

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday March 15, 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, Director of Public Works Eric Cota, Eric Forand, Fire Chief Brett LaRose, Town Clerk Sharon Lucia, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Carolyn Dash (BCC), Shawn Kimball (NEAT), John Kleisch, Jim Quaglino, and Jessica Teets.

I. Call to Order. Chair Michelle Perlee 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). Adding under Regular business #5 February 22, 2021 meeting minutes. Adding under executive session communications with attorney per 1 V.S.A. §313(a)(1)(F) and perspective grievance per 1 V.S.A. §313(a)(1)(D).

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

II. Annual Selectboard organization matters:

1. Elect the Chair. Michelle Perlee moved to nominate Peeker Heffernan for Chair. Ian Albinson seconded. So voted.

2. Elect a Vice-Chair. Michelle Perlee moved to nominate Ian Albinson for Vice-Chair. Darla Seconded. So voted.

3. Designate a regular meeting schedule, subject to occasional modification. Joel Bouvier moved to meet the 2nd and 4th Mondays of every month at 7 p.m. Darla Seconded. So voted.

~~4. Consider whether resume 7:00 p.m. meeting start time.~~

5. Designate *The Addison County Independent* as the Newspaper of Record. Joel Bouvier moved to designate *The Addison County Independent* as the Newspaper of Record. Michelle Perlee seconded. So voted.

6. Designate official posting locations for the Town (currently the Town Office, Lawrence Memorial Library, and Shaw's). Since the Lawrence Memorial Library is currently closed Joel Bouvier suggested adding another physical location. Valerie Capels reported that a citizen suggested adding the Bristol Beverage. Joel Bouvier moved to designate official posting locations for the Town to the following locations: Town Office, Lawrence Memorial Library, Shaw's, and Bristol Beverage if the owner agrees, and Facebook and Front Porch Forum as virtual locations. Ian Albinson seconded. So voted.

7. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants every other week. Ian Albinson moved to authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants. Darla seconded. So voted.

8. Consider adoption of Selectboard Rules of Procedure. Joel Bouvier moved to approve adoption of Selectboard Rules of Procedure with corrections. Ian Albinson seconded. Michelle Perlee suggested adding language about ratifying actions at Selectboard meetings. The motion was withdrawn and this will be continued to the next meeting.

9. Review Conflict of Interest Policy. Ian Albinson moved to approve Conflict of Interest Policy. Michelle Perlee seconded. So voted.

10. Designate Selectboard liaisons to Town departments. Ian Albinson moved to designate Selectboard liaison to Town departments per the following: Ian Albinson – Fire Department, Lawrence Memorial Library, and Police Department, Joel Bouvier – Lister and Water & Sewer, Peeker Heffernan – Public Works Department, Michelle Perlee – Planning & Zoning and Revolving Loan Fund, and Darla Senecal – Recreation and Town Office.

III. Public Forum: None.

IV. Consent Agenda.

Ian Albinson moved to approve Consent Agenda. Joel Bouvier seconded. So voted.

1. Approve the Green Mountain Engineering contract: Annual Wastewater System Inspection per Indirect Discharge Permit #ID-0-0208-1.

2. Approve the Green Mountain Engineering contract: Annual Fire Station Inspection per Discharge Permit #7468-9015-T.

3. Approve the Green Mountain Engineering contract: Annual Landfill Closure Evaluation.

4. Approve the Certification of Compliance for Town Road and Bridge Standards Network Inventory.

5. Approve the VTrans Annual Financial Plan for FY2022.

6. Approval of the public notice per 24 V.S.A 1061 regarding the long-term leave with Acorn Renewable Energy Co-op, LLC at the Bristol landfill with the Bristol Community Energy Project.

V. Regular Business.

1. Consider pre-payment, discount, and performance bond options for new fire truck. Deputy Fire Chief Eric Forand explained that the selected fire truck vendor Lakes Region Fire Apparatus Inc./HME Ahrens-Fox is offering a discount on the current bid price of \$619,100 based the following pre-payment options:

Down payment amount	discount amount
\$300,000	-\$7,397
\$400,000	-\$9,863
\$500,000	-\$12,328
\$600,000	-\$14,794

A performance bond is available at an additional cost of \$5.50 per \$1,000 of the purchase price, which in this case would be \$3,405 ($\$619,100 \times \$5.50 = \$3,405$). The purpose of the performance bond is a form of insurance to ensure the Town got its money back if for some reason the fire truck could not be delivered – if the company went out of business, for example. It is intended to take away some of the risk of paying upfront. It is not yet clear how the bond or other provisions relate to late delivery of the vehicle. Treasurer Jen Myers cautioned going much above \$500,000 because the FY2022 appropriation will not actually be available until later in the year after the second round of tax installments is received. The large cash outlay would significantly reduce the Town’s available cash on hand. Peeker Heffernan noted that in the remote chance the company went out of business, the Town would still own whatever equipment had been pre-purchased.

Michelle Perlee moved to approve a down payment amount of \$300,000 with a discount amount of \$7,397 with no performance bond and authorize Brett LaRose or Eric Forand to sign the contract. Ian Albinson seconded. So voted.

2. Consider acceptance of a gift from the Edith Stock Trust for the enhancing bird habitat in Bristol. Michelle Perlee moved to accept a gift from the Edith Stock Trust for the enhancing bird habitat in Bristol. Ian Albinson seconded. So voted. TA sub-account will be created in the Conservation Reserve Fund for this money.

3. Consider updates to Bristol’s personnel policies. The Selectboard was provided proposed updates to the personnel policies prepared by Treasurer Jen Myers incorporating her notes and comments from the Vermont League of Cities and Towns. There was agreement to start on page one and go through section by section.

In section 2, reference to fill-time school year was removed.

Brett LaRose would like to see the word “on” be removed from “on call” in section 3. The Selectboard discussed changing the verbiage “On-Call Firefighters” to Firefighter personnel or eliminating that section altogether. Brett LaRose, Ian Albinson (Fire Department liaison with Selectboard), and Valerie Capels will go through the Fire Department information and then bring the changes to a future Selectboard meeting.

Under section 5 hiring add “an officer of the Bristol Police Department (optional and/or as determined by the chief)”. There was agreement to add a separate section regarding hiring department heads. There was a lengthy discussion of the hiring process for departments, whether candidates are expected to meet with the Selectboard, and whether such meetings are in open or executive session.

Whether to change probationary periods from 12 to 6 months in section 6 was discussed. Brett LaRose mentioned for Firefighters the probationary period is 12-24 months.

4. Appointment or reappointment of Town officers. Ian Albinson moved to appoint the following appointments: Carolyn Dash – Conservation Commission, Carol Wells – Design Rev. Commission, Sally Burrell – Energy Committee, Bill Sayre – Planning Commission, Fred Baser – Revolving Loan Fund, Carol Wells – Revolving Loan Fund, Dan Werme – Revolving Loan Fund, William Sayre – Addison Co. RPC Delegate, Valerie Capels – Addison Co. Solid Waste Mgmt. Alt, Jen Myers – Collector of Delinquent Taxes, Alan Clark – Equipment Committee, Ken Johnson – Equipment Committee, Eric Cota (Ex Officio) – Equipment Committee, Valerie Capels (Ex Officio) – Equipment Committee, Peter Bouvier – Equipment Committee, Peter Coffey – Emergency Management Deputy, Valerie Capels – Emergency Management Director, David Sharpe – Fence Viewer, Carolyn Dash – Green Up Day Coordinator, and John Swepston – Tree Warden. Joel Bouvier seconded. So voted.

5. Approve of the February 22 and March 1, 2021 meeting minutes. Michelle Perlee moved to approve February 22, 2021 meeting minutes with corrections. Ian Albinson seconded. So voted. March 1, 2021 will be moved to next meeting.

6. Authorize accounts payable warrant and any liquor licenses. \$70,235.06. Liquor license for Bristol Beverage.

7. Selectboard roundtable.

Ian Albinson reported he is working with Mary at NEAT on archiving videos due to space limitations with their website. He is also working on a better setup with recording Zoom meetings for the DRB meetings.

Joel Bouvier asked if the truck that was getting worked on for Department of Public Works has been back. Eric Cota confirmed it is back. Joel said he would like to see the Selectboard go back to in-person meetings beginning May 1 if everyone has had vaccinations.

Peeker Heffernan asked about the sign for taxes due and they are due April 5, 2021. It will be in FY22 that they are due November 15, 2021 and April 15, 2022.

8. Town Administrator's report. Valerie Capels had nothing to add to her written report.

VI. Other Business.

1. Correspondence, reports, correspondence received. No items were discussed.

VII. 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), contract negotiations per 1 V.S.A. § 313(a)(1)(A), communications with attorney per 1 V.S.A. §313(a)(1)(F) and perspective grievance per 1 V.S.A. §313(a)(1)(D). Ian Albinson seconded. So voted. Town Attorney John Klesch was invited to attend. The Selectboard met in executive session from 9:09 p.m. to 10:45 p.m. Upon returning to open session, Ian Albinson made a motion to authorize the Public Works Foreman or Town

Administrator to make an offer to the Public Works employee candidate as discussed and subject to positive reference checks. Darla Senecal seconded. The motion passed 4-1 with Joel Bouvier voting against.

VIII. Adjourn.

At 10:45 p.m. Ian Albinson moved to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator