

**^Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, August 23, 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, Fire Chief Brett LaRose, Recreation Director Meridith McFarland, Police Chief Bruce Nason, and Zoning Administrator Kris Perlee.

Others present: Cy Marsano, Jill Marsano, Jim Quaglino, and Jessica Teets.

I. Call to Order. Chair Peeker Heffernan called the meeting to order at 7:05 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There was agreement to add Fire Department topics under regular business #2 under exercise room. Holley Hall roof repair will be discussed during Department Roundtable.

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. Recreation: Recreation Director Meridith McFarland gave an update on the Holley Hall roof repairs. She said the work is looking great. The copper flashing is on order. The slate roof is done. The bell has been put back. She played a video capturing drone footage of the repairs. She reported that they just finished the camps for the summer. Survey has been sent out to campers and waiting for feedback

2. Police: Bruce Nason thanked everyone that participated during the August 17, 2021 public forum with the community. If any of the community has further comments or questions, they can reach out to him directly either my phone or email.

3. Fire: Fire Chief Brett LaRose reported it was a busy month with 85 calls which is about average for this time of year. During movies on the park the Fire Department will be available to advise about safety. Brett wanted to pass along sadness for the loss of Rita Kimball. She was a dispatcher in the past for the Bristol Fire Department. She also had three sons who served on Bristol and surrounding town Fire Departments. Brett LaRose wanted to thank Peter Coffey, Caleb Rockwood, Peter Bouvier, and Nathan Booska for their efforts on transitioning and restoring the old green ballpark benches with efforts of Fire Department members they have been restoring the benches Peter Bouvier, Caleb Rockwood, and Peter Coffey. Kris Perlee wanted to acknowledge Brett LaRose for his hard work on the benches project as well.

4. Public Works: Public Works Foreman Eric Cota wasn't present however Valerie Capels had a few updates. They cleaned up the metal that has been around the barns. McCullough will be done in New Haven and it will take about two weeks for the crushing to be done. If roadsides need to be mowed Eric is thinking about hiring that out since they will be focusing on crushing for the two weeks.

5. Zoning: Planning and Zoning Administrator Kris Perlee reported that the Stoney Hill Project clearing is beginning. They received their Conditional Use agreement about a month ago. The residential unit received through the DRB their permit for the 20 residential units. Also whenever a property is sold it must be reappraised and make sure it is up to code. There have been a handful of violations. It has been a tough year and a half. Michelle Perlee asked if a Certificate of Compliance is completed before or after a project on a house. Every project requires a Certificate of Compliance when the project is completed. He said there is nothing in the policy that says he can look for with regard to the certificate of compliance regarding water issues.

IV. Regular Business.

1. Consider awarding the construction contract for the West Street slope repair project; review next steps needed to go forward. All three property owners need to agree and contribute to the project. Joel Bouvier made a motion to accept the bid of \$269,905.70 from Kings Trucking & Excavating, LLC. pending access to the properties and financial commitment from the property owners, the agreement shall not be signed until all of these things have been met, and designate Town Administrator, Chair, or Vice-Chair sign the agreement with this being done by September 17, 2021. Ian Albinson seconded. Each property owner's liability for the amount they pay from the work is outlined in the Town Administrator's Report.

2. Review of proposed amendments to the Fire Department exercise room liability waiver form. Brett LaRose explained this is to allow Police Officers to use the exercise room. He feels there shouldn't be a liability waiver form for Fire Department members. There are many times where the Fire Department does things that are outside of the scope of work for example shoveling snow, cleaning, etc. He said no one under the age of 18 has or will ever use the exercise room. There was a consensus of the Selectboard for there not to be a liability waiver for Firefighters or Police Department; however, any family members would need to sign a liability waiver form. The Selectboard will change the form to indicate family members must be age 18 or over.

Added item: Brett reported that the through sale of the self-contained breathing apparatus the Fire Department received \$8,420 in revenue and \$5,000 donations which were deposited into the Capital Equipment Fund. He would like to use Capital Equipment Funds to purchase a rapid intervention team pack for \$3,040, Multi Purpose Storage System for Hose, SCBA, and Cylinders for \$1,657, and Multi Purpose Storage System for Fire Hose for \$692. Michelle Perlee moved to purchase the three items from Capital Equipment Fund and authorize Fire Chief LaRose to look into grants that can be applied for these items. Ian Albinson seconded. So voted.

Brett LaRose reported he has an expense that wasn't budgeted for \$2,160 to cover the cost of a "5-year full load safety test as required by code" on the fire station elevator. Because he could not take funds from the Capital Equipment Fund without Selectboard approval, so they will need to overspend on the maintenance expense and make up for this amount in another line item.

Brett reported that the 1997 Spartan Pumper is currently out of service due to cracked frame-rails. He noted that the new pumper truck recently ordered by the Town is the replacement vehicle for the 1997 pumper.

Option #1 – repair/weld frame-rails cost \$7,000, but this still has a liability since they aren't replaced.

Option #2 – replace frame-rails cost \$38,000.

Option #3 – Rent comparable pumper at a rate of \$3,500 per month for seven months (Sept. 2021 – March 2022) which is anticipated delivery date of the Town’s new pumper. Total cost is \$24,500.

Option #4 – Sell the Town of Bristol’s 1997 Spartan Pumper. Revenue would be between \$12,000 - \$15,000.

Fire Chief LaRose is recommending the sale of the Spartan 1997 pumper. Joel Bouvier moved to approve to sale of the 1997 Pumper truck, authorize Fire Chief Brett LaRose to put it out to bid and sell the truck, and put the revenue into the Capital Apparatus fund. Ian Albinson seconded. So voted.

3. Consider request for additional street lighting on South Street. Valerie Capels reported that Eric Carter requested that additional lighting be installed on South Street for safety. Green Mountain Power could change the wattage of the light bulb from 35 to 70 watts. This will cost more on the electric bill. There was consensus of the Board to increase the wattage on the pole.

4. Consider Jackman’s Inc (Bristol) pre-buy offer of fuel for Town operations for the period September 1, 2021 through April 30, 2022. Joel Bouvier moved to purchase pre buy with the exception of The Hub and putting the number of gallons back to \$400 instead of \$325 and look into eliminating the Dog Pound. Darla Senecal seconded. So voted.

5. Set the FY2022 municipal tax rates. Michelle Perlee moved to set the municipal tax rates for FY22 at the following numbers: Homestead tax rate \$2.4933, Non-Residential tax rate \$2.4766, and Police District tax rate \$0.2961, Municipal tax rate \$0.7292, which gives the total tax rate for Police District Homestead tax rate of \$2.7894 and Non-residential tax rate of \$2.7727. Joel Bouvier seconded. So voted.

6. Continued consideration and possible adoption of amendments to Bristol’s Water Use Ordinance. Joel Bouvier had a few corrections. On page 2 section 1.05 should not have two “that” listed. Page 3 section 1.17 should reference 1.08 not 1.09 about water operator. Page 3 section 2.01 “of the Town” not “water system town”. Page 4 section D If someone’s line freezes because they don’t have heat then what are the consequences or is the resident on the hook. The Owner would be on the hook. Section 12.04 should it mention something about Fire Protection. Section 4.06 should say repairs. Page 14 section 14.05 and 14.08 should say Bristol not Rutland. Page 15 section 14.06 Joel Bouvier didn’t understand all of the offenses. Michelle Perlee updated the offenses information after the draft was sent out. Jill Marsano mentioned the section where it says in state of emergency’s that the water only be pumping at night, however we don’t want the tank to be below and just want to be careful of this. Valerie Capels would like to change Appendix B language from “shall” to “may”. Michelle Perlee moved to adopt Bristol’s Water Use Ordinance with the changes. Joel Bouvier seconded. So voted. Michelle Perlee will send a cleaned-up copy after Kevin Brown has a chance to answer a couple questions. Once we have a final copy, we will need to do the public notice, posting in five public places, and Clerk certification.

7. Grant authorization request: Vermont Outdoor Recreation Economic Collaborative. Michelle Perlee moved to authorize grant authorization request for Vermont Outdoor Recreation Economic Collaborative. Ian Albinson seconded. So voted.

8. Grant authorization request: Addison County Transportation Planning Study for development of a new sidewalk on Airport Drive. Joel Bouvier moved to authorize grant request and to inform the Mt. Abraham Union High School Board. Ian Albinson seconded. So voted.

9. Review and approval of the June 28, July 12, July 26, August 9, and August 16, 2021, meeting minutes. All meeting minutes will be moved to the next meeting. The August 9 meeting minutes were continued.

8. Authorize accounts payable warrant and any liquor licenses. \$92,000.32.

9. Selectboard roundtable.

- Ian Albinson asked if the Town should discuss bringing up a mask mandate for the Town of Bristol.
- Darla reported she received communication from a resident at 50 Mountain Street expressing concern about the Do Not Enter sign near the school, that it is an eyesore, and asked if it could be moved. How it came to be installed there in the first place was discussed. There was agreement it should be replaced with an improved version, but not removed or relocated. Joel noted the Selectboard will not be meeting for three weeks and mentioned the upcoming Sodbusters Tournament.

10. Town Administrator's report. Valerie Capels noted that Saturday marks the 10th anniversary of Tropical Storm Irene.

V. Other Business.

1. Correspondence, reports, correspondence received. None discussed.

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)(1)(A). Joel Bouvier seconded. Police Chief Bruce Nason was invited to attend. So voted. The Selectboard met in executive session from 9:39 p.m. to 10:20 p.m. Upon returning to open session, the following actions were taken:

Michelle Perlee moved to accept Police Chief Nason's recommendation that Francis Smith be hired into the Bristol Police Department at Level P-5 pending satisfactory outcomes of remaining reviews. Ian Albinson seconded. So voted.

Joel Bouvier moved to approve the proposed leave memo from Town Treasurer Jen Myers, dated 08/18/2021. Darla Senecal seconded. So voted.

VII. Adjourn.

1. At 10:25 p.m. Michelle Perlee moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk and Valerie Capels, Town Administrator