

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday November 18, 2019**

Selectboard Members present: Chair Joel Bouvier, Peter Coffey, Peeker Heffernan, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Director of Recreation Department Meridith McFarland, and Chief of Police Bruce Nason.

Others present: Ian Albinson, Sally Burrell, Jono Chapin, Jacob Herrick, Jim Quaglino, Katie Raycroft-Meyer, and Krista Siringo, John Swepston.

**I. Call to Order:**

1. Chair Joel Bouvier called the meeting to order at 6:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There was agreement to add a leave of absence request from Mark Bouvier under III.1. Valerie Capels will give an update on the NRBC grant agreement under TA report and ask for authorization to execute the agreement.

**II. Public Forum.** None.

**III. Appointments.**

1. Bristol Fire Department: Chief Brett LaRose.

- Passing of George Smith, 63-year member of the Bristol F.D. Brett LaRose acknowledged the passing of George Smith on November 9<sup>th</sup>. His services were last week, and the family and Fire Department gave him a wonderful send off.
- Firefighter candidate interview: Jacob Herrick. Brett LaRose explained how Jacob Herrick contacted him expressing interest in joining the BFD and some of the preliminary conversations. Following further discussion, Michelle Perlee moved to accept Jacob Herrick as a Bristol Firefighter. Peter Coffey seconded. So voted. Jacob Herrick signed the book of Bristol Fire Department members as the 328<sup>th</sup> member.
- Approval of Firefighter Alexis Fojo's LOA extension request. Brett LaRose explained she originally requested a four month leave of absence. This request is to extend her leave for two more months while she continues her transition to a full-time Firefighter for S. Burlington. Peeker Heffernan moved to approve the extension of leave of absence to January 31, 2020. Peter Coffey seconded. So voted.
- Mark Bouvier leave of absence. Brett LaRose explained that Mark Bouvier has requested a leave of absence to recover from shoulder surgery. Peeker Heffernan moved to approve leave of absence effective November 4 with an anticipated return January 31, 2020. Peter Coffey seconded. So voted.
- ISO survey update. Brett LaRose reported he has been working with the Insurance Services Office to re-evaluate and update Bristol's score. It happens every 6 years. The current rating is 5/5x. It is an extensive evaluation of the Department's capacity and level of firefighting and emergency preparedness. Part of the process is a fire hydrant flow test, which is expected to be conducted over the course of this coming

week by VTUMS. The better the score, the better the possibility that Bristol property owners will see lower rates on their fire insurance.

- Alcohol catering for annual dinner. Brett explained that the annual dinner had been held at the Legion Hall. The BFD would like to move it to the Fire Station, which is a Town building, with the opportunity for alcohol with dinner. It was noted that alcohol is allowed at Holley Hall events as long as a licensed cater is responsible and a permit has been issued. Michelle Perlee moved to allow the Fire Department to host their annual meeting at the Fire Station if they have a licensed bartender with insurance and the necessary permits. Peeker Heffernan seconded. So voted. Brett LaRose noted that the cost for the dinner and beverages is paid by the Firefighters, not out of the Fire Department budget.

2. MAUSD community engagement update and invitation: Krista Siringo. Krista Siringo, Bristol's representative to the MAUSD Board, provided an update on the community meetings held and provided a handout outlining various scenarios the Board is developing. The next meeting is November 20, 2019, which will be looking at the six or seven different scenarios of different options for the school. She would like to encourage Selectboard members and others in the community to attend if possible. The Selectboard thanked Krista for her service on the MAUSD Board.

3. Recreation Department survey update: Meridith McFarland. Meridith McFarland reviewed changes to the survey from the previous draft, which was prepared with the help of a class of UVM students. It would be put on the website, Front Porch Forum, and Facebook and be available in print. The survey would be put out for 2-4 weeks and then another 3 weeks to collect all the data. The Selectboard supported going forward with the survey. Meridith reported that the Recreation Department received the Wellness community grant for \$5,575, which will help bring a new mountain bike camp to Bristol.

4. Conservation Commission candidate interview: Jono Chapin. Jono Chapin described his interest in serving on the Conservation Commission. Valerie Capels noted the term would run through March 2021. Peter Coffey moved to appoint Jono Chapin with term ending March 2021. Peeker Heffernan seconded. So voted. [POST-MEETING CORRECTION: At their meeting on June 24, 2019, the Selectboard voted to accept the Conservation Commission's recommendation that the term be adjusted to run to March 2022.]

5. Planning Commission/Town Plan update: Planning Commission Chair Katie Raycroft-Meyer. Katie Raycroft-Meyer provided an update on the status of the Town Plan and the Energy Plan updates. The Planning Commission's goal is to have the plan done for the August primary voting day. They are also planning an Open House in mid-February at Holley Hall as an informal opportunity for citizens to look at maps, etc. and ask questions and/or leave comments. The municipal planning grant money runs out in May 2020.

#### **IV. Consent Agenda**

Peter Coffey moved to approve Consent Agenda, with the North Street stormwater project removed from Item IV.4. Michelle Perlee seconded. So voted.

1. Bristol Hub grant summary request: Walmart \$1,500 for healthy food and snacks.  
RECOMMENDATION: Approval.
2. Bristol Hub grant summary request: Neat Repeats \$500 for healthy food and snacks.  
RECOMMENDATION: Approval.
3. Reprographics for printing company for the FY2019 Annual Town Report.  
RECOMMENDATION: Accept the Reprographics quote for the next two years.
4. Town Administrator grant summary request: two Clean Water Block Grants up to \$20,000 each for School Street and North Street drywell final designs.  
RECOMMENDATION: Approval. If only one application can be funded, the School Street drywell project would be the higher priority.  
Concerns were expressed about the North Street project, the impact it would have on the park, and the probable lack of public support. Valerie recalled the consultant said the configuration, number, and alignment of the chambers would be refined at the final design stage. It was agreed to remove it entirely from the options for this application.

#### **V. Regular Business**

1. Consider formation of a committee to develop an emerald ash borer strategic plan and authorization to apply for a Communities Caring for Canopy Grant. Valerie Capels reported that she and Tree Warden John Swepston met with the Conservation Commission in October. At least two Conservation Commission members, John Swepston would be interested in serving on an Emerald Ash Borer Strategic Plan Committee. The BCC is not prepared to take the lead, so she expects to be closely involved. They recommend advertising for other members of the community who would be interested in serving. The Selectboard could make appointments in February or sooner. Copies of EAB management plans are available from other communities, with each having been prepared using different approaches. Valerie also reported a 50/50 grant for up to \$5,000 through the Communities Caring for Canopy Grant Program would be available toward development of a plan. The deadline is January 17, 2020 and a 50/50 match is required, which can be in the form of cash, in-kind time or services, and volunteer time. Michelle Perlee made a motion to authorize moving forward with advertising for candidates, the establishment of an Emerald Ash Borer Strategic Plan Committee, and to authorize submission of a grant application to the Communities Caring for Canopies grant program. Peter Coffey seconded. So voted.
2. Review of preliminary DRAFT Bristol Winter Operations Plan and Policy. Valerie Capels explained that this is a work-in-progress preliminary draft to get feedback going forward. She recommended that sections dealing with sidewalks and private roads and agreements be given more thought and opportunity for public input. It was noted that regarding sidewalk plowing, Garfield Street should be added to Prince Lane situation regarding vehicles and bumpers overhanging the sidewalk impeding the plow from going through. Snow buildups at intersections that obstruct sight distance should be prohibited and removed at the owners' expense.

There was discussion about Town maintenance of private roads and driveways. A 1998 letter from Joseph McLean indicated the Town was obligated to continue maintaining them. It was noted that the Colchester had recently gone through this and that Valerie should check with them. The Selectboard will review and give edits at a future meeting.

3. Request by Green Mountain Power that the Town install an illuminated STOP sign at the Burpee Road intersection with Monkton Road. There was discussion about whether the Town or GMP should be responsible for maintenance or replacement if the illuminated sign got damaged. Michelle Perlee moved to allow Green Mountain Power to install an illuminated STOP sign at their own expense plus maintenance. Peter Coffey seconded. So voted.

4. Consider authorization to apply to the USDA Natural Resources Conservation Service Emergency Watershed Protection Program to assist three properties affected in the Oct. 31-Nov. 1 storm. Valerie Capels provided an overview of the program and the responsibilities of the Town as sponsor. A 25% match is required. EWP staff would determine eligibility of each project and the grant amount is based on the value of the threatened property. Peter Coffey moved to authorize submission of the letter of request to the Emergency Watershed Protection Program and that property owners be responsible for the 25% match and any other non-grant expenses. Michelle Perlee seconded. So voted.

5. Approval of the October 21, 2019 and November 4, 2019 meeting minutes. Michelle Perlee moved to approve October 21, 2019 and November 4, 2019 meeting minutes with minor corrections. Peeker Heffernan seconded. So voted.

6. Authorize accounts payable warrant and any liquor licenses. Accounts payable warrant: \$2,316,576.53. Peter Coffey moved to approve two special events permits for the Chocolate walk on December 6, 2019. Michelle Perlee seconded. So voted.

7. Selectboard concerns.  
Joel Bouvier asked about the status of the West Street drainage project. Peeker Heffernan noted that the installation is complete and paving is expected next week. Joel also reported that the new doors have been installed at the pump house.

8. Town Administrator's report. Valerie Capels provided a brief report on the Capitol for a Day sessions she attended last week with the Governor and members of his cabinet.

The ISO-related flow test that was planned for this week has been postponed to next week.

The Northern Border Regional Commission grant agreement has been received which includes conditions that must be met before a Notice to Proceed can be issued. Documentation of the source of the matching funds from Stoney Hill must be provided. Michelle Frost from the NBRC clarified that the deed of transfer of the road from Stoney Hill to the Town would be needed prior to the construction phase. She also clarified that the grant amount is apportioned based on the total project cost of \$1.4 million, which turns out to be about 36% rather than 50%, but she assured that the full \$500,000 award would be available. Michelle Perlee made a motion

to authorize the Town Administrator to execute the grant agreement between the NRBC and the Town of Bristol. Peter Coffey seconded. So voted.

**VI. Other Business**

1. Correspondence, reports, correspondence received.

**VII. Executive Session**

1. 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)(3). Peter Coffey seconded. So voted. Police Chief Nason was invited to participate.

The Selectboard met in executive session from 8:15pm to 8:45pm. Upon returning to open session, Peeker Heffernan made a motion to hire Matthew Gadhue at \$20 per hour for snow removal at the Town Office and other Town properties as needed.

Peeker Heffernan made a motion to approve a severance agreement between the Town and Sgt. George Crowe according to the principal terms set out in a November 11, 2019 email between Attorney Joe Farnham and Attorney Sue Edwards, and to authorize the Selectboard Chair to execute formal settlement agreement documents which the Selectboard's attorney has reviewed and advises are appropriate and do provide for the principal terms of the November 11, 2019 email. Peter Coffey seconded. So voted.

**VIII. Adjourn**

Peeker Heffernan moved to adjourn the meeting. Peter Coffey seconded. The meeting was adjourned at 8:47pm

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator