Agenda Item III.13

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday October 12, 2020

Selectboard members present: Chair Michelle Perlee, Vice-Chair Peeker Heffernan, Ian Albinson, Joel Bouvier, and Darla Senecal.
Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Director Eric Cota, Town Treasurer Jen Myers, and Police Chief Bruce Nason.
Others present: Mary Hutchins Berry, Bill Elwell, Shawn Kimball (NEATV), Benjamin Marks, and Jim Quaglino.

I. **Call to Order.**
1. Chair Michelle Perlee called the meeting to order at 7:03 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels requested that authorization for new grant opportunity be added under regular business #8 under COVID-19 update business.

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

II. Public Forum. None.

III. Special Town Meeting Public Information Meeting: Australian ballot vote on proposed Unified Development Regulations. No members of the public were present on this topic. Valerie Capels shared an e-mail received from Cecil Foster expressing concerns about consolidating the Planning Commission and Zoning Board of Adjustment duties. He feels it is important to have two sets of eyes on this very important topic and it would be too much local control. Ian stated he has posted the details on what steps Bristol voters need to do to vote for this on Facebook and a few times on Front Porch Forum. Voters will need to request this separately than the regular ballot by contacting the Town Offices.

IV. Regular Business.
1. Continuation of Lister Candidate interviews and potential appointments of one or more candidates to fill either of two vacant Lister positions: Mark Adams, David Cobb, and Patricia King. Valerie reported that Mark Adams withdrew his name from consideration citing personal reasons. There was agreement to move this to executive session.

2. Clarification and/or ratification of Acorn request for AES-3 prospective stormwater permit expenses from September 14, 2020 decision. Valerie Capels reported that online is an agreement document from Benjamin Marks with Acorn Energy Co-Op, Inc. following up from the Selectboard's September 14, 2020 meeting where cost-sharing of stormwater permit expenses was discussed and agreed. Also online are the information originally provided and the draft minutes of the meeting. It is not clear from the minutes or review of the discussion whether the Selectboard intended to agree to provision #3, specifically, "…once the town engages in stormwater permit amendment triggering activity for the parcel, AES3's fee-splitting obligation will expire and the town will bear 100% of the ongoing stormwater permit costs including all the

annual and renewal fees." This is an opportunity to clarify if this provision was intended to be included in the Selectboard's approval. Following discussion, Ian Albinson moved to accept agreement as written. Darla Senecal seconded. The motion passed 3-2 with Joel Bouvier and Michelle Perlee voting no.

3. Coin drop application: Bedell Family EMS Fundraiser, West Street near Post Office, October 17, 2020. Mary Hutchins-Berry said the money raised would be used to purchase new LUCAS CPR devices for the Bristol and Vergennes Rescue Squads. Darla Senecal offered to see what the Department of Health for Vermont says about this type of event. Peeker