

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, October 11, 2021**

Selectboard members present: Chair Pecker Heffernan, Vice-Chair Ian Albinson, Joel Bouvier (arrived 7:17pm), Michelle Perlee, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Recreation Director Meridith McFarland, and Police Chief Bruce Nason.

Others present: Linda Andrews, Bob Donnis, Alan Huizenga, Patricia Hunt, Shawn Kimball (NEAT TV), Robert Clark (Otter Creek Engineering, Inc.), David Henderson, Perry Kilbourn, William Moran (Scouts BSA Troop 543), Bill Mount (Scouts BSA Troop 543), Lucas Phillips (Scouts BSA Troop 543), Jim Quaglino, Dave Sharpe, and Jessica Teets.

**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:**

1. Perry Kilbourne said one of his neighbors on Burpee Road has a right-of-way and set back issues. He said they are in violation of Act 250. There is a concrete wall in the right-of-way partly on his property without his consent. There is also a storm water pond by the Town Highway. They were told they couldn't build in the right of way and didn't listen. Michelle Perlee said more than likely the Selectboard can't do anything since it's Act 250. Valerie Capels said she doesn't see where this is a Selectboard issue. Perry Kilbourne asked then who governs whether they are doing everything they are supposed to. Michelle Perlee said since Act 250 is involved she thinks he would need to go to the State. Valerie Capels provided the contact information for Rick Oberkirch who is the State Permit Specialist for this area.

2. William Moran spoke on behalf of Scouts BSA Troop 543. Their scouts would like to do a cleanup on the park near the Veterans' Memorial. They would also do a reading of the names with the Commander for the American Legion Post 19. Ron LaRose would be present. Valerie Capels said this can be approved through the Recreation Department. Bill Mount said it was approved at a Selectboard meeting last year which is why they are here. Meridith MacFarland said they will just need an application filled out.

**III. Department Head Roundtable:**

1. Recreation: Meridith MacFarland said Rooster Construction is aware they will need to organize a lift with the library work. The Recreation Department had a great event at the horse ring on Liberty Street where people did horse demonstrations. Next event is Pumpkins on the Park on Saturday October 30, 2021. The staff is working on cleaning out their offices and just decluttering.

2. Police: Bruce Nason reported that calls of service have been steady. The new database system is having issues, so while those are being resolved they will be using the old system.
3. Fire: Brett LaRose reported that the annual 5-Town Food Drive will be October 23, 2021, 9am-12pm. Each Fire Department will be at their fire station and collecting food for the Have a Heart Food Shelf.

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

1. Consider new West Street crosswalk design and cost options: Otter Creek Engineering. Robert Clark (Otter Creek Engineering) said they presented two options for the Firehouse Drive sidewalk option. They measured the sight distance required for a sidewalk at Firehouse Drive. The first option goes straight across the road from where the sidewalk is currently. The second option would go down West Street on the south side and then cross West Street to the north side. Though the first option seems to be the best, they felt like they needed to give two options. There would be a flashing light warning when someone is crossing. Valerie Capels said the next step is for the Selectboard to decide what alignment they prefer and whether it should be electrified. Otter Creek Engineering would then create a design plan that can be provided to a contractor to provide cost estimates. Valerie asked if there is a liability issue if the solar sign isn't working because of weather conditions and someone gets hurt. Robert said he isn't aware of any. Ian Albinson asked if the placement of a pedestrian crossing sign in the road would be an issue for the Fire Department and impede an emergency. Brett LaRose said it would not be an impediment. Michelle Perlee moved to go with the option #1 and have Otter Creek Engineering create a detailed plan with an addition of the RRFB. Joel Bouvier seconded. So voted.
2. Consider Green Mountain Engineering Step II contract amendment for the Bristol Pine Street Waterline Replacement Project. Alan Huizenga explained that since the last meeting with the Selectboard he received the approval of the preliminary engineering report from the state and the survey has been completed. The contract amendment would get through final design plans, put it out to bid (hopefully this winter), and then go for a bond. Though the formula allows for up to \$45,000 toward engineering costs. GME estimated the cost would be around \$33,000. Valerie Capels asked if the design plans will include storm water drainage. Alan said it depends on the extent of those improvements. He is aware of one drainage issue; however, if it goes the length of Pine Street, he didn't anticipate that which would require more research. Joel Bouvier said he spoke with one neighbor who is willing to work with the Town to help with drainage on his land. With all this information no changes need to be made to the amendment. The goal is to do 90% of the design plan by December 1, 2021, so the Town qualifies for the funding that the Town applied for. Valerie asked if the Town needs to submit an additional loan application. Alan said all applications so far are for preliminary plans, so the Town would need to apply for additional funding. This funding would cover the engineering costs and then the cost of the project would be a loan for a low interest rate. Valerie said Steve Palmer of GME recommend this be on the Selectboard agenda once a month. Joel Bouvier moved to accept and execute amendment #1 of the Green Mountain Engineering contract of the Pine Street Waterline replacement. Ian Albinson seconded. So voted.
3. Consider request by the Bristol Conservation Commission to install a memorial boulder at Eagle Park to honor Pete Diminico. David Henderson explained there is a boulder they would

like to install at the Eagle Park for a memorial to Pete Diminico that would have the following inscribed on the rock: “WHEN I LEAVE THIS PLANET, I WANT TO MAKE SURE THAT I’VE MADE MY LITTLE DIFFERENCE FOR THIS RIVER. PETE DIMINICO”. Michelle Perlee moved to allow the Conservation Commission to do the memorial for Pete Diminico at Eagle Park. Darla Senecal seconded. So voted. Dave Sharpe said any money spent on this project will come from donations in honor of Pete Diminico that friends and family members have donated.

4. Consider a plan for appointment of Moderator. Following discussion, there was agreement to advertise the position until mid-November. Valerie Capels noted the person must be a registered voter of Bristol. The person would be appointed and be moderator at March 2022 meeting. Then anyone could run for Moderator on the March 2022 ballot. There was discussion about how the interviews would be conducted. There was consensus that the Selectboard would conduct the interviews if there are five or fewer candidates. If there are more than five, a subcommittee may be selected to conduct the interviews that would hopefully include former Moderator Fred Baser. This will be discussed at the November 22, 2021, meeting.

5. West Street slope repair project status update. Valerie Capels reported that all necessary finance and access agreements have been received. After a site visit last week, it was decided to shift the access road downstream a bit which required some time to get permit clearance from the engineers. That was the last hurdle. The notice of award was issued to Kings Trucking. The Town is now in the process of arranging a meeting to sign the contract and a pre-construction meeting. The earliest it could be is Thursday October 14, 2021. Kings Trucking said it would take about 4-6 weeks once they get started. The grant is through December 31, 2021, however as long as it is started it is quite likely the Town could get an extension if more time is needed.

6. Stoney Hill Business Park project update: Green Mountain Power agreement for electrical service installations. Valerie Capels noted the Selectboard approved the agreement at the last Selectboard meeting. An updated agreement and invoice were provided with taxes deducted and is waiting for Ian Albinson to sign it.

7. American Rescue Plan Act (ARPA) funding update, discussion of potential projects for funding, next steps. Valerie Capels reported the deadline for submitting the first Project and Expense Report was moved from October 31, 2021, to April 30, 2022. Bob Donnis said he is curious what the process will be to ask for donations/money from this funding source. He is speaking on behalf of the Turning Point Center of Addison County. Valerie suggested the Selectboard make a list of what the Selectboard would like to do and then get public comments as well. Ian Albinson offered to develop a Web page to keep track of the ideas. More information will be provided at a future meeting. Jessica Teets said she saw that Ferrisburgh is doing a survey and maybe the Town of Bristol could mimic theirs and do something similar. Joel Bouvier asked what would happen if in 4-5 years when these funds have been spent, some funds have been sent to certain non-profits, and the auditor comes in and says certain things don’t qualify then who comes up with that amount. Valerie Capels said the Town would be on the hook. The amount that the Town will be receiving from ARPA over the next two years is approximately \$1,100,000.

8. Review and approval of the June 28, July 12, July 26, August 16, August 23, September 13, September 27, and September 29, 2021, meeting minutes. Michelle Perlee moved to approve September 27 and September 29, 2021. Darla Senecal seconded. So voted. Tasha Bouvier suggested to start with the older meeting minutes first.

9. Authorize accounts payable warrant and any liquor licenses. \$447,795.23.

10. Selectboard roundtable. Michelle Perlee asked if the Town had a two-year contract with REPRO. Valerie Capels said she looked and only found a one-year agreement from last year.

Joel Bouvier said he saw that there was \$15,000 worth of gravel moved from Stoney Hill gravel pit property to the Town Garage and wanted to know why there were no tarps on the trucks.

Ian Albinson said the solar area at the landfill is coming along nicely.

16. Town Administrator's report. Valerie Capels did not have anything to add to her written report but pointed out that that Water Ordinance needed to be posted, published, and made available within 14 days of adoption. She recommended that this be on the next meeting agenda for a vote and then the 14-day clock will start.

#### **V. Other Business.**

1. Correspondence, reports, correspondence received. Valerie Capels noted that the Lincoln letter was addressed to the Selectboard; however, it seems the Town Clerks in the other towns have already decided not to support a November special election. The Selectboard did not feel a response was necessary.

Peeker Heffernan suggested having process for interviewing prospective Treasurer candidates. He recommended Valerie Capels, Darla Senecal (Selectboard Liaison), and Peter Ryan conduct the initial interviews and bring two or three to the Selectboard for another interview. Valerie noted there are eight applicants so far and will give until the end of the week to for the ads to finish.

#### **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). Ian Albinson seconded. So voted. The Selectboard met in executive session from 8:45 p.m. to 9:40 p.m.

Upon returning to open session, Michelle Perlee moved to approve Bill Elwell's request for a one year leave of absence from the Bristol Fire Department. Joel Bouvier seconded. So voted. There was agreement that future leave of absence requests would be handled in open session.

Darla Senecal moved to ratify the acceptance of Val Hanson's proposal to assist the Treasurer's office with handling the deposits. Ian Albinson seconded. So voted.

There was agreement to have a special Selectboard meeting at 6:00pm in advance of the October 25 Selectboard meeting for personnel matters.

**VII. Adjourn.**

At 9:45 p.m. Ian Albinson moved to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator