

**^Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, June 28, 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, Fire Chief Brett LaRose, Recreation Director Meridith MacFarland, Police Chief Bruce Nason, and Hub Director Taylor Welch.

Others present: Samantha Dunn, Steve Huffaker (Maple Broadband), Gary Kessler (Green Mountain Stage Race), Jim Quaglino, and Josh Turner.

**I. 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 invited Mike Menard to join. Ian Albinson seconded. So voted. The Selectboard met in executive session from 6:30 p.m. to 7:00 p.m.

**II. Call to Order.** Chair Peeker 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.

**III. Public Forum.**

1. Gary Kessler (Green Mountain Stage Race) said they would like to have the race go through Bristol which would be held Labor Day weekend. Different routes were discussed, including Hewitt Road and Carlstrom Road. He would prefer to stay with the South Street route. Joel Bouvier moved to approve Green Mountain Stage Race Sunday September 5, 2021, and have the Town listed on the insurance. Ian Albinson seconded. So voted.

**IV. Department Head Roundtable.**

1. Fire: Brett LaRose said the Fire Department is going through the recruitment process with two candidates. They are going through the process and hoping to have them on the agenda at the July 12, 2021 meeting.
2. Police: Nothing.
3. Recreation: Meridith McFarland reported the Town wide yard sale and teddy bear picnic were a success. July will be very busy with a lot of different activities. She asked that the location of the food vendors for the Bristol Harvest Festival be flip flopped from West Street to about six parking spaces on Park Street . There was consensus to approve the change.
4. Public Works: Valerie Capels reported that Eric Cota is on vacation and conveyed that crosswalk signs will be going up soon. Eric is hoping crosswalk painting will be done this week weather permitting. All the trees have been cut and the stump grinding will be done later. Eric

wanted to know if it would be OK if spouses accompanied them in Town vehicles for Bill James' birthday parade. Peeker Heffernan said the Town's policy is no spouses in the vehicle, however, since they are moving slowly, they can ride in them this one time.

5. Hub: Taylor Welch reported the Summer Matters \$25,800 grant was awarded to Recreation Department and the Library. This will help with camps, trips, and pay for part time help. She noted it is the largest grant she has received, and it was very competitive. Peeker noted she received a shout out from the Selectboard a couple weeks ago for her monthly radio spots.

## **V. Regular Business.**

1. Maple Broadband (Addison County Communications Union District) update: Steve Huffaker. Maple Broadband is a Communications Union District (CUD). Steve Huffaker provided a detailed PowerPoint update of the project. They are currently in pre-construction tasks. They are also in negotiations with a prospective operator. The business plan will be released to the public after the system operator has been arranged. He outlined the numerous funding sources that are either in hand or are being sought. He asked that the Selectboard consider allocating some of the Town's ARPA funds to support the Maple Broadband project. Valerie Capels recommended that Maple Broadband prepare a proposal in writing with their request so it can be weighed along with the many other potential ARPA-funded projects on the list.

2. Continued consideration of land transaction with Stoney Hill Properties, LLC to support Firehouse Apartments (Evernorth), review of proposed quit claim deed, and review of the Section 1061 notice. Valerie Capels explained the quit claim deed is not in a final form yet. The 1061 notice is intended to provide Bristol voters a 30-day notice and opportunity for 5% of registered voters to petition for a special Town Meeting to consider the proposed land transfer. Samantha Dunn added this is an opportunity to incorporate any questions or concerns in any final documents. Peeker Heffernan suggested there be a reversion clause in the deed in the event the project fails to happen. Joel Bouvier raised the concern again that the Town of Bristol is not receiving a monetary amount for the 5 acres of land that is being given up. Darla Senecal echoed Joel's concern, but feels the benefits outweigh the costs. He feels there is a cost that should be paid to the Town. There was consensus of the Selectboard to move forward.

