

**^Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday March 29, 2021**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Recreation Department Director Meridith McFarland, Assistant to the Hub & Recreation Department Alex Mihavics, Town Treasurer Jen Myers, Police Chief Bruce Nason, and Hub Director Taylor Welch. Others present: Josh Behounek, Sally Burrell, Christopher B. Cadwell (Green Peak Solar), Carolyn Dash, Jennifer Kiewit, Shawn Kimball (NEAT TV), Ted Lylis, Jenn Mayhew (TPC Addison), Christopher Pepe (PRCPO), Jim Quaglino, Ethan Ready, John Sweptson, Jessica Teets, Nathaniel Vandal (Green Peak Solar), and Helen Young.

I. Call to Order. Chair Michelle Perlee called the meeting to order at 7:03 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: Jessica Teets asked about the COVID-19 relief money that is coming to the town and how the money will be spent. Valerie Capels is waiting to see the amount and the rules and restrictions around it. Sally Burrell said she emailed with Fred Baser about the Revolving Loan Fund and seeing if customers that decide to buy in for the solar power could utilize the Revolving Loan Fund. John Moyers asked about the Caine Hill Solar project and what the Selectboard's standing is with these types of projects. Wants to see the Selectboard play an active role during the certificate of public good.

III. Regular Business.

1. Green Peak Solar: Lathrop property project presentation. Nathaniel Vandal and Christopher B. Cadwell met with the Selectboard to provide information about the solar project proposed on the privately-owned Lathrop property off Caine Hill and address any concerns. March 31, 2021 there will be a meeting with the Public Utility Commission where they will create a schedule. Green Peak Solar filed for the certificate of public good with the Public Utility Commission on March 1, 2021.
2. Emerald Ash Borer Strategic Management Plan presentation: Alex Mihavics. On-line is a work-in-progress draft of the Bristol Emerald Ash Borer Management Plan. The plan must be completed and submitted by June 30, 2021. Alex Mihavics presented to the select what the committee found out. This project is funded, in part with a \$2,025 grant through the VT Dept. of Forest and Parks, Urban and Community Forestry's Communities Caring for Canopy program. Things got off to a slow start due to the pandemic. We received an extension to June 30, 2021 to complete the plan. The scope of work includes: at least one Selectboard meeting to review the recommendations and get their feedback on the proposed budget for treating, removing and/or replacing trees; at least on public information meeting on the EAB, how to identify it, the results of

the inventory, and a summary of the recommendations; and development of an Emerald Ash Borer Strategic Management Plan that will outline which trees are priority for saving and treating, which ones should be removed, and which ones should be removed and/or relaced, cost estimates, and timeline.

3. Request to install memorial plaque on a park bench at the Town Green. Ethan Ready is seeking permission to install, at his expense, a small brass memorial plaque on one of the benches on the Town Green park in memory of Edward Cushman. As noted, online correspondences and attached pictures, there are two styles of bench on the Town Green: metal and wooden. We are not aware if the Selectboard was ever presented with a similar request in the past, but it is conceivable this may not be the last. Ian Albinson moved to take the current wooden bench and turn it into a metal bench and have Ethan Ready work with Meridith on design and plaque. Joel Bouvier seconded. So voted.

4. Request by Bobcat Café to occupy two parking spaces off the Town Green for food truck. Meridith McFarland said she received an email from the Bobcat Café today and they are retracting their application.

5. Recreation Department updates. The Recreation Department is moving forward with the Teddy Bear picnic and having the Town Wide Yard Sale June 26, 2021. There will be three movies, one per month. Meridith said the Facebook page will be updated and an email will be going out to all that are subscribed. The Recreation Department is planning on having the Harvest Festival, but only 42 vendors instead of 75. Taylor Welch said they are opening the Hub on Monday April 5, 2021.

6. Continued discussion of Holley Hall bell tower repair. Joel Bouvier said he still feels that a structural engineer should be hired to assess the tower and where the bell sits. Valerie Capels is going to speak with an engineer to get an assessment.

7. Grant application authorization request: AARP Community Challenge. This is a request for authorization to reapply to the AARP Community Challenge for up to \$18,700 for the purchase of up to six dark green metal park-style benches, matching those installed in the nearby Town Green Park in 2015, to be located on Main Street in the downtown and along the sidewalk in front Holley Hall and Howden Hall. They would be removed in the winter and stored behind Holley Hall. The application would also include the proposal to replace the current round trash/recycling receptacles with rectangular ones that have larger openings. The application is due by April 12, 2021 and no match is required. Ian Albinson moved to approve the grant application authorization request for AARP Community Challenge and have Valerie Capels apply for it. Darla Senecal seconded. So voted.

8. Continued appointment or reappointment of Town Officers. *May include deliberation in executive session to discuss appointments.* Michelle Perlee moved to appoint the following appointments: Josh Behounek – Emerald Ash Borer, Richard Butz – Energy Committee, Mike Corey – Energy Committee, and John McCormick – Energy Committee, Joel Bouvier – Addison County Solid Waste Mgmt, Randy Sargent – Equipment Committee, John “Pecker” Heffernan – Equipment Committee, and Joel Bouvier – Fence Viewer. Joel Bouvier seconded. So voted.

9. Conservation Commission candidate: Helen Young. *May include deliberation in executive session to discuss appointments.* Joel Bouvier moved to appointment Helen Young to the Conservation Commission. Ian Albinson seconded. So voted. Michelle Perlee asked Carolyn Dash about Green Up Day. Carolyn Dash said it will be the first Saturday of May and due to COVID restrictions bags will be available for people to pick up.

10. Review proposed Assessor job description and proposed advertisement for the new position. Online is a proposed job posting and job description for a new Assessor position with the Town of Bristol. This position is currently proposed to be a contract position at \$25 per hour for up to 16 hours per week. The consensus is to move forward with the changes of: hourly pay is based off experience and this is a contracted position.

11. Continued consideration of updates to Bristol's personnel policies. Valerie Capels said she will have the employees look through and get their comments and question then the Selectboard can review the document further. At a staff meeting last week, department heads recommended that Selectboard department liaisons meet with them to review relevant sections of the policy and include any edits or comments in the shared document before resuming review at a Selectboard meeting. This would also help ensure that department heads and Selectboard members will have a had a chance to review the document. A goal is to complete the review and adopt updated policies before the end of the fiscal year in June.

12. Continued review of proposed Selectboard Rules of Procedure. Ian Albinson moved to adopt the Selectboard Rules of Procedure. Michelle Perlee seconded. So voted. Jen Myers will speak with DomionTech about seeing the cost to get the Selectboard members their own email accounts.

13. Consider next steps for violation of the Selectboard order regarding Travis Manning's dog. On March 3, 2021, a certified letter was sent to Travis Manning regarding the Selectboard's order from the March 1, 2021 hearing that some form of containment be constructed by May 15, 2021 to control his dog(s) and that any violation of the Dog Ordinance between now and then would result in "...the warrant to seize the offending dog(s) be reissued and an officer of the Town seize your dog(s) and transfer possession and control of it to them to Homeward Bound Humane Society in Middlebury, Vermont for the purposes of finding it or them a new adoptive home." Well, Travis Manning's dog June was found roaming at large and brought to Homeward Bound as a stray by a citizen on Friday, March 26. That she was roaming at large constituted a violation of the Dog Ordinance. Peeker Heffernan moved to issue a warrant to take possession of the dog and take to Homeward Bound. Ian Albinson seconded. So voted.

14. Bristol Revolving Loan Fund application for loan amendment: Vermont Tree Goods. *May include deliberation in executive session to discuss contract negotiations.* The RLF Committee recommended that the existing loan that has ballooned be renewed at 3% over a term of 5 years. As of 02/28/2021, the balance of the loan was \$30,235.02. Michelle Perlee moved to approve the RLF Committee recommendation. Darla Senecal seconded. So voted.

15. Approve of the March 1, March 15, and March 18, 2021 meeting minutes. Michelle Perlee moved to approve March 1, March 15, and March 18, 2021 meeting minutes with the corrections. Ian Albinson seconded. So voted.

16. Authorize accounts payable warrant and any liquor licenses. \$48,451.06. Please note the US Bank payment is for three bonds: Holley Hall bond, Water bond, and Sewer bond.

17. Selectboard roundtable.

Joel Bouvier asked if Elm Street will be fixed due to puddling. Joel Bouvier said parts of the pavement is starting to crack on Elm Street and Taylor Avenue. Joel Bouvier asked if we have done any more ordinances about putting tracer wire with plastic pipes when water lines are being worked on. Joel Bouvier feels strongly the Town should be putting in copper piping before the meter for each homeowner.

Michelle Perlee asked what the retail cannabis statue is coming into town. Valerie Capels said the State committee is still working out the rules. Michelle Perlee asked if the Selectboard will be doing a drive around with the Department of Public Works Director like last year.

Ian Albinson asked if the fountain will be operational this year. Ian Albinson said he would like to see it operational this year if the person doing it would be willing to take care of it. Peeker Heffernan said he would ask if the person will be able to do it this year.

Peeker Heffernan said he got a call from someone to look at along the river from Circle Current and below. There is crivving along the river for about 20-30 feet.

18. Town Administrator's report.

Reminder taxes are due April 5, 2021 and dog registrations are due April 1, 2021. Town Offices will be open on April 2, and 5, 2021 to accept tax payments.

IV. Other Business.

1. Correspondence, reports, correspondence received.

V. Executive Session.

1. 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) and contract negotiations per 1 V.S.A. § 313(a)(1)(A). Ian Albinson seconded. So voted. The Selectboard met in executive session from 10:03 p.m. to : p.m..

VI. Adjourn.

1. At : p.m. X moved to adjourn the meeting. X seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator