

**^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 Director Meridith McFarland, Police Chief Bruce Nason, and Hub Director Taylor Welch.

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

**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). Valerie Capels requested that the April 6, 2021 meeting minutes be added under Regular Business item number 11 annual contract with Homeward Bound be added under Other Business.

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. Harvest Festival proposal: Meridith McFarland and Rob Carter (Addison County Chamber of Commerce). Meridith McFarland reported that the Harvest Festival will be September 25, 2021 10am-4pm. Selectboard was sent the mapping of all vendors beforehand. They would like to use nine parking spaces on West Street across from the gazebo for three food trucks. Forty-five vendors are planned. Following discussion about the planned layout, 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. Meridith McFarland reported that the 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. Volunteers would be stationed at key traffic points. Residents along the route may offer music or other points of interest along the route. Darla Senecal moved to approve the Human Powered Parade. Michelle Perlee seconded. So voted.

3. Town Green Park Use application: American Legion Memorial Day Celebration, May 31, 2021. Meridith McFarland explained that she had already approved it and just wanted to be sure the Selectboard was aware and on board. Selectboard members agreed it would be good to have them back.

4. Holley Hall bell tower repair and bell refurbishment update. Valerie Capels reported that 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. Joel Bouvier said he had not reviewed Rooster's proposal because he thought it might wait. Kevin Betourney's plan was to resolder the joints, epoxy the entire roof, and build up the epoxy in the corners to shed the water, and would probably last 20 to 25 years. There is no formal proposal. Ted Lylis shared his observations about the stability of the tower and felt having the structural engineer come back for a follow-up site visit would not be necessary. Joel Bouvier agreed with Ted Lylis' assessment that there is no deflection in the ceiling. The consensus is not to have Knight Consulting come back. Ian Albinson moved to accept Rooster Construction's proposal, subject to review by Knight Consulting. Michelle Perlee seconded. So voted, with Joel Bouvier abstaining because he had not read Rooster's proposal.

Whether to clean the bell with the traditional abrasive/rubbing method or by using a chemical brass cleaning solution was discussed. Ted Lylis preferred the chemical option. Then, once cleaned up, the suggestion was made to set it on display in front of Holley Hall before being reinstalled in the tower, so that citizens can get a close-up look at it. There was agreement that it be displayed at least through the 4<sup>th</sup> of July. Ian Albinson moved to have the bell cleaned, reassembled, and displayed in front of Holley Hall beginning May 1, 2021. Michelle Perlee seconded. So voted.

5. Consider steps to address Holley Hall slate roof repair concerns. Valerie Capels provided information regarding a relatively new concern about Holley Hall's slate roof and at least one loose shingle that needs to be addressed. The condition of other areas of the roof is not known. Meridith McFarland suggested a drone drive-by. Ted suggested there probably are other areas because he does not believe the water leaking into the Recreation Department office is coming from the bell tower. The leakage might be coming from one of the copper valleys. Because it will require a lift, the suggestion was made to coordinate with Rooster Construction to address the roof while there for the bell tower. There was consensus to have Rooster Construction look at the roof provided Knight Consulting is okay with bell tower proposal.

6. Addison County Community Trust request to modify Priority Agreement for refinancing loan through the Vermont Housing Finance Agency. Valerie Capels reported that 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. ACCT Director Elise Schanbacher explained that why ACCT was advised to reorganize, is now a limited liability corporation (LLC) for the mobile home parks, 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. Valerie Capels reported that VTUMS was 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. They would like authorization from the Water Commission/Selectboard before incurring costs to undertake these projects. There was consensus for this work to be done. There was also agreement that Selectboard approval would not ordinarily be necessary but to at least keep the Board informed. 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. Valerie Capels explained that draft Selectboard calendar and goals for 2021-2022 is an opportunity for the Selectboard to look ahead at its regular meeting schedule and identify any conflicts. It also provides an overview of matters likely to be on the Selectboards docket over the coming year and for the Selectboard to consider its goals, set priorities, and identify target dates for matters to be taken up. 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. Valerie noted that consideration of updates to Bristol's procurement/purchasing policy should be added. Joel Bouvier would like to have the Water policy done by the June Water meeting.

Repair of the slide on the Upper Notch Road was discussed. Eric Cota obtained one quote for the repair and right now due to costs it would not be possible. It could be used for budgeting purposes. Eric said he did get a quote to get blocks instead to hold off on doing the major repairs now. He suggested the easiest and least expensive way to do it is to do another three layers of the blocks. Leave the road in the back for the excavator for three or four years and keep adding layers over time and it will level itself out. Peeker and Eric will plan to go to the site and take another look at possible solutions. Peeker suggested also looking at the slide by Murphy's driveway, identified on last year's road trip, at the same time.

Joel Bouvier suggested to do another road trip in June.

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

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

b. Joel Bouvier asked about the status of the repairs with the pump house. Valerie Capels has not touched based with VTUMS recently about but will follow up. Joel asked if the sweeping was put out to bid. Eric Cota said no it was not. Joel asked since the Town didn't get the grant for Monkton Road what is the next step. Eric had Pike's come down the other day and is going to get him an estimate. Joel 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 and not need to delay doing scoping studies. Joel also noted seeing a lot of non-local loaded cement trucks traveling on the back roads, probably greater than 24,000 pounds.

c. Darla Senecal said she was approached about looking at lowering the speeds in town. Ian Albinson said he would follow up on work that was started previously. Peeker Heffernan noted the only way to control speeds is to put a stop sign at every intersection. It was noted that a stop sign on Spring Street is broken.

d. Peeker Heffernan noted that there is a tree on Burpee Road that needs to be cut.

14. Town Administrator's report. Valerie Capels referenced her written report and added that Alan Clark will be cleaning the fountain this week.

#### **IV. Other Business.**

1. Correspondence, reports, correspondence received.

a. Annual contract with Homeward Bound. Joel Bouvier moved to sign the contract for option #2 \$600. Ian Albinson seconded. So voted.

#### **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 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 10:00 p.m., inviting Public Works Foreman Eric Cota to participate. Upon returning to open session, Joel Bouvier made a motion to offer Anthony Goodrich the Public Works Employee position with the terms as discussed. If Mr. Goodrich declines, that the Public Works Foreman or Town Administrator be authorized to offer the position to the next candidate in line per the terms discussed. Michelle Perlee seconded. So voted.

**VI. Adjourn.**

1. At 10:07 p.m. Michelle Perlee moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator

DRAFT