

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday October 25, 2021**

Selectboard members present: Chair Pecker Heffernan, Vice-Chair Ian Albinson, Joel Bouvier, Michelle Perlee, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Eric Cota, Fire Chief Brett LaRose, and Police Chief Bruce Nason.

Others present: Linda Andrews, Bob Donnis, Galen Hagen, Chanin Hill, Shawn Kimball (Filming for NeatTv), Porter Knight, Michel Lapointe, Jennifer Mayhew, William Moran, Jim Quaglino, Debbie Ramsdell, Jessica Teets, and Josh Turner.

**I. Call to Order.** Chair Pecker 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). There are no additions, removals, or adjustments.
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: Police Chief, Bruce Nason spoke about the statewide policy on “use of force”. The Bristol Police Department has adopted this policy. One thing the policy notes is the use of de-escalation which the Bristol Police Department had already implemented. Also, the policy emphasizes the use of mental health resources or needing some type of assistance. He would like to post the Bristol Police Department policy on the website. The BPD has been working with the following: CSAC, Turning Point, Age Well, United Way of Addison County, ECF, Women Safe, Hope, and Five Town Partnership. Bruce thanked Brenda from Age Well as she has been instrumental with one out continued case. On September 27, 2021, Officer Josh Turner responded to a threatening complaint involving a weapon and was assisted by the State Police. They were successful in de-escalating the situation from becoming volatile. Bruce said the public sometimes doesn’t see all the follow up the officers put into an investigation. He is trying to strategize with the other Officers to share more information with the public without putting the investigation at risk and not jeopardizing the privacy of all involved. He would be happy to hear any input from the community. Bruce noted that St. Albans recently adopted a noise ordinance. He said the Selectboard might want to look at that as an example. Ian Albinson asked about a decal update. Bruce said some decals were not the correct size, so they needed to be reordered for the vehicles.

2. Fire: Brett LaRose said the Bristol Fire Department had their food drive on Saturday October 23, 2021, and it was a great success. There were 4,600 pounds of food donations and around \$2,300 in donations collected by the 5-town Fire Department. Fire Chief shared that he has applied to be pro board certification nationally which consume much of his time for the next 5-6 months.

3. Public Works: Eric Cota said the Public Works Department is getting ready for winter and doing some more ditching.

#### **IV. Regular Business.**

1. Planning Commission candidate interview: Chanin Hill. The Selectboard interviewed Chanin Hill for the Planning Commission vacant seat. Joel Bouvier moved to appointment Chanin Hill to the vacant position which expires in March 2024. Ian Albinson seconded. So voted.

2. Consider proposal for Eagle Scout project to install benches on four BTN trails on Town Property: William Moran. William Moran was present to speak with the Selectboard regarding his Eagle Scout project which is to install benches on four Bristol Train Network trails. William has all the materials he needs. Tree Goods donated four live edge slabs. The legs would be attached with metal braces. There would be four benches placed on town property however one would be on the high school property and William Moran and Porter Knight will speak with them about that.

3. West Street slope repair project: status update. Valerie Capels reported that Kings Trucking had a malfunction on their equipment, so the project may not start until mid-November or in spring of 2022. There was a consensus with the stakeholders to start the project in Spring 2022. The tree removals for the access road and payment to Lathrop's Lumber Mill would show the project has started. Joel Bouvier expressed concern about what if another section of the bank is lost between now and Spring of 2022. Valerie Capels spoke with Kings Trucking and they said they are willing to cover the costs of minor adjustments; however, there would be an added costs for major changes in scope. Michelle Perlee moved to authorize Valerie Capels to sign the contract with Kings Trucking. Darla Senecal seconded. So voted.

4. Consider Grant application authorization request: Planning Commission for up to \$22,000 to the Vermont Bylaw Modernization Grant Program. Michelle Perlee asked what the money would be used for since the zoning regulations were just done. Valerie Capels explained the Planning Commission is trying to further refine parts of the Town Plan and zoning regulations related to housing. Ian Albinson moved to accept grant application up to \$22,000. Michelle Perlee seconded. So voted.

5. American Rescue Plan Act (ARPA) funding update; discussion of process and potential projects for funding; next steps. Valerie Capels reported the Town of Bristol was allocated a total of \$1,148,473.80 between 2021 and 2022. Linda Andrews said the Bristol Democratic Committee thought the Selectboard could have a special meeting and a brainstorm session with members of the town. A list could be created to bring to the Addison County Regional Planning Commission and they will know what will and will not be eligible. Then the Selectboard can make the final decision. There was consensus of the Selectboard that a committee be formed with representatives from the Planning Commission, Energy Committee, and Conservation Commission; and two residents from the village and two residents from outside the village. Ian Albinson will reach out to the Conservation Commission, Planning Commission, and Energy

Committee and see if one person wants to represent each committee and then Ian will put on FPF and reach out to the community to see if anyone is interested on serving on the committee. He will also reach out to VTUMS regarding water and sewer matters.

6. Consider cost proposal from Don Weston Excavating for the West Street crosswalk and whether to proceed with a change order. Don Weston Excavating estimated a cost of \$14,065. The crosswalk is proposed to be paid by the Town. Joel Bouvier said he does not want to see the \$12,000 for the rapid flashing beacons come from the sidewalk fund. He suggested just put the posts in, but not spend money on the lights quite yet since they won't be used for another year. Joel Bouvier moved to approve the change order of \$14,065. Ian Albinson seconded. So voted.

7. Consider final adoption of the amended and revised Bristol Water Use Ordinance. Michelle Perlee moved to adopt the amended and revised Bristol Water Use Ordinance. Ian Albinson seconded. So voted. Joel Bouvier asked if there is language in the ordinance to address the situation where there are two dwellings in a structure, does there need to be two meters or one? Valerie Capels was not sure if that was specifically addressed in the ordinance. Valerie noted that the ordinance will not take effect for 60 days and needs to be published in the *Addison Independent* and posted in five public places within 14 days informing citizens of the adoption and providing a window for 5% of registered voters to submit a petition to repeal it.

8. Consider selection of contractor for the Munsill Avenue new sidewalk scoping study. There was agreement to discuss this in executive session.

9. Consider quotes for the 2021 Bristol Annual Town Report. There was agreement to discuss this in executive session.

10. Review and approval of the June 28, July 12, July 26, August 16, August 23, September 13, and October 11, 2021, meeting minutes. Michelle Perlee moved to accept June 28 and October 11, 2021, with minor corrections. Darla Senecal seconded. So voted.

11. Authorize accounts payable warrant and any liquor licenses. \$109,029.78.

12. Selectboard roundtable. Ian Albinson asked about the salt barrels and will those be able to be put out by the Public Works Department. Eric Cota said they will be put out in a couple weeks. Ian recommended filling them with half the amount of salt that was used last year. Ian reported that the trash containers have been working well. He said Richard suggested doing one pick up per week on Mondays just for the winter months. There was agreement to try the change.

Joel Bouvier commented that he thought the solar panels at the landfill were going to be on cement blocks, but they are in poured concrete. Joel wanted to let the Selectboard know that the amount of water being pumped is now down to about 42% between pumping and selling. He noted that 20-25% leakage is considered acceptable. The blowoff at Sargent's in Rockydale has been turned on for the winter. Joel reported about conversations with Alan Huizenga, residents on Pine Street, and Jackman's in Bristol about stormwater on Pine Street. Joel reported that the

oldest member of Bristol, Bill James, passed away over the weekend and expressed condolences to the family. He was 110 years old.

Michelle Perlee asked about posting on FPF for a Town Moderator. Valerie Capels said she did not have the chance to post it on FPF but planned to this week.

Darla Senecal said the 5-Town Partnership had their Share the Warmth event. They gave away over 540 coats, 85 pairs of boots, hats, and mittens. Whatever they had left they gave to John Graham Shelter and Charter House. Recreation Department has their Pumpkins on the Park event this weekend.

Peeker Heffernan noted he will not be here for the next meeting.

13. Town Administrator's report. Valerie Capels mentioned this is Board Clerk, Tasha Bouvier's, last meeting and thanked her for all her work.

**V. Other Business.**

1. Correspondence, reports, correspondence received.

**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) and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). Joel Bouvier seconded. So voted. The Selectboard invited Eric Cota to attend the executive session. The Selectboard met in executive session from 8:46 p.m. to 9:50 p.m. Upon returning to open session, the following actions were taken:

Joel Bouvier made a motion to promote Joshua Martell to Assistant Foreman and increase his compensation per DPW Foreman Eric Cota's recommendation. Ian Albinson seconded. So voted.

Michelle Perlee made a motion to ratify the appointment of Nichole Marden as Assistant Town Clerk at approximately 10 hours per week per Town Clerk Sharon Lucia's recommendation. Ian Albinson seconded. So voted.

Darla Senecal made a motion to accept Town Clerk Sharon Lucia's proposal to take on the Selectboard minutes and become a salaried position for a slight increase in compensation. Ian Albinson seconded. So voted.

Joel Bouvier made a motion to accept the quote from 802 Print for printing the 2021 Bristol Town Report. Ian Albinson seconded. So voted.

Ian Albinson made a motion to accept DuBois & King's proposal for the Munsill Avenue Sidewalk Scoping Study, subject to the condition that it be a not-to-exceed contract and not a lump sum. Joel Bouvier seconded. So voted.

There was agreement to have a special meeting on Monday, November 1, 2021 at 6:00pm to meet with the two Town Treasurer top candidates.

**VII. Adjourn.**

At 9:55 p.m. Michelle Perlee moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator

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