3. Consider proposed indemnification agreement related to the above donated land. Valerie Capels reported that the draft documents are still in flux with input from VLCT and attorneys for the Town and Evernorth. Samantha Dunn explained that this multi-million dollar housing project has many investors and lenders who will be calling for this indemnification. It was clarified that Firehouse Apartments Limited Partnership will own the property and Addison County Community Trust and Evernorth general partners and co-owners.

4. Grant authorization request: CDBG application to the Vermont Community Development Program on behalf of the Firehouse Apartments Limited Partnership. Samantha Dunn explained they hope to submit a Community Development Block Grant application to the VCDP in September. There will be an official public hearing in a couple of weeks. The Town is required to be the applicant. Valerie Capels added that although there will be some administrative expectations on the part of the Town, Evernorth would be expected to do most of the procedural and administrative heavy lifting. Samantha noted that some funds up to \$5,000 can be allocated in the grant to cover some of the Town's administrative expenses. There was consensus to include that in

the application. Ian Albinson moved to authorize to apply for the CDBG application to the Vermont Community Development Program on behalf of the Firehouse Apartments Limited Partnership. Michelle Perlee seconded. So voted.

5. Consider acceptance of deeds of easement from Stoney Hill Properties, LLC to the Town of Bristol for road and utilities construction, installation, maintenance, replacement, and repair related to the extension of Firehouse Drive and the development of the Stoney Hill Business Park. Valerie clarified this will be an easement, like all other Town highways. Joel Bouvier and Michelle Perlee said they did not think that the Town would be responsible for stormwater. There was reference to previous discussions about having a separate agreement for maintenance of the stormwater facilities outside of the Town easement areas. Valerie Capels will follow up to clarify what was understood.

There was discussion about construction and maintenance of sidewalks. Joel Bouvier asked if there is going to be a crosswalk on West Street connecting Firehouse Drive to the Recreation field. Valerie Capels said she intends to solicit quotes from area firms to design the crosswalk because it needs to be engineered. Depending on the costs, the Town could choose to construct it with Town funds or seek grant funding.

6. Consider request that the Town of Bristol adopt a Declaration of Inclusion. Valerie Capels referenced information posted online from the VLCT and language adopted by other communities. Peeker Heffernan said it is already something by law they need to be doing, so he does not understand the need to sign it or have a problem signing. Ian Albinson sees it as a demonstration of bringing the issue of equity and fairness to the forefront. Darla Senecal moved to accept the document with the change that the word sex be changed to gender. Ian Albinson seconded. So voted.

7. Consider adoption of proposed Water Use Ordinance amendments. This will be moved to a future meeting.

8. Designate authorized representative to request ARPA funds. Michelle Perlee moved that the Town of Bristol accept its allocation of Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, along with the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements that are requirements of accepting these funds and that we appoint Town Administrator Valerie Capels serve as the Town's "Authorized Representative" as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the US Treasury, to sign the Award Terms & Conditions and Assurances of Compliance with the Civil Rights Requirements by no later than July 15, 2021. Joel Bouvier seconded. So voted.

9. Coin drop application: Bristol Rescue, Friday, July 2, at multiple locations. Ian Albinson moved to approve the coin drop application with Bruce Nason's recommendations for appropriate signs and that they wear vests. Michelle Perlee seconded. So voted.

10. Approval of the June 14, and June 21, 2021, meeting minutes. Moved to next meeting.

11. Authorize accounts payable warrant and any liquor licenses. \$47,690.38.

12. Selectboard roundtable. Ian Albinson reported that he ordered the benches, picnic tables, and trash cans and they will be delivered to the Town garage.

Darla Senecal said the “ride along” was an eye opener for her, particularly to see the hidden and not so hidden poverty in town.

13. Town Administrator’s report. Valerie Capels had nothing to add to her written report.

**VI. Other Business.**

1. Correspondence, reports, correspondence received. None.

**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). Ian Albinson seconded. So voted. The Selectboard met in executive session from 8:56 p.m. to 9:20 p.m. Upon returning to open session, no action was taken.

**VIII. Adjourn.**

At 9:20 p.m. Ian Albinson moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator