

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, November 27, 2023**

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**Members Present:** Ian Albinson, Joel Bouvier (Vice-Chair), Peeker Heffernan, Michelle Perlee

**Members Absent:** Darla Senecal (Chair)

**Staff Present:** Mark Bouvier (Lister), Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Brett LaRose (Fire Chief), Bruce Nason (Police Chief), Kris Perlee (Assistant Treasurer, Zoning Administrator)

**Others Present:** Randy Durand, Colby Gile, Marin Howell, Scott Kluever (Library Trustee Chair), Porter Knight, Jim Quaglino, Alicia Standridge, Jessica Teets, Mike Winslow (ACRPC).

**I. Call to Order.** Joel Bouvier called the meeting to order at 7:00 pm.

**1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

Several items were added to the agenda.

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

**II. Public Forum.**

Nobody present requested time to address the Board.

**III. Department Head Roundtable.**

Brett LaRose (Fire Chief):

- Five nomination letters for firefighter recognition to the County organization have been submitted.

Bruce Nason (Police Chief):

- Department continues to put out notices regarding overnight parking.
- Would like to postpone discussion on community liaison position as information gathering is taking longer than anticipated.

Eric Cota (Public Works):

- Cars, trash cans, basketball hoops all need to move out of road
- Bridger passed the CDL test.
- Initiated some work with students through Driver's Ed – students learning about Department of Public Works types of work. It would be an internship rather than a paid position. Any feedback or needs from Selectboard welcome.
- No news on Freightliner front end.

Kris Perlee (Assistant Treasurer, Zoning Administrator):

- Zoning has been busy. The Planning Commission has completed their hearings for edits to the Uniform Development Regulations (UDRs).
- Assistant Treasurer side: putting out fires as they come, processing accounts payable and paychecks. Tax season work is mostly complete. He and Sharon have been reviewing accounts, etc.

Mark Bouvier (Listers):

- It is good to have full house with Doug on board.
- The Listers year runs April 1 – March 31. In that time they processed 52 Property Transfer Tax reports and 78 Building or Inspection permits.
- Biggest change on the horizon is Act 68: statewide reappraisals. He outlined a number of other changes, including lister training requirements, a potential grand list deadline change from April 1 to Jan. 1, and a proposal to transition from local to State reappraisals, etc.
- Working on drafting an RFP for reappraisal. Most entities are busy through 26/27. It is unclear how to proceed if the State intends to take over local reappraisals.

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

- 1. Consider appointing Mark Bouvier as an (Interim) Assistant Treasurer, authorizing him to assist with various Assistant Treasurer duties.**

Valerie explained that, in the absence of a Treasurer, Kris and Sharon might need some assistance, although it's not clear yet exactly how Mark might help out. But for checks and balances purposes and other internal control considerations, another person reviewing things is necessary. Mark would also be able to help review audit drafts. There was agreement to discuss this in Executive Session.

- 1A. Consider appointing Elizabeth Guilbeault to fill a vacancy on the Lawrence Memorial Library Board of Trustees.**

Scott Kluever noted that Elizabeth also plans to run for the position in March, when this appointment would end.

**MOTION:** Michelle made a motion to appoint Elizabeth Guilbeault to the Lawrence Memorial Library Board of Trustees to fill a vacancy until March 2024. The motion was seconded by Ian. All voted in favor.

- 2. Continued review and potential approval of an updated Zoning Administrator job description.**

Valerie explained that some updates related to previous comments were included related to the scope of work and hours worked each week. Kris noted that what has been included is reasonable, and that hours may be discussed in more detail during budget development.

Randy Durand raised some points from the Zoning Administrator Handbook, noting there may be some language missing from the job outline. It was pointed out that those things are included or included by reference, either in the Unified Development Regulations (UDRs) or within the most recent iteration of the job description. There was discussion about improving public notice of issued permits, such as mechanisms for posting a larger poster for permit notification in the yard. However, this is not pertinent to the job description.

**MOTION:** Ian made a motion to approve the Zoning Administrator job description as presented. The motion was seconded by Peeker. All voted in favor.

- 2A. Acknowledge receipt of the proposed amendments to Bristol's Unified Development Regulations (UDRs) and related report from the Planning Commission.**

Valerie noted that the draft document is available for review and that public hearings have been published for the December 11 and December 18 Board meetings. There was a brief discussion of the logistics of this process. Board members agreed they will review the full draft prior to the first hearing date.

**3. Review and potential approval of a Community Resource Specialist job description and consider the allocation of ARPA funds to fund the position through the first year until the subsequent budget cycle.**

This item was postponed per Bruce's request for more time to prepare materials.

**4. Review and potential approval of revised Bristol Revolving Loan application materials.**

This item was postponed as the materials were not yet finalized.

**5. Consider grant application authorization request to apply to the Vermont Dept. of Public Safety Homeland Security Unit for an amount yet to be determined to install a generator and heat source at the Fire Department radio repeater building.**

Brett explained that the concrete building is on Town property, with the Fire Department and Rescue Squad as tenants. The Town pays for the associated electricity, but there is no backup power source at the site, and therefore no ability to keep communications open in the event of a power outage. Brett also noted that, should the location of the repeaters ever be changed, the generator would be moved as well. A quote will be provided this week from a firm that would do all the work necessary except for supplying the fuel for the generator.

**MOTION:** Michelle made a motion to authorize submittal of an application to the Vermont Dept. of Public Safety Homeland Security Unit for an amount yet to be determined to install a generator and heat source at the Fire Department radio repeater building. The motion was seconded by Ian. All voted in favor.

**6. Consider grant application authorization request to apply to the VTrans Transportation Alternatives program for \$260,000 to construct a sidewalk on Airport Drive.**

Valerie clarified this cost would be shared about 50/50 between the Town and the School District, with about \$30K in matching funds required from each depending on the final design.

**MOTION:** Ian made a motion to authorize an application to the VTrans Transportation Alternatives program for \$260,000 to construct this long-overdue sidewalk on Airport Drive. The motion was seconded by Peeker. All voted in favor.

**7. Consider grant application authorization request to apply to the Vermont Outdoor Recreation Economic Collaborative (VOREC) for approximately \$250,000 for a number of activities to promote outdoor recreation, wayfinding, inclusion, and the downtown.**

Ian explained this will be the third application submitted for this project and there is currently a larger pool of funds available. If awarded, the funds would be used for improvements at Memorial Park, as well as for branding, marketing, and wayfinding signage.

**MOTION:** Ian made a motion to authorize an application to the Vermont Outdoor Recreation Economic Collaborative for approximately \$250,000. The motion was seconded by Michelle. All voted in favor.

**8. Consider grant application authorization request to apply to the Otter Creek Basin Clean Water Service Provider program for approximately \$50,000 to conduct a flood resilience scoping study along the Bristol Flats of the New Haven River.**

Valerie reported that Kristen received approval from the Selectboard to apply to a different project earlier in the year. It was not funded. This is a similar proposal to a different grant program. She noted it has not yet been decided whether the Town or the Regional Planning Commission (RPC) will submit the application and administer the grant, but it is important to authorize the request, as there are quickly approaching due dates.

**MOTION:** Michelle made a motion to authorize an application to the Otter Creek Basin Clean Water Service Provider program for approximately \$50,000 to conduct a flood resilience scoping study along the Bristol Flats of the New Haven River, with it to be determined whether the Town or RPC will apply for and monitor the grant. The motion was seconded by Peeker. All voted in favor.

**9. Consider grant application authorization request to the Otter Creek Basin Clean Water Service Provider program for \$15,000 to install approximately 120 water bars on key areas of skid trails and steep slopes to control erosion on the Town of Bristol's Seth Hill Waterworks property.**

Valerie noted that it would also need to be determined who would apply for and administer this grant. Vermont Family Forests is qualified to submit the application. According to Bristol's procurement policy, sole sourcing is allowed if it is in the best interest of the Town. Peeker affirmed that he knows the work of David Brynn, who would be overseeing the work through Vermont Family Forests, and that he is very meticulous.

**MOTION:** Peeker made a motion to authorize submission of a grant application to the Otter Creek Basin Clean Water Service Provider program for \$15,000 to install approximately 120 water bars on key areas of skid trails and steep slopes to control erosion on the Town of Bristol's Seth Hill Waterworks property. The motion was seconded by Michelle. All voted in favor.

**10. Review December Selectboard meeting schedule and decide whether to still plan to meet on December 4, 2023.**

Following discussion, there was consensus of the need to meet on December 4, 2023, for a preliminary budget discussion and several other items. It was also noted that there would likely need to be a special meeting scheduled between the December 18, 2023 and January 8, 2024 meetings in order to acknowledge any warrants. There was agreement that this would be Wednesday, Dec. 27, time yet to be determined.

**11. Review and approval of the October 30 and November 13, 2023 meeting minutes.**

**MOTION:** Michelle made a motion to approve the minutes of October 30, 2023 with the changes provided incorporated. The motion was seconded by Peeker. All voted in favor.

Approval of the November 13, 2023 minutes was postponed.

**12. Authorize accounts payable warrant and any liquor or tobacco licenses.**

The warrant was for the amount of \$2,769,891.82

**MOTION:** Ian made a motion to approve a 3<sup>rd</sup> Class liquor license renewal for Mini Factory. The motion was seconded by Peeker. All voted in favor.

**13. Selectboard Roundtable.**

Nobody had any items to bring forward for the roundtable.

**14. Town Administrator's Report.**

Valerie highlighted some items from her written report and confirmed that the trailer parked at the Town Garage was rented by Munson's as part of the Pine Street project.

There was a brief discussion regarding potential funds available for brownfield cleanup at the Public Works facility if a phase one or phase two study is done and materials are found. This will be discussed further at an upcoming meeting.

**V. Other Business.**

**1. Correspondence/reports received** were reviewed.

**VI. Executive Session** re personnel matters per 1 V.S.A. §313(a)(3), real estate negotiations per 1 V.S.A. §313(a)(2), and potential contract negotiations per 1 V.S.A. §313(a)(1)(A).

**MOTION:** Michelle made a motion to enter executive session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3), real estate negotiations per 1 V.S.A. §313(a)(2), and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). The motion was seconded by Ian. All voted in favor.

The Selectboard met in executive session from 8:25pm to 9:05pm. Upon returning to open session, Michelle made a motion to appoint Mark Bouvier as a part-time Assistant Treasurer at the rate of \$30 per hour. Peeker seconded. The motion passed 4-1 with Joel abstaining.

**VII. Adjourn.**

The meeting adjourned at 9:06pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator