouvier asked if there will be a turnaround for the Madison Drive project. Valerie Capels said the subdivision has already been approved; this is just for naming of the road.

1. Grant authorization request: Bristol Fire Department Assistant to Firefighters Grant Program. Approval.
2. Grant authorization request: Downtown Transportation Fund for Basin Street Improvement project. Approval.
3. Consider authorization to reapply for the 2021 CWSRF priority list for the Bristol Core Area Sewer upgrade. Approval.
4. Consider authorization to reapply for the 2021 DWSRF priority list for the Pine Street water line replacement project. Approval.
5. Greg West new road name request off Lower Notch Road for new subdivision: Maddison Drive. Approval.

**VI. Regular Business.**

1. Stoney Hill Housing Development proposal: Samantha Dunn (Evernorth) and Kevin Harper (Stoney Hill Properties, LLC.). Samantha Dunn said they have the permit for 15 units in the buildings however they want to try to have 20 units and would need to use Town property and either purchase or have an easement for this. The units would be a mix of family and single bedroom units. The redesigned plan would eliminate the interior access road and provide for community open space. State and local permits would need to be amended for the new design. The septic was permitted for 30 bedrooms and will not need to be amended. Evernorth and the Addison County Community Trust (ACCT) would be co-owners and the ACCT would be the property manager. A market study and the ACCT's long waiting list for apartments indicate there is substantial demand for this housing. They are designed to be high-efficiency, all electric units.

The adequacy of parking spaces was discussed. Twenty off-street parking spaces are proposed. On-street parking and parking spaces at the adjacent business park would be available for visitors. Joel Bouvier asked that parking be provided for 1.5 cars per unit, perhaps just for the south parking lot. Elise Shanbacker noted that there will be an ACCT property management office on the site to issue and enforce parking permits.

Samantha Dunn explained that current zoning will not allow for 20 units. This area is divided by two different zoning districts with different density requirements. That is why a larger land area would be required as part of a transfer to meet the density. There was discussion that the Town acquired the property along the river to ensure the Town would have access to West Street and other steep slope areas in case of erosion, a flood, or other disaster. Any type of transfer would need ensure the Town will continue to have access in perpetuity and that the Bristol Trail Network trails are protected. The Town also owns the land to the south of the site that might be an option.

A density bonus amendment to the zoning regulations was discussed as an alternative to transferring property. The time required to hold the necessary hearings and get voter approval would not allow Evernorth to pursue the different sources of funding. The low-income tax credit is the main source of funding, which is highly competitive and only awarded once a year. The application is due in a couple weeks. They would need to demonstrate some form of site control by May. Michelle Perlee said she would like to have it researched whether the land needs to be sold or if an easement can just be made. Peeker Heffernan moved to have the Selectboard support the plan with ACCT to pursue their affordable housing to work out details later. Ian Albinson seconded. So voted.

2. Approval of the January 4 and February 8, 2021 meeting minutes. This will be moved to next meeting.

3. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant: \$89,392.59. Liquor license for Hogback Brewing.

4. Selectboard Roundtable.

a. Joel Bouvier asked why the speed cart is not working. Bruce Nason said it's because of the cold and snow covering the battery. Joel Bouvier said Peter Bouvier and Randy Sargent approached him and said they were never reappointed to the Equipment Committee. Peeker Heffernan said to his knowledge they were reappointed. Joel Bouvier moved that existing Equipment Committee members be retroactively reappointed until March 31, 2021 and they will be reappointed for another one-year term at the March 15, 2021 Selectboard meeting. Peeker Heffernan seconded. So voted. Joel noted that part of the pavement near Firehouse Drive is getting rough and wondered if there is any way for J. Hutchins to fix this since it's under 1 year of the contract with them. Ian Albinson said he will look into it.

b. Ian Albinson would like to see a master sheet of all the appointments and when they expire etc., so it's in one place. He also asked about when chairs are selected other than the Selectboard. Valerie Capels said Selectboard chair is chosen at the first meeting after Town Meeting and the other committees depends on when they hold their organizational meetings.

c. Michelle Perlee noticed the light on by the Federated Church is still on even at 10 a.m. Peeker Heffernan noted that the street lights are not metered; the Town pays a per light rental fee.

5. Town Administrator's Report. Valerie Capels reported the problem she encountered last week not being able to upload documents to the Web site was because the storage was full. Additional storage was purchased and the problem was solved. She also reported that, at a previous meeting the Selectboard gave authorized her to apply for a grant to the 1772 Foundation for repairs to Holley Hall. She got through putting together the packet and at the end saw in "not so obvious" print that municipally owned buildings are not eligible to apply.

## **VII. Other Business.**

1. Correspondence, reports, correspondence received. Valerie Capels said the Town received a letter from Green Mountain Engineering (GME) about the high lift pump replacement analysis, which gives the go-ahead for VTMUMS to replace the pump.

**VIII. 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 9:10pm to 9:27pm.

**IX. Adjourn.**

At 9:27 p.m. Pecker Heffernan moved to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator

DRAFT