

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, December 9, 2024**

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

**Staff Present:** Valerie Capels (Town Administrator), Sharon Lucia (Town Clerk)

**Others Present:** Michael Leyden, Jill Marsano (VTUMS), Steve Palmer (VTM), Jim Quaglino

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:06 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.

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

**II. Public Forum.**

Nobody requested time to address the Board.

**III. Regular Business**

**1. Emergency Management Director candidate: Michael Leyden.**

Michael had provided his resume prior to the meeting, and provided some information at the meeting regarding his interest in and experience in Emergency Management efforts. He spoke of using a stipend model for preparation mode efforts and suggested that the Board consider additional compensation for when people in emergency response positions such as this are in response mode.

**MOTION:** Ian made a motion to hire Micheal Leyden as the Emergency Management Director for Bristol. The motion was seconded by Michelle, and passed unanimously.

**2. Review of proposed amendments and revisions to the Bristol Water Use Ordinance.**

Valerie outlined the information that was available from various sources, and then presented the most current iteration of the Ordinance for the Board to review. Several edits were made to the draft document during the meeting:

- Clarification of the use of the terms and definitions for the following:
  - Town
  - Water System
  - Water Commission/Commissioners
  - Water District
  - Town of Bristol Water System
- Billing Unit definition was edited, to include that ERU is another term for these units
- Removal of merger language from the Water District definition
- Additional minor edits to definitions
- Ability of Town to address non-payment and lack of ability to access meters for reading
  - Kevin Brown has reviewed relevant language regarding shut-offs and other means of enforcement
  - Surcharge schedule for no meter access
  - Need to provide notice to users

- Various rates will be included in an appendix/separate document for ease of future updating
- Logistics of billing for meter installation
- Application process for installation, replacement, repair
  - New form will be developed for replacement/repair applications
  - Acknowledgment that some repairs are emergency and no time would be available for processing of application
- Removal of Section 4.4 – redundant
- Removal of final subsection in Section 4 – redundant
- Potential for administrative approval may be addressed in a future update

It was agreed to meet again on December 23 at 6:00 pm to complete the review of the Ordinance.

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

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

#### **V. 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)(1) passed unanimously.

The meeting entered Executive Session at 8:42 pm and returned to open session at 9:10 pm. Upon returning to open session, no action was taken.

#### **VI. Adjourn.**

The meeting adjourned at 9:10 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary