

**^Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday April 12, 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, Police Chief Bruce Nason, and Hub Director Taylor Welch.

Others present: Robert Carter (ACCOC), Shawn Kimball (NEAT TV), Ted Lylis, Elise Shanbacher.

I. Call to Order. Vice-Chair Ian Albinson called the meeting to order at 7:06 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Under Regular Business item number 11 adding April 6, 2021 meeting minutes. Under Other business adding annual with Homeward Bound.

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

II. Public Forum:

III. Regular Business.

1. Harvest Festival proposal: Meridith McFarland and Rob Carter (Addison County Chamber of Commerce). Harvest Festival will be September 25, 2021 10am-4pm. Selectboard was sent the mapping of all vendors beforehand. They would like to use the West Street parking for the food trucks. Michelle Perlee moved to approve Harvest Festival and having food vendors on just West Street pending any COVID restrictions at that time. Darla Senecal seconded. So voted.

2. Human Powered Parade proposal: Meridith McFarland. Human Powered Parade is scheduled for Saturday May 22, 2021 10am-2pm. The parade would be the same route as in years past however people would go on the parade route on their own. Darla Senecal moved to approve the Human Powered Parade. Michelle Perlee seconded.

3. Town Green Park Use application: American Legion Memorial Day Celebration, May 31, 2021. This was approved by Meridith McFarland and she just wanted to be sure the Selectboard was aware and on board.

4. Holley Hall bell tower repair and bell refurbishment update. The bell has been removed and is being stored and cleaned at Ted Lylis's shop. Its carriage has been refurbished. Barb Evans, a structural engineer with Knight Consulting, visited the bell tower Friday morning. With Ted Lylis' and Alex Mihavics' assistance, she was able to test the moisture content of some of the key areas of the corner posts and joists and did not find any rot. There was not enough time during that morning visit to examine the area more closely under where the bell will sit when it is returned. She would like to have more of the lathe ceiling removed in that area and come back for a closer look, in late April early May. She did say that repair and resealing of the bell tower deck can proceed any time; that any repair or reinforcement of the support structure can be done from below. She intends to prepare a report with her findings and recommendations after the second visit. The next question is

about cleaning the bell. Ted Lylis has presented us with the option of cleaning it with the traditional abrasive/rubbing method or by using a chemical brass cleaning solution, which is readily available. Then, once cleaned up, the suggestion was made to set it on display in front of Holley Hall for a little while before being reinstalled in the tower, so that citizens can get a close-up look at it. Ian Albinson moved to have the bell cleaned and reassembled and displayed in front of Holley Hall by May 1, 2021. Michelle Perlee seconded. So voted. The consensus is to have Knight Consulting not come back however they will look at Rooster's proposal.

5. Consider steps to address Holley Hall slate roof repair concerns. Online is information regarding a relatively new concern about Holley Hall's slate roof and at least one renegade tile that needs to be tamed. I am not familiar with previous slate roof maintenance efforts or if there are other areas that warrant attention. Consensus is to have Rooster Construction look at the roof provided Knight Consulting is okay with the proposal.

6. Addison County Community Trust request to modify Priority Agreement for refinancing loan through the Vermont Housing Finance Agency. ACCT is seeking to refinance its debt through the Vermont Housing Finance Agency, which requires the Town to agree to a modified loan agreement for the Kilbourn Trailer Park (KTP). The dollar amount is not proposed to be changed. The original \$325,000 loan through a Community Development Bloc Grant (CDBG) was issued in 1996 and deferred for 20 years. It was renewed and re-deferred for another 20 years in 2017. It also appears the ACCT reorganized and is now a limited liability corporation (LLC), and the loans are being reassigned to the new entity. Michelle Perlee moved to execute the priority agreement with ACCT, LLC and authorize the Town Administrator to sign. Joel Bouvier seconded. So voted.

7. Continued appointment or reappointment of Town officers, including Town Clerk and Town Treasurer. *May include deliberation in executive session to discuss appointments.* Ian Albinson moved to appoint Jen Myers for Town Treasurer for a three-year term. Michelle Perlee seconded. So voted. Ian Albinson moved to appoint Sharon Lucia for Town Clerk for a three-year term. Michelle Perlee seconded. So voted. Ian Albinson moved to appoint John Kromer to a three-year term to Planning Commission. Michelle Perlee seconded. So voted.

8. Water Operator special project approval: removal of sidewalk paint and reservoir graffiti. VTUMS were asked to use their equipment to clean the blue water line markings from the sidewalk and other areas on Main Street left over from the Main Street sidewalk and lighting project. There is also offensive graffiti on the water tower that should be removed. VTUMS would like authorization from the Water Commission/Selectboard before incurring costs to undertake these projects. The clean up to the sidewalks should come out of the Main Street sidewalk and lighting project and then the water tower clean up should come out of the Water Department. Ian Albinson would like them to exercise care when removing the paint to not damage the buildings and sidewalks.

9. Review of draft 2021-2022 Selectboard schedule, goals, and priorities. Online is a draft Selectboard calendar and goals for 2021-2022. It is an opportunity for the Selectboard to look ahead at its regular meeting schedule and identify any conflicts. It provides an overview of matters likely to be on the Selectboards docket over the coming year and is an opportunity for the Selectboard to consider its goals, set priorities, and identify target dates for matters to be taken up.

Of course, other matters tend to emerge that throw those plans off, but it is still useful to have goals and keep them on our radar. It is also an opportunity to look back at the matters that have been accomplished, those that are currently on deck, and those that are still in the wings. Add to the goals and priorities is the consideration of updates to Bristol's procurement/purchasing policy. Joel Bouvier would like to have the Water policy done by the June Water meeting. Valier Capels said Eric Cota got a quote for the Upper Notch Slide repair and right now due to costs it wouldn't be possible. Eric Cota said he did get a quote to get blocks instead to hold off on doing the major repairs now.

10. Continued consideration of updates to Bristol's procurement/purchasing policy (*tentative*). This will be moved to next meeting.

11. Approval of the March 29 and April 6, 2021 meeting minutes. March 29, 2021 is moved to next meeting. Michelle Perlee moved to approve April 6, 2021 meeting minutes. Joel Bouvier seconded. So voted.

12. Authorize accounts payable warrant and any liquor licenses. \$2,651,261.86. MAUSD school taxes are \$2,596,559.48 of the invoice.

13. Selectboard roundtable.

Ian Albinson noticed some tires at Bartlett Falls. Hopefully, Green Up Day they can be picked up if they aren't between now and then. Ian Albinson would like to thank Eric Cota for putting the mirror on North Street near the former Almost Home building. Ian Albinson asked if there was a policy about putting raked up lawn scrapings onto the Green Space or by the road. Valerie Capels will put a reminder on Front Porch Forum and Facebook.

Joel Bouvier asked where the repairs with the pump house are at. Valerie Capels hasn't touched based with VTUMS yet. Joel Bouvier asked if the sweeping was put out to bid. Eric Cota said no it wasn't. Joel Bouvier asked since the Town didn't get the grant for Monkton Road what is the next step. Eric Cota had Pyke's come down the other day and is going to get Eric an estimate. Joel Bouvier said he listened to the news and saw that the State of Vermont is going to receive grants to then give to towns for water and sewer and would like to see the Selectboard be ready for those incase there needs to be scoping studies, etc.

Darla Senecal said she was approached about looking at lowering the speed in town.

14. Town Administrator's report.
Alan Clark will be cleaning the fountain this week.

IV. Other Business.

1. Correspondence, reports, correspondence received.
Annual with Homeward Bound. Joel Bouvier moved to sign the contract for option #2 \$600. Ian Albinson seconded. So voted.

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). Darla Senecal seconded. So voted. The Selectboard

met in executive session from 9:31 p.m. to : p.m. and inviting Director of Public Works, Eric Cota to executive session.

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

DRAFT