

**^Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday May 10, 2021**

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

Staff present: Town Administrator Valerie Capels, Public Works Eric Cota, Town Clerk Sharon Lucia, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: Julie Clark, Shawn Kimball (NEAT TV), Jim Quaglino, Gerry Slager, and John Swepston (Tree Warden).

**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). Valerie Capels reported that a banner installation application over West Street came in today for the MAUSD graduation and suggested it be added under other business.

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

**II. Public Forum.** None.

**III. Regular Business.**

1. Review of tree removal plan and quotes from area tree removal companies. Valerie Capels explained that Public Works Foreman Eric Cota has identified at least 19 dead or dying trees that need to be removed and possibly others for some maintenance pruning. These have been marked around town with ribbon. The list includes the following: Lower Meadow Lane (2), Pleasant Street (2), North Street including 1 ash (3), West Street (1), Hardscrabble Road (1), Meehan Road (2), Upper Meehan Road (2), Purinton Road (2), Lincoln Road hangers (2), and Briggs Hill (2). This list does not include three trees on Devino Lane that were also marked for removal. Eric's intent was to preemptively remove them before they fall into the road and become a hazard. However, it appears they are just outside the Town right-of-way. The property owners supports their removal. Bristol Tree Warden John Swepston does not. Following discussion, Selectboard members agreed they do not want to set a precedent to remove trees that are not in the Town right-of-way. Gerry Slager said he would take responsibility for having the trees removed. Ian Albinson moved to accept McCullough Bros. bid and that the Town will not be removing the three trees on Devino Lane. Michelle Perlee seconded. So voted.

2. Town Green Park Use Application: Youth Lacrosse Car Wash Fundraiser, Sunday, May 16, 2021 11:00 a.m. – 4:00 p.m. Julie Clark provided details about the application. Following discussion about traffic flow, queuing, and water use, Ian Albinson moved to approve Town Green Park Use application for Youth Lacrosse Car Wash Fundraiser on May 16, 2021, but the location needs to be moved down across the street from the Baptist church for use of up to ten (10) spaces. Darla Senecal seconded. So voted. A rain date of May 23 was acknowledged.

3. Holley Hall bell tower floor repair: consideration of structural engineer's recommendations and review of repair scope of work. Ted Lylis suggested sealing the clock face at the same time. Michelle Perlee moved to approve Rooster Construction's proposal to repair the bell tower floor,

authorize Meridith and Valerie to approve further funding for the slate work and any unforeseen situations (within reason) upon consultation with the Chair and/or Vice Chair, and it come out of the Capital Building Fund. Ian Albinson seconded. So voted.

4. Continued consideration of amendments to Bristol's procurement/purchasing policy. The current draft was briefly discussed. Compliance with product or scope specifications will be added to Section 5. Treasurer Jen Myers suggested reorganizing the policy to clearly distinguish the state and federal requirements from the local requirements. Valerie Capels will work further on the policy and will bring it back at a future meeting.

5. Consideration of a proposed COVID-19 re-opening plan. Valerie Capels initially proposed that the office open back up to the public Monday May 17, 2021 from Mondays through Thursdays. Fridays the office will be staffed and open, but the door locked. With Treasurer Jen Myers to be out on maternity leave soon, there would not be coverage if Town Clerk Sharon Lucia needed to take the day off. Sharon added that the plan did not need to wait until May 17; it could begin tomorrow. Valerie also proposed that she continue to work remotely one day a week. She would plan it to be anchored on Tuesdays but might adjust it with notice depending on the week's meeting schedules. Joel Bouvier moved approve reopening plan. Ian Albinson seconded. So voted.

6. Continued American Rescue Plan Act update and preliminary discussion. Valerie Capels briefly summarized her meeting with Senator Leahy, his wife Marcelle, Middlebury Town Manager, Vergennes City Manager, and others in Middlebury last week and said there was no further news on what restrictions there will be for the use of the money. She said the money needs to be obligated by 2024, and everyone did not think that was enough time. More information is expected in the coming weeks.

7. Review of Bristol Town Plan implementation matrix and Selectboard assignments. Valerie Capels explained that Planning Commission Chair Kevin Hanson distributed spreadsheets to various stakeholders who were assigned with responsibility for implementing various strategies included in the adopted Bristol Town Plan, including the Selectboard. He/they are looking for feedback by May 15 with any thoughts or comments. Selectboard members will review and get back to Kevin Hanson directly with any feedback.

8. Approval of the March 29, April 12, and April 26, 2021 meeting minutes. The April 12 and April 26, 2021 minutes were distributed earlier in the day. The March 29 minutes are still being reviewed. These will be moved to the next meeting.

9. Authorize accounts payable warrant and any liquor licenses. \$39,730.65.

10. Selectboard roundtable.

a. Joel Bouvier said he would like to have a goal of the first meeting in July for the board to start meeting in person as a Selectboard, but still have the Zoom link for the public. Ian Albinson had some thoughts about laptops, NEAT, and other logistics. Valerie noted there is a tabletop device called an Owl with a camera and audio that Middlebury and Waitsfield are using and

reportedly like it, but it costs \$1,000. Jen Myers suggested seeing if we can borrow one at least to test it.

Joel asked if there will be a “road trip” with the Public Works Director. This will be discussed at an upcoming meeting. Joel also asked about the potholes on Devino Lane and Eric Cota said they have been taken care of.

b. Michelle Perlee asked about the status of the picnic tables that were removed off Route South 116 to be repaired. Valerie Capels will look into it.

Michelle added that she would like to thank the people that helped with Green Up Day and Police Chief Bruce Nason for helping her that day with a situation.

c. Darla Senecal said she would like to thank Public Works Foreman Eric Cota for the culvert on Spring Street being looked at.

d. Ian Albinson said the spray paint from Main Street is still there and wondered when that was going to be removed. Valerie Capels said VTUMS is doing a second round and will be coming by again to try and remove it.

Ian said he received an email from Recycled Reading who is concerned about the trash on Main Street and the legality of mixing recycleables with it. It was picked up on Friday May 7, 2021 and it is already full today Monday May 10, 2021. He would like to see them pick it up twice per week during the summer months. He noted that the Addison County Solid Waste Management District has 50% grants available so the Town can apply for these grants to replace the trash bins.

e. Peeker Heffernan reported that the Memorial Park sign is hanging by one chain. Valerie Capels and Eric Cota both acknowledged that they know about it. The ground has been too soft to get the equipment there to fix it.

11. Town Administrator’s report. Valerie Capels summarized parts of her written report and noted that Ted Lylis is working on a birthday celebration for Bill James on Fitch Ave for his 110<sup>th</sup> birthday. Celebration would be July 4<sup>th</sup>. Technically it would fall under Bristol’s Public Display and Assemblies Ordinance but does not fit with the current application form. She noted that Police Officer Andrew Biondi submitted his resignation for personal reasons and she wished him well. The Assessor position was readvertised with a due date of June 10. The sidewalk replacement project for East Street and Park Place will be advertised for bid this week with a due date of June 10.

#### **IV. Other Business.**

1. Correspondence, reports, correspondence received.

a. Banner application for High School to celebrate seniors. Ian Albinson moved to approve banner application. Michelle Perlee seconded. So voted.

b. Eric Cota reported that Public Works would like to start summer hours and do four 10-hour days. Following discussion, Selectboard members did not support the four 10-hour days. They will stick with four 9-hour days and Friday 4-hour days.

c. Eric Cota reported a private citizen was interested in purchasing the Town's old York rake and asked if the Selectboard would like to sell it. It has not been used in many years and is just taking up space. Selectboard members supported selling it but would first like to see how much it is worth and then put it out for bids.

d. Valerie Capels noted that department heads are often present at the Selectboard meetings and suggested adding a standing item at the beginning of each agenda for a brief department head roundtable for brief updates that might be of interest to the Selectboard and others. Selectboard members and department heads present supported the idea.

**V. Adjourn.**

At 8:52 p.m. Ian Albinson moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator