

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, September 27, 2021**

Selectboard members present: Chair Peeker Heffernan, Vice-Chair Ian Albinson, Joel Bouvier (arrived at 7:25pm), Michelle Perlee, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, , Fire Chief Brett LaRose, Town Clerk Sharon Lucia, Christopher Major (Part-time Police Officer), Recreation Director Meridith McFarland, Police Chief Bruce Nason (was on during the last part of the meeting), Francis Smith (full-time Police Officer), Josh Turner (full-time Police Officer).

Others present: Craig Allen, Jono Chapin, Diane Cushman, Carolyn Dash, Ruth Farmer, Kevin Hanson, Shawn Kimball (NEAT TV), Cyrus Marsano, Jill Marsano, Jim Quaglino, Roy Schiff, Alex Smith, and Kristen Underwood.

- I. Call to Order.** Chair Peeker Heffernan 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). Valerie Capels asked that at least one item be added to be added to the agenda: Adding new utility pole for Firehouse Drive which was outlined in the Town Administrator Report. The other item is review and approval of the adjustments to the water ordinance. It was originally intended to be on this agenda but was overlooked. Michelle Perlee noted that the changes relate to the Selectboard's earlier approval, subject to Kevin Brown clarifying issues Joel Bouvier had raised. There was consensus to include both under other business.
 2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum.

1. Jessica Teets sent an e-mail about COVID relief money and Ian Albinson read it aloud. She suggested doing what Ferrisburgh is doing to solicit community input about use of the relief money. She asked what are the out of the box ideas that would improve people's lives in the town of Bristol. She thinks the Selectboard should collect innovative ideas from townspeople.

III. Department Head Roundtable.

1. Recreation Department: Meridith McFarland reported the Harvest Festival was very successful. The food and layout was great. Pumpkins in the Park is on October 30, 2021 and the Recreation Department is collaborating with Waitsfield Telecom. The classes at the clay studio are sold out. There is still space left in the dance classes. More and more people are renting out the Holley Hall.
2. Fire: Brett LaRose reported that National Fire Prevention week is October 3-9, 2021. There will be the annual School visits as well at Bristol Elementary School. They are preparing for the sale of the 1997 Spartan Pumper truck.

IV. Regular Business.

1. Introduction of new Police Officers Francis Smith and Christopher Major. Police Chief Bruce Nason was on a call and not able to be present. Francis Smith and Christopher Major introduced themselves and Selectboard welcomed them on board.
2. Consider Eagle Park universal fishing platform (UFP) preliminary mitigation design options: Roy Schiff, SLR Consulting. Roy Schiff made a presentation of their assessment and recommendations for repair of the platform and walkway. The grant has been extended to January 31, 2023, which includes the time for construction. Roy Schiff presented a table comparing the different options to choose from. The Selectboard came to a consensus to do the following: repair broken brackets on platform, retrofit railings to be removable, and install helical piles, aluminum tubing base, and matching trex treads and move forward to see if FEMA will cover the costs.
3. Consider the proposed Holley Hall maintenance plan: Recreation Department. Recreation Director Meridith McFarland reported the bell tower repair is complete. Total cost for the roof, rot, and bell tower repair, including the extra time and materials, will have amounted to about \$25,000. She came up with a form for building repairs to keep track of all of them. Meridith's presentation showed how bad the rot is on the Holley Hall porch and some window sills. Several areas of the building need to be repainted and more slate shingles need to be replaced. Meridith recommended the Selectboard support an aggressive Holley Hall maintenance plan over the next four years. Spending now will save money in the long run. She said the plan can be transferrable to Howden Hall and the Hub. There was discussion about how to get pictures of the south side of Holley Hall around the power lines and trees. Documentation of work done and work needed will help with future grant applications. Joel Bouvier moved to approve the cost for the standing seam copper per the Rooster Construction quote not including the lift. Ian Albinson seconded. So voted. A goal will be to coordinate the lift rental for both the Holley Hall and Library roof work before winter conditions set in.
4. Grant authorization request from Recreation Department: Vermont Historic Preservation Grant for Holley Hall. Michelle Perlee moved to grant authorization from Recreation Department for the Vermont Historic Preservation Grant for Holley Hall. Joel Bouvier seconded. So voted.
5. Grant authorization request: Vermont Municipal Highway and Stormwater Mitigation Program. Valerie Capels is going to submit the application again which was applied for last year in 2020. She was told it was a strong application last year. Michelle Perlee moved to authorize Valerie Capels to apply for the Vermont Municipal Highway and Stormwater Mitigation Program. Joel Bouvier seconded. So voted.
6. Planning Commission quarterly update: Kevin Hanson. Kevin Hanson reported that the Town Plan was approved by the full Regional Planning Commission at their last meeting. The Bristol Planning Commission working on the Town Plan implementation tasks. They are looking into different grant opportunities and what strategies make the most sense. They are also beginning to look at potential zoning revisions to implement the Town Plan. He noted the change to a DRB is allowing the Planning Commission to take a broader view of town planning needs.

7. Consider Coin Drop application: Addison County Home Health and Hospice, Oct. 11, on West Street across from the Community Bank, 12:00 p.m. – 2:00 p.m. Following discussion, it was the consensus of the Selectboard to not authorize the coin drop. The Town adopted a policy some years ago authorizing two coin drops per year which is typically the Bristol Rescue Squad and Bristol Fire Department.
8. Consider proposed Green Mountain Engineering contract amendment #2 for additional permitting expense. Valerie Capels explained that the bat habitat study was required as part of the Act 250 permit process that Green Mountain Engineering would have been involved in initiating as part of their current contract. Michelle Perlee moved to approve amendment #2 to cover the added Arrowwood expense with Green Mountain Engineering. Joel Bouvier seconded. So voted.
9. West Street slope repair project: status update. Valerie Capels reported the financial and access agreements are slowly coming in. She has been in contact with all the affected property owners. Once all the agreements are in, the next step would be to issue a Notice of Award to the contractor, they would return it, a Notice to Proceed would be issued and a contract signing would be scheduled. Because she will probably not be physically able to attend the contract signing, Valerie recommended the Selectboard reiterate its authorization to have the Chair or the Vice Chair sign the contract documents. Joel Bouvier moved after all agreements have been looked over by the Town Administrator that the Vice Chair sign the contract documents. Ian Albinson seconded. So voted.
10. Consider quotes for Town Office copier replacement. Sharon Lucia presented the three responses she received to her request for quotes to replace the Town Office copier. She recommended Symquest. Joel Bouvier moved to use Symquest for the Town Office copier replacement. Ian Albinson seconded. So voted.
11. Consider vacancy ad and job description for the Bristol Town Treasurer and Delinquent Tax Collector position(s). The Selectboard agreed to have a special Selectboard meeting on Wednesday, September 29, 2021 at 7:30 p.m. More than likely this will be discussed in executive session.
12. Consider candidates for appointment of Moderator. Michelle Perlee reported that Fred Baser gave her a list of names he thought might be a good fit to be appointed Moderator. The Selectboard will discuss further in executive session.
13. Review and approval of the June 28, July 28, July 26, August 9, August 16, August 13, and September 13, 2021 meeting minutes. This was continued to the next meeting.
14. Authorize accounts payable warrant and any liquor licenses. \$142,003.48.
15. Selectboard roundtable. Joel Bouvier said the 300 feet of fence has been picked up from Middlebury and is at the Town Barn. Joel reiterated his concern about brush and shrubbery overhanging village sidewalks and at intersections and asked that a notice be put on FPF advising folks to cut it back. Joel thanked everyone involved for the Harvest Festival.

Michelle Perlee reported that someone put a garbage bag in the fire pit at the Lord's Prayer Rock. She asked if there are any "Pack in pack out" signs that can be put up. Valerie Capels will find out. Ian Albinson asked about the schedule for the flags on Main Street. Joel Bouvier said they will be taken down just after Veterans' Day. Ian reported the trash cans are on the park. Valerie Capels said she had a citizen reach out about the trash cans. The caller said the one near the playground was overflowing. The caller felt they are unattractive and unwelcoming. The citizen didn't like the idea and feels it should be a "pack in and pack out" policy.

16. Town Administrator's report. Valerie Capels reported that the West Street crosswalk project is underway and it should be on the agenda for the Selectboard for review at the October 11 meeting. The Munsill Avenue sidewalk scoping study RFP will be advertised in this week's papers.

V. Other Business.

1. Correspondence, reports, correspondence received.

2. Water ordinance. Recent e-mail correspondences from Kevin Brown were reviewed explaining the changes he made to Sections 12.02 and 12.04 of the water use ordinance. These related to sprinkler systems being installed and inspected by a licensed inspector and whether water would be billed for fire protection use. The Selectboard affirmed they intended to change the *shall* to a *may* in the Emergency Water Use appendix. Valerie Capels noted that the applications for water line repair now included in the ordinance have not been developed yet. Michelle Perlee moved to approve the updated the water ordinance as discussed. Joel Bouvier seconded. So voted.

Jill Marsano mentioned that this last reading of the water meters, there were about 50 meters that were not accessible, so she had to move items to be able to read it. The Selectboard supported her request to leave notes on doors asking that the touch pads not be obstructed. Michelle suggested Sharon Lucia to post a notice on FPF.

3. Pole on Firehouse Drive. Valerie Capels reported that a draft agreement and invoice has been received from GMP for an additional pole that needs to be put up on Firehouse Drive. The cost would be \$34,435.27, though it may be tax exempt. The agreement currently references Stoney Hill Properties, but should be with the Town. Ian Albinson moved to authorize acceptance of an updated agreement and the expense to add a pole on Firehouse Drive. Michelle Perlee seconded. So voted. It will ultimately be paid by the grant and Stoney Hill Properties, LLC per the agreement with Stoney Hill Properties, LLC.

4. Police Chief Bruce Nason reported he was unable to attend the meeting earlier because he was called to a situation on North Street. He gave a shout out to Josh Turner who did a great job with assistance from the State Police handling a potentially dangerous situation.

5. Brett LaRose asked about the Firehouse Drive sidewalk and asked if there has been a conversation with neighbors about where a sidewalk is going to be put. Peeker Heffernan offered to speak with the Nelson property owner.

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)(1)(A). Ian Albinson seconded. So voted. The Selectboard met in executive session from 10:19 p.m. to 10:55 p.m. Upon returning to open session, no action was taken.

VII. Adjourn.

At 10:57 p.m. Ian Albinson moved to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

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