

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, June 24, 2024**

---

**Members Present:** Ian Albinson, Joel Bouvier (Chair), Peekar Heffernan, Michelle Perlee (Vice-Chair), Jessica Teets  
**Staff Present:** Valerie Capels (Town Administrator); Eric Cota (Public Works); Brett LaRose (Fire Chief)  
**Others Present:** Koby LaRose, Jill Marsano (VTUMS), Bryan Plant, Jim Quaglino, Peter Ryersbach, Roy Schiff

**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 adjustments were necessary.

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

**II. Public Forum.**

Jim Quaglino suggested initiating a vetting process for new board/commission members.

**III. Department Head Roundtable.**

Bruce Nason (Police Chief):

- Staying busy, nothing new
- New officer is doing well

Justin Bouvier (Treasurer):

- Working to reduce back taxes owed, tax sale scheduled for September
- Catching up on back items
- Supporting Water Department

Jill Marsano (VTUMS):

- Water bills out this week, including Consumer Confidence Report

Kris Perlee (Zoning Administrator)

- Met with State Floodplain folks recently
- Working on position transitions

Eric Cota (Public Works): Peekar provided a report for Eric

- Took delivery of broom for loader, sweeping has begun
- Crosswalk painting will be finishing up shortly

**IV. Regular Business**

**1. Consider Planning Commission recommendation that AZ Larsen be appointed as Bristol Zoning and Planning Administrator; consider appointment of Kris Perlee as Deputy Zoning and Planning**

**Administrator.**

Valerie had provided a memo from Kevin Hanson, PC Chair, recommending that AZ Larsen be appointed as Planning and Zoning Administrator, and suggesting a new employee review schedule. Kevin had indicated that the PC would like to participate in one of the check-ins that is scheduled.

**MOTION:** Ian made a motion to appoint AZ Larsen as Planning and Zoning Administrator. The motion was seconded by Peeker, and passed unanimously.

**MOTION:** Ian made a motion to appoint Kris Perlee as Deputy Planning and Zoning Administrator. The motion was seconded by Peeker, and passed unanimously.

**2. Appointment and/or reappointment of Town officers or representatives: Bryan Plant to the Bristol Equity Committee, appointments to the Addison County Regional Planning Commission (ACRPC) board and Transportation Advisory Committee (TAC).**

Bryan was present and spoke about his background and interest in serving on the Equity Committee.

**MOTION:** Jessica made a motion to appoint Peter Grant, Richard Butz, and Ron Dendas to the ACRPC, Bill Sayre as an alternate to the ACRPC, Peter Grant to the TAC, and Peter Coffey and Valerie Capels to the REMC. The motion was seconded by Ian, and passed unanimously.

**3. Continued consideration of quote from Sargent's Welding & Crane Service for installation of moveable rails on the universal fishing platform at Eagle Park.**

Roy Schiff summarized previous discussions regarding the platform's rails, and explained the latest proposal, which is to cut the rails into sections and design sleeves to hold the posts in place. This will reduce the weight of each piece that needs to be moved and thus make the process more manageable. Roy also explained the plans for storage of the rails when not in place, which will be at the posts to the path entrance, providing a deterrent to access when the rails are down. There was some discussion of the best way to install the sleeves/locks to hold the rails in place; Roy will work on a final solution with the person assisting with this design work.

**MOTION:** Peeker made a motion to proceed with the design to cut the rails into sections and design sleeves to attach each piece to the decking, as well as to sleeve the sections of the rails where they join. The motion was seconded by Jessica, and passed with Ian opposed.

**4. Water Commission: Consider water connection request by the Heffernan Family Trust for new water connections for seven residential units off of Jay Drive.**

Valerie noted that her report provided a summary of the previous (April) discussion of this connection, and it was explained that it has since been decided that a meter pit is not necessary. Other recommendations for conditions to be attached to an approval, including easement language, are designed to tie in with what the upcoming Ordinance changes will likely mandate. Included in the details is allowance for a temporary, overground line to be used until September 30, 2024. It was explained that the easement is for providing the Town with access to the distribution line, which will run along a private road.

**MOTION:** Ian made a motion to approve the Heffernan Family Trust's request for a water line extension off of Plank Road, including allowance for a temporary water supply, and including all the conditions as outlined. The motion was seconded by Michelle, and passed unanimously.

**5. Water Commission: Consider water connection request by Peter Ryersbach for a new residential water connection at 92 North Street.**

Peter was present; no issues were raised regarding the conditions suggested for connection.

**MOTION:** Pecker made a motion to approve the water connection request for 92 North Street, per the conditions outlined. The motion was seconded by Ian, and passed unanimously.

**6. Bristol Fire Department: Accept the resignation of Firefighter Roy Catella.**

**MOTION:** Pecker made a motion to accept, with regrets, the resignation of Firefighter Roy Catella. The motion was seconded by Ian, and passed unanimously.

**7. Bristol Fire Department presentation: Overview of proposed OSHA Emergency Response Rule and what it may mean for the BFD.**

Discussion of this matter was postponed until a July Selectboard meeting.

**8. Review of new Open Meeting Law requirements.**

Valerie had provided an outline of changes in her written report, and highlighted that recordings must be posted and the online and physical location requirements for meetings, which are all in place currently. There will also be required attendance at annual trainings for certain staff members and Chairpersons.

**9. Review and approval of the February 12, February 26, May 28, June 3, June 10, and June 17, 2024 meeting minutes.**

**MOTION:** Ian made a motion to approve the minutes of February 26 and May 28, 2024. The motion was seconded by Michelle and passed unanimously.

Approval of the other minutes was postponed until a future meeting.

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

The warrant was for the amount of \$2,796,763.21

**MOTION:** Pecker made a motion to approve a 1<sup>st</sup> Class Restaurant and Bar License for Smoke and Lola's, noting that they should be informed that outside consumption has been permitted with this approval. The motion was seconded by Jessica, and passed unanimously.

#### **11. Selectboard roundtable.**

Peeker explained that the proposed OSHA rule changes will significantly affect town budgets, and recommended that the Board provide comments to OSHA regarding the difficulties that will be faced in complying with new requirements. These include physical exams, truck and apparatus life cycle limits, and several other issues. The comment period has been extended to July 22, 2024. Brett offered to create an initial draft for Valerie to review and present to the Board.

Jessica outlined recent Library staff changes.

Jessica raised the idea of seeking ways to create opportunities for interaction with neighboring towns' Selectboard to discuss common issues and solutions. There was some discussion of the logistics involved, and Jessica offered to work on drafting an invitation for review.

Jessica asked when the budgeting process will begin; Valerie pointed out that less information is available if the review begins earlier than a mid-late October time frame. It was agreed that a review of 'wants and wishes' could begin earlier, along with reviewing the Capital Plan, likely at some point in August.

Ian reported that he has been working on updating the way that town receives payments, looking to expand the ability to take online payments, which currently is only possible for Water System bills and Recreation Department payments. Justin noted that ACH payments had been discussed and that he had the ability to set these up; he was given the go ahead to do so.

Joel asked about the status of the audit; Valerie indicated that a new team is working with the Town, and that she will be raising concerns expressed by herself and other staff at the initial meeting. She also explained that, with improvements to the NEMRC system, things should be in good shape; Justin confirmed everything should be set for a good start on July 1 for the upcoming fiscal year.

#### **12. Bristol Fire Department: Fire Chief Brett LaRose and Firefighter candidate Koby LaRose.**

Due to the earlier meeting start time, Koby was not available at this point in the meeting (arrived later), but Brett offered some information about Koby's summer schedule and plans to complete Firefighter One certification over the next two years.

**MOTION:** Peeker made a motion to approve the appointment of Koby LaRose to the Fire Department. The motion was seconded by Ian, and passed with Joel abstaining and the rest voting in favor.

#### **13. PUBLIC HEARING - Continued: Water and Sewer District Annual Meeting.**

- Review and approval of operating budgets, capital budgets.
- Discussion of alternative water rate structure and updated water fee policies.
- Other updates or issues.

Valerie explained that the proposed budgets had not changed significantly since reviewed at the prior meeting, and that some of the actual expenditures to date were still being clarified. However, she

indicated that enough information is available in order to establish a budget for the upcoming year. Changes and other information noted by Valerie and Justin included the following:

- All personnel expenses are now reflected in the Administrative/clerical salaries line
- The Ordinance language and custom billing formula included in NEMRC are not in agreement
  - Billed amounts have been greater than what the Ordinance calculations are
  - Justin reviewed this information in more detail
- The system is nearing the capacity permitted by the State
- All connection fees should be applied directly to the Water System's Capital Fund

Justin presented information related to the both the historic and proposed amounts to be billed under several different base rate/overage rate scenarios. The new rate structure he proposed is intended to limit or eliminate the need for charging customers for overages. Justin provided some details regarding how the proposed billing would impact restaurants, other business types, and multi-family dwellings (which would see the greatest increase in annual water costs). He indicated that what is being proposed is more equitable than the current system; and explained that both the base rate and overage rate could be adjusted each year as the budget is developed, confirming that there may be different base rates established for single-family and multi-family homes.

The matter of the agreement with Woodlands regarding water rates was mentioned; Justin noted that he has a related meeting with a representative of that site scheduled.

Valerie noted that, should the proposed billing schedule be adopted, there may not be any increase in rates, but that it will be necessary either way to have the EU numbers in line with what the State is using. Allocations should be for dwelling units, not number of bedrooms, as that is the unit used by the State in their calculations.

Valerie briefly reviewed the Capital Plan again with the Board, and it was suggested that the Board approve the current iteration of the budget at this point and then further discuss the new EU/rate structure at a July meeting in order to make a decision on that proposal.

**MOTION:** Ian made a motion to adopt the current iteration of the Water and Sewer District Budget for FY25. The motion was seconded by Peeker, and passed unanimously.

Joel noted that he will be requesting four new household connections at an upcoming meeting.

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

Valerie indicated that an updated TA reported had been posted to the web site, including an acknowledgment of the firefighters and others staffing of a cooling center at the Fire Station. She also drew attention to some correspondence items, noting that Zack Barnum has submitted his resignation and David Brynn has responded regarding the appraisal of the Lincoln Waterworks property.

#### **V. Other Business.**

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

## **VI. Executive Session**

**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 9:21 pm and returned to open session at 9:46 pm. Upon returning to open session, no action was taken.

## **VII. Adjourn.**

The meeting adjourned at 9:47 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary