

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, July 26, 2021**

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

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: Steve Alario, Ted Lylis, Bridget Nardiello, Jim Quaglino, Greg Swain, Sharon Swain, Jessica Teets, and Joshua Turner.

**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 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 wanted to remind the public that with increased traffic that people are parking with their left wheels to the curb/parking against traffic and that is against the law. Ian Albinson asked Police Chief a question about the new business, South Mountain Tavern there are parking spaces marked however there are people parking outside of the spaces. He wasn't sure if they are the business owners, etc. Police Chief said if they aren't blocking the driveway they are allowed to park there. There is enough room to park between the white line and the sidewalk even though the spaces aren't marked.

2. Recreation: Director Meridith McFarland said the camps are going very well and the kids have been great. There is music at the Rec field every other Sunday. The Recreation Department received a grant to purchase a water bottle filling station through Rise Vermont. The Rec Club paid for the remaining amount to purchase the station after the grant was used. The Recreation Department, Rec Club, and MAUSD ELP Program is paying for the installation of the water station. Jill Marsano and VTUMs donated \$500 of their time toward the installation.

4. Public Works: Public Works Forman Eric Cota said the department is working away. The stump grindings, mowing, etc. are all being worked on. Ian Albinson asked about the signs at the intersection of Main and West Street. Eric said those will be worked on next year. Meredith McFarland gave Eric Cota and Peeker Heffernan a big shout out for the help at Sycamore Park.

**IV. Regular Business.**

1. Consider adjustments to the approved indemnification agreement related to the land transaction with Stoney Hill Properties, LLC to support Firehouse Apartments (Evernoth) to reflect VLCT input. Ian Albinson moved to authorize the Chair, Vice-Chair, or Town Administrator to sign the indemnification agreement. Darla Senecal seconded. So voted. Joel Bouvier voted no.

2. Consider acceptance of the revised stormwater infrastructure maintenance agreement between Stoney Hill Properties, LLC and the Town of Bristol related to the development of the Stoney Hill Business Park. Valerie Capels recounted that the main issue at the last meeting was that the Town would be liable for construction and maintenance costs in the future. The Town attorney suggested to remove the costs out of the agreement. Michelle Perlee wanted to make sure it's clear in the agreement that the Town is not responsible for the costs of work being done. Valerie Capels explained the Town needs to be on it because the Town needs to own the property for this agreement to go through. She said that in the agreement, if Stoney Hill Properties fails to pay the balance of the bill after the grant funds have been applied, then there can be a tax lien on the Stoney Hill Properties, LLC property. Joel Bouvier moved to approve the agreement for the stormwater infrastructure maintenance agreement between Stoney Hill Properties, LLC and the Town of Bristol giving the Chair, Vice-Chair, or Town Administrator authorization to sign. Ian Albinson seconded. So voted.

3. Holley Hall roof repair status update. Meridith McFarland reported that Rooster Construction started the work on July 8, 2021. She made a PowerPoint and video presentation showing the work being done on the roof and bell area. He replaced approximately 200 slate tiles. Joel Bouvier moved to authorize the repairs for the copper flashing and surrounding area, which are not to exceed \$5,000 on the Holly Hall roof repairs. Ian Albinson seconded. So voted. Meridith relayed that Rooster Construction recommended there be maintenance each year on the bell and tower area. Valerie Capels suggested adding it as a line item in the budget for the future.

4. Continued consideration and possible adoption of amendments to Bristol's Water Use Ordinance. Michelle Perlee had an edit with Section 4.05 change pair to repair. Section 4.07 what are the consequences if the water operator isn't contacted within 48 hours? Michelle Perlee feels the penalties should be higher. First offense \$500 and then up to \$800. The waiver would start at \$250 and up to \$400. The question was asked whether the penalties should apply to the contractor as well as the property owner. Valerie Capels proposed adding an Appendix C as a placeholder where construction standards could be added at a later date without needing to update the entire ordinance.

5. Consider whether trash and recycling receptacles should be placed on the Town Green. Following considerable discussion, the Selectboard came to a consensus that they would do a trial run with the trash and recycling receptacles on the park until November 1, 2021 and review to see how it is going at the October 11, 2021 Selectboard regular meeting.

6. Curb cut application: #2021-DA08, Chris Acker, Hewitt Road for new commercial access. Joel Bouvier moved to approve the curb cut application per the Public Works Foreman's recommendations as follows: (1) Two (2) fifteen-inch x forty-foot (15" x 40') culverts would need to be installed with a minimum cover of twelve inches (12") crushed gravel (or equivalent) with compaction every six inches (6") to eight inches (8") on black plastic or twelve inches (12") to eighteen inches (18") on gray plastic; (2) Low tree branches would need to be trimmed for sight distance in both directions; and (3) Compliance with the work in the ROW permit, to be approved by the DPW Foreman, would also be required. Eric explained the reason for the forty-foot culverts is to avoid delivery trucks and possible tractor trailer trucks from driving over the ends. Ian Albinson seconded. So voted. Bridget Nardiello and Steve Alario, neighbors to the property,

expressed concern with what would be going onto the property. The Selectboard just approves access to the property. Ian noted that it would be the Development Review Board (DRB) that they would express their concerns to and find out more information about what is proposed.

7. Consider request from Bristol taxpayer Richard Russell to waive delinquent tax fees on their April tax bill. Peeker Heffernan said this doesn't come to the Selectboard; it would go to the Board of Civil Authority. Valerie Capels noted that the outline in the Town Administrator report is inaccurate. It was post marked on April 5, 2021, , the date it was due, and was definitely late. No action was taken.

8. Review and approval of the June 14, June 28, and July 12, 2021 meeting minutes. Meeting minutes will be moved to next meeting.

9. Authorize accounts payable warrant and any liquor licenses. \$64,409.71.  
South Mountain Tavern liquor license: clarification of operating conditions. Valerie Capels explained that the original conditions applied to the Hatch 31 liquor license could not be located because it was issued so long ago. Joel Bouvier moved to approve the liquor license with the following conditions: the establishment must close and everyone be out by midnight, except new Year's Eve being at 1:00am; no outside consumption on the porch after 10:00pm; and the overhead door closed must be closed by 10:00pm if they are playing music. Michelle Perlee seconded. So voted.

10. Selectboard roundtable.  
Ian Albinson asked if there has been any further information about the federal COVID money. Valerie Capels said there hasn't been any word on the amount from the County, so until that information has been brought forward, the Town shouldn't make any decisions.

Michelle Perlee asked to meet in executive session regarding a personnel matter.

Darla Senecal said she was contacted by Michele Gilbert about a temporary pop up traffic calming event near the Creemee stand. This will be considered at the next Selectboard meeting.

Joel Bouvier asked Eric Cota about spraying new sidewalks on Main Street to help with corrosion. Eric said they have been sprayed once. Joel suggested we keep this in mind during budget season. Eric said he would contact Zach. Joel said he saw the reduction in the GMP bill however saw the \$3,600 payment for the solar and asked about the savings. Ian Albinson said the savings is expected to be about \$4,000 per year because the Town doesn't own the array. Joel reported on Ireland Road where Parent Construction did the work in the late Fall of 2020 is starting to wash away. He would like the Public Works Department to look at it. Joel asked about details regarding the bottle filling station recently installed at the Rec Field. Joel asked about the paving that was put in by the Water Department for \$2,500. He saw in the pay orders and just wanted clarification.

Peeker Heffernan asked if the grant of \$300,000 for Lincoln Road has gone out to bid. Valerie Capels said she hasn't received the agreement yet.

11. Town Administrator's report. Valerie Capels reported that the Planning Commission changed their regular meeting date from the third Tuesday to the first Tuesday of the month. She has been playing phone tag with Ben Marks (Acorn solar project) regarding the overhead line work Green Mountain Power needs to do off Pine Street. On August 16, 2021 there will be a special Selectboard meeting for the Lincoln Road only.

**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). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 9:26 p.m. to 9:45 p.m. Upon returning to open session, no action was taken.

**VII. Adjourn.**

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

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator