

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday, August 9, 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, Public Works Foreman Eric Cota, Fire Chief Brett LaRose, Recreation Director Meridith MacFarland, and Police Chief Bruce Nason.

Others present: Michele Gilbert (Rise VT), Jim Quaglino, and Jessica Teets.

**I. Call to Order.** Chair Peeker Heffernan called the meeting to order at 7:02 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There was agreement to add three changes to the agenda under other business: Street name request off Lower Notch Road for Greg West development and two resignations.

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

**II. Public Forum.** None

**III. Department Head Roundtable.**

1. Police Chief Bruce Nason reported that the Bristol Police Department responded to 219 incident reports, responded to 90 traffic contacts, and issued 3 criminal citations of which 2 of them were previous from this month. There is another Community meeting with the Bristol Police Department on Saturday August 13, 2021. Peeker Heffernan said he had a community member reach out to him thanking the Police Chief for helping his friend change a flat tire.

2. Public Works Foreman Eric Cota said truck 2 is back from the repair shop for warranty work. The Department is installing two culverts on Carlstrom Road and working on painting sidewalks. Ian Albinson noted a resident was frustrated with work being done on Route 116 road. Eric Cota said Route 116 is a state road not a Town road, so that would be a State question. Ian asked if Eric is planning to get more signs for the middle of the crosswalk. Eric said to let Valerie know and Eric would then order them.

3. Fire Chief Brett LaRose reported that Engine one, the 1997 Spartan pumper, is out of service due to a recent annual inspection. There are four cracks in the frame. The rough estimate for repair is \$35,000. Currently the new truck is on order and expected to be delivered in March of 2022. Fire Chiefs recommendation is not to do a frame replacement of this vehicle. Options he presented were repairing, removing vehicle from service and/or renting a fire truck. Fire Chief will bring something prepared to present to the Selectboard for the next regular Selectboard meeting (August 23, 2021).

**IV. Regular Business.**

1. Consider response(s) to Bristol Auditor request for proposals; possible selection of Auditor firm. Valerie Capels reported that one proposal was received from a company from Maine however they have employees in Vermont. Their quote of \$15,900 each year for the next three

years is substantially lower than recent contract amounts. All references checked gave them glowing recommendations. Joel Bouvier moved to use RHR Smith & Company as an auditor for \$15,900 each year for the next three years. Ian Albinson seconded. So voted.

2. Consider quotes for Upper Notch Road ditching; select contractor. Valerie Capels reported that two companies came back with a quote: 802 Excavating, LLC for \$7,252.50 and Masterson & Sons Excavation, LLC for \$8,000.00. The scope of works includes hauling the stone, site work, and cleaning and shaping approximately 750 feet of ditching. The stone and traffic control will be provided by the Public Works Department. Joel Bouvier moved to accept 802 Excavating, LLC and work done by October 1, 2021. Ian Albinson seconded. So voted. Peeker Heffernan abstained from voting due to relationship with contractor.

3. Consider pop-up traffic calming proposal for West Street near Creeme stand: Michele Gilbert. Michele Gilbert, who works for RiseVT, expressed concerns about traffic speeds and pedestrian safety on West Street near the Village Creeme Stand. She would like to research options on ways to improve the conditions and traffic calming measures. The Selectboard gave Michele Gilbert their blessing to move forward and looking at options to work on sidewalk and traffic calming improvements for the area. She will meet with Jessica Teets, Ian, and others also working on other traffic calming measures for the village. Valerie Capels referenced a table in her Town Administrator Report that lists what the State and the Town is responsible for on Route 116/17, which is a Class 1 highway. Valerie noted there is a scoping study underway for a new sidewalk on Munsill Avenue from the intersection of West Street all the way down to the intersection on Pine Street through a VTrans Bike Ped grant.

4. Curb cut application 2021-09DA: Brandon Fenner, Briggs Hill Road. Joel Bouvier moved to approve curb cut application 2021-09DA for Brandon Fenner on Briggs Hill Road based on Road Foreman recommendations. Ian Albinson seconded. So voted.

5. Curb cut application 2021-10DA: Kevin Corkins, Liberty Street. Joel Bouvier moved to approve curb cut application 2021-10DA for Kevin Corkins on Liberty Street based on Road Foreman recommendations. Ian Albinson seconded. So voted.

6. Continued consideration and possible adoption of amendments to Bristol's Water Use Ordinance. A substantially reorganized and revised draft Bristol Water Use Ordinance was received that afternoon and was briefly reviewed. Selectboard members agreed to take time to go through it and it will likely be on the next agenda for continued discussion.

7. Review and approval of the June 14, June 28, July 12, and July 26, 2021 meeting minutes. Michelle Perlee moved to approve June 14, 2021 with corrections. Ian Albinson seconded. So voted. June 28, July 12, and July 26, 2021 meeting minutes will be moved to next meeting.

8. Authorize accounts payable warrant and any liquor licenses. \$27,244.24. Hogback Mountain Brewing Special Event Permit application: Aug. 28, Fireman's Award Banquet. Michelle Perlee moved to accept special event permit application for August 28, 2021 with the amendment that the event end at 8:00pm not 6:00pm. Darla Senecal seconded. So voted.

9. Selectboard roundtable.

Ian Albinson thanked Eric Cota for putting the yield to pedestrians signs up at the main intersection. He reported Bristol CORE built six benches and put them on Main Street. Next up will be building the picnic tables and get those on the Town Green. The trash cans are in the process of being put together and placed on the park. Ian also noted that the Bristol Elementary School sidewalk is coming along.

Joel Bouvier asked about the Memorial Park bridge. Valerie Capels said Porter Knight is working with Green Mountain Engineering through a grant to come up with an installation plan for the new bridge. Joel expressed concern about the basketball hoops that encroach into the street and interfere with vehicles. He asked if Bruce could stop and chat with the people using the hoops, if they're out when he's passing by, to remind them to move them off the road when they are done. Ian Albinson will also ask Sharon Lucia to post on FPF.

10. Town Administrator's report. Valerie Capels reported that

- there will be a Community Conversation on Bristol Policing Saturday, August 13, 2021. at 1 p.m., at Holley Hall.
- There will be a special Selectboard meeting on Monday, August 16, 2021 on the Lincoln Road/Route 116 intersection, Briggs Hill Road intersection, and Bartletts Falls parking study findings and recommendations.
- the Holley Hall roof repair will be discussed at the August 23 meeting.
- the Public Works Department has been closing the gate at the Pine Street entrance due to unauthorized dumping on the site after hours.

**V. Other Business.**

1. Correspondence, reports, correspondence received.

a. Forest Ridge Drive. Joel Bouvier moved to name the road off from Lower Notch Road for Greg West's housing development Forest Ridge Drive, as presented by the E-911 Coordinator. Ian Albinson seconded. So voted.

b. Acknowledge resignation of Lister David Cobb & Firefighter Raluca Cristea. Michelle Perlee moved to accept resignation with regret of Lister David Cobb and Firefighter Raluca Cristea. Ian Albinson seconded. So voted. Michelle Perlee expressed concerns about the issue that happened with David Cobb and the pool that was installed. There was an issue about a "temporary" structure, and the homeowners' camera captured the Lister's visit and they claimed he was "trespassing." While the Lister is not supposed to go alone, they can do an exterior assessment only. Valerie Capels will start the recruitment process with potential listers.

**VI. 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) inviting Road Foreman Eric Cota. Joel Bouvier seconded. So voted. The Selectboard met in executive session from 8:35 p.m. to 9:15 p.m. Upon returning to open session, no action was taken.

**VII. Adjourn.**

At 9:15 p.m. Michelle Perlee moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator

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