

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday December 21, 2020**

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, Public Works Director Eric Cota, Assistant Fire Chief Eric Forand, Fire Chief Brett LaRose, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Melissa Hernandez, Shawn Kimball (NEAT TV), John Kromer, John Moyers, Jim Quaglino, Robert Rooker, Jessica Teets, Brenda Tillberg, and Catherine Willson.

**I. Call to Order.** Chair Michelle Perlee called the meeting to order at 7:00 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

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

**II. Public Forum.**

Jen Myers wanted to thank the Bristol Recreation Department for the great holiday events the Bristol Recreation Department has done for the kids.

John Moyers said he likes the new speed sign coming into town by the Lord's Prayer Rock and likes that it thanks you for going the speed limit. He asked if the side of the road will be plowed on Lincoln Road near Bartlett Falls so vehicles can get safely onto the side of the road for those who want to pull over to enjoy the river.

**III. Regular Business.**

1. Consider candidates and appointments to transition from a Zoning Board of Adjustment to a Development Review Board and address one or more Planning Commission vacancies. Current ZBA members Kevin Brown and Brenda Tillberg would like to be considered for the DRB. Robert Rooker would like to remain on the Planning Commission and be considered as an alternate for the DRB. Catherine Willson, John Kromer, and Melissa Hernandez would like to be considered for the Planning Commission. The terms of DRB are three years, however the initial few years would be staggered. The Selectboard will consider the candidates during executive session. Peeker Heffernan moved to adopt the resolution and appoint the people after discussion during executive session. Ian Albinson seconded. So voted.

2. Budget workshop: Police Department, capital plans, other budget sections. The Selectboard discussed with Police Chief Bruce Nason the proposed FY22 budget. The proposed budget results in a 0.4% increase from FY2021 budget. Police Chief Bruce Nason almost level funded the budget. John Moyers said he would like to see that the entire town of Bristol not just the "police district" pay for the Police Department. The Police Capital Cruiser Plan was reviewed. The vehicle purchased this year was \$34,200, but not all the equipment could be reused. In FY2024, they would like to plan on purchasing a hybrid vehicle, which would be

more expensive. It was agreed to increase the expense to \$45,000 and the annual allocation to \$15,000.

The current Highway Capital Equipment Long Range Plan was briefly discussed. DPW Foreman Eric Cota was not present but communication to Valerie Capels that replacement of the loader in 2024 is a high priority and that if there funds available, he would like to replace the Ford pickup (the old water truck) with a Ford F-350. It was estimated that a new pickup truck with a plow and sander would be in the \$70,000 range. There was agreement to have Eric meet with the Equipment Committee to look the plan over and evaluate the replacement schedule.

The Selectboard discussed the Fire Department equipment plan and the Capital Apparatus Replacement fund activity with Fire Chief Brett LaRose. Brett is seeking authorization to transfer \$75,000 from Fire Department Capital Equipment Fund to Capital Apparatus Fund and asked if this only needs Selectboard approval or needs to be approved by the voters. Valerie Capels said she believes the Selectboard has authority to spend money from reserve funds without voter approval, but to move money from one reserve fund to another fund would probably be best to put it as a warning on the ballot. There was agreement that moving of the \$75,000 will go as a warning on the ballot. Assistant Fire Chief Eric Forand provided an update on the status of the new truck and the plan to solicit bids from selected vendors. The group will request bids for the month of January and then they will pick what they feel is best and bring it to the Equipment Committee and then order since it could be up to 18 months to get a new truck.

3. Continue consideration of whether to pursue Assessor services for assistance with Grand List maintenance. Valerie Capels reported that she met with Jen Myers, Joel Bouvier, Mark Bouvier, and Theresa Gile on December 21, 2020 just before the Selectboard meeting to discuss options moving forward with bringing on a professional Assessor to assist the Listing Department with maintenance of the Grand List. She will put together a scope of work outline for the group to review and then present to the Selectboard at a future meeting.
4. Approval of the December 14, 2020 meeting minutes. The December 14, 2020 meeting minutes will be moved to the next meeting.
5. Approval of the January 20 and February 12, 2018 meeting minutes. Joel Bouvier moved to approve meeting minutes for January 20 and February 12, 2018 with corrections. Darla Senecal seconded. So, voted. The February 19, 2018 minutes were approved at the March 5, 2018 meeting.
6. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$140,251.50.
7. Selectboard roundtable.
  - a. Darla Senecal suggested that when we are looking into everything the Selectboard does, that we look at it through the lens of equity and inclusion. She would like to set aside some time in the near future to discuss how we might do that in a meaningful way.

b. Joel Bouvier would like to see the Selectboard put out to bid the Pine Street water work that needs to be done. He would like to see it go out to bid around February and then it can start in April. Jen Myers said we do not have the funds and it would require a bond. She had suggested combining it with the highway garage/Police Department building project so to ask the voters only once for a bond vote. Valerie Capels noted that she is working with Jen to put together a projection of the Town's debt capacity over time and how it relates to capital fund contributions.

8. Town Administrator's report.

Valerie Capels reported Town Office holiday schedule will be that it closes at noon on Thursday December 24, 2020 and will reopen on Monday December 28, 2020.

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

1. Correspondence, reports, correspondence received.

#### **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 9:19pm to 9:50pm. Upon returning to open session, Ian Albinson made a motion to appoint Kevin Brown and Brenda Tillberg to the DRB for three-year terms, John Moyers to the DRB for a two-year term, and Robert Rooker to the Alternate position for a one-year term. Peeker Heffernan seconded. So voted. Consideration of Planning Commission appointments will be continued to the January 4, 2021 meeting.

#### **VI. Adjourn.**

At 9:55 p.m., Peeker Heffernan moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator