

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, October 28, 2024**

---

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

**Staff Present:** Mark Bouvier (Lister), Valerie Capels (Town Administrator), Doug Corkins (Lister), Patricia King (Lister), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Bruce Nason (Police Chief), Kris Perlee (Assistant Treasurer and Assistant Town Clerk)

**Others Present:** Darlene Kelly (NEMRC), Darren Kleinfelter, Elianne Kleinfelter, Jill Marsano (VTUMS), NEAT, Gerry Slager, Jim Quagliano

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:00 pm.

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

No changes to the agenda were necessary.

**II. Executive Session re personnel matters per 1 V.S.A. §313(a)(3).**

**MOTION:** A motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3) passed unanimously.

The meeting entered Executive Session at 6:00 pm and returned to Open Session at 6:30 pm.

**III. Call to Order.** Joel Bouvier called the meeting to order at 6:31 pm.

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

No adjustments were needed.

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

**IV. Public Forum.**

Nobody requested time to address the Board.

**V. Department Head Roundtable.**

Sharon Lucia (Town Clerk):

- 767 absentee ballots have been processed so far
- People are aware of and requesting the local ballot
- November 15 is tax day, the office will be open

Kris Perlee (Assistant Clerk, Treasurer):

- Healthcare options are being reviewed; premiums are rising

Bruce Nason (Police Chief):

- 422 incidents in September, at least 9 citations/arrests
- Thursday is Halloween, take care with increased number of pedestrians
  - Pleasant Street will be closed to vehicle traffic if warranted

Brett LaRose (Fire Chief):

- Statewide burning ban in effect until at least November 11
- Significant increase of wildfires, in VT and elsewhere
- 115 calls for service this year so far
- Five town food drive was a success
- Department will participate in Parkside trunk or treat
- Training structure work continues, it is in use, and very much appreciated

Jill Marsano (VTUMS):

- Winterization has begun for water system - shut offs, hydrant maintenance, etc.
- New North Street connection today, things went well
- New connection requests have also been received
- Service Line Inventory has been submitted to DEC, a few more have been received

Eric Cota (Public Works): (Reported by Valerie)

- The long-term closure of Briggs Hill Road will likely begin on Tuesday or Wednesday, depending upon traffic light functionality

## **VI. Regular Business**

### **1. Continued consideration of access permit application #2024-04DA for Stan Livingston, Devino Lane.**

Valerie reminded Board members that this decision had been put on hold at the last meeting due to concerns expressed by neighbors regarding the accumulation of stormwater on adjacent properties. Peeker outlined that he and Eric both spoke with Stan, and asked Gerry to verify that the water pooling is most frequently a problem when the ground is frozen. Eric's proposed solution is to put down a base of sand covered by an exposed stone ditch, with a culvert to be installed if that is deemed necessary due to this solution not working as anticipated. Gerry agreed that this is a suitable solution.

**MOTION:** Michelle made a motion to approve Access Permit Application #2024-04DA, per the DPW's recommendations. The motion was seconded by Ian, and passed unanimously.

### **2. Consider request to plant a memorial tree on the Town Green in the place of a dying ash tree.**

Valerie had included information regarding the request in her TA Report; she indicated that the species of tree had not been specified, nor the person being memorialized.

There was some discussion of how to address incoming requests for memorial trees, as no definitive policy is in place. It was suggested that a list of requests be maintained so that they can be considered on a 'first come, first served' basis as locations for new trees become available. For this instance, it was agreed to approve the tree planting, with no additional memorialization installation included.

**MOTION:** Ian made a motion to approve the request for a tree planting on the Town Green, with the stipulation that any memorial plaque or similar installation be approved separately. The motion was seconded by Jessica, and passed unanimously.

**3. Consider appointment of two candidates to fill two Library Trustee vacancies: Darren Kleinfelter and Elianne Kleinfelter.**

Darren and Elianne were both present, and each spoke of their interest in serving as Library Trustee. It was noted that these vacancies have been posted for some time, and that some more recent resignations had also been received. Board members did not see that having the couple serve on the Library Board together would be a detriment.

**MOTION:** Jessica made a motion to appoint Darren Kleinfelter and Elianne Kleinfelter as Library Trustees. The motion was seconded by Ian, and passed unanimously.

**4. Special Town Meeting public information meeting re: proposed amendments to the Unified Development Regulations (UDR) and bond vote for the Bristol West Waterline Replacement Project.**

Joel opened the information meeting, and Valerie explained that all relevant documents had been posted to the Town web site, and that there have been presentations of the material at prior Board meetings. No questions were asked of the Board.

Ian noted that the Bond language should be clear regarding that the bond will be paid for by Water District users, not the Town residents in general.

Joel closed the information meeting.

**5. Selection of Tyler Technologies for town-wide reappraisal consultant and authorization to proceed: Mark Bouvier, Listers.**

Valerie reported that three responses to the RFP had been received; of which one was eliminated. Mark reviewed the information from the other two submissions, explaining that Tyler Technologies is being recommended due to their ability to complete the reappraisal in a shorter time frame. He provided information regarding the logistics of the process and Tyler Tech's interactions with the Listers.

**MOTION:** Michelle made a motion to approve contracting with Tyler Technologies for Bristol's reappraisal at a cost of \$202,200, and to give the Listers permission to proceed with the project. The motion was seconded by Ian, and passed unanimously.

**6. Presentation of proposed consolidations and other adjustments to Bristol's accounting structure and budget process: NEMRC and Kris Perlee.**

Darlene Kelly of NEMRC presented her proposal for a new structuring of Bristol's accounts, explaining the grouping of items and flow of financial records she had outlined. Much of what she reviewed involved balance sheet consolidation of accounts, and organization that will allow for more streamlined financial reporting. She emphasized the difference between balance sheet and revenue accounting, reviewed accrual accounting, noted what Departments should be maintained separately, and answered questions regarding accounting for grant receipts/expenditures, breakdowns by departmental programs, and others.

It was confirmed that Darlene will be working with Sharon, Kris, and Valerie to work through the details of the proposed changes, which will then be reviewed by the auditors.

**7. Consider rescheduling the Nov. 11 Selectboard meeting due to the holiday and adjusting other meeting dates in November and December.**

Upcoming meeting dates were discussed.

**MOTION:** Ian made a motion to schedule the next Selectboard meetings for November 4<sup>th</sup> and 18<sup>th</sup>, and December 2<sup>nd</sup>, 16<sup>th</sup>, and 30<sup>th</sup>, all beginning at 6:30 pm. The motion was seconded by Michelle, and passed unanimously.

**8. Finalize Town Administrator job description update, job announcement.**

Bruce proposed adding language to the job posting related to professional/life experience being substituted for educational qualifications; the document was edited accordingly at the meeting.

Ian provided an updated version of the job description based on previous Board review, and outlined his suggested changes, including the addition of a Project Management section. All of these were accepted by the Board.

**MOTION:** Peeker made a motion to approve the Town Administrator Job Description as amended. The motion was seconded by Jessica, and passed unanimously.

The job announcement was reviewed and edited by Board members; Valerie provided the text of the previous posting from several years ago. Ian offered to work on consolidating the language from the two documents.

**9. Finalize Planning & Zoning Administrator job description update.**

Board members reviewed the latest version of the document, as adjusted at the prior meeting.

**MOTION:** Ian made a motion to approve the Planning and Zoning Administrator Job Description as amended. The motion was seconded by Michelle, and passed unanimously.

It was noted that this approval includes the hours as outlined during relevant discussions.

**10. Consider request to abate one water connection fee for the 68 Pine Street subdivision project: Bouvier.**

After some discussion of the configuration of water lines at the property, and the failure to locate any older systems lines serving the barn, Joel withdrew his request for an abatement. He noted, however, that he will be requesting an extinguishment of the Water District easement that exists across the property.

**11. Review of meeting minutes.**

**MOTION:** Michelle made a motion to approve the minutes of August 12 and September 23, 2024. The motion was seconded by Jessica, and passed unanimously.

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

The warrant was for the amount of \$119,845.83

No liquor or tobacco licenses were reviewed.

**13. Selectboard roundtable.**

Michelle asked if there was a policy in place prohibiting overnight parking at the Town parks. Valerie confirmed that the parks close at dusk; it was agreed that signage would be beneficial, and noted that the Recreation Department is empowered to authorize overnight camping.

Joel made note of a recent article in the Newport Daily News regarding mismanagement of a town's water and sewer fund, suggesting that Board members read the article.

**14. Town Administrator's report.**

Valerie reported that the new owners of the property on Briggs Hill Road where the slides occurred are aware of the current plans; the barricade will be placed above their driveway.

She also explained that she is working with both FEMA and the Federal Highway Administration in differentiating impacts to Briggs Hill and Lincoln Roads, in order to determine the best options for receiving funds for repairs.

The updated Water Connection Application and fee structure have been made available on the Town's website.

**VII. Other Business.**

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

Valerie highlighted that a deadline extension had been allowed for the Eagle Park work covered by a grant, but that the railings have been completed and are in place. The 'Closed' signs will be ordered and put in place when they arrive.

**VIII. Executive Session re personnel matters per 1 V.S.A. §313(a)(3).**

**MOTION:** A motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3) passed unanimously.

The meeting entered Executive Session at 9:10 pm and returned to open session at xxx pm.

**IX. Adjourn.**

The meeting adjourned at xxx pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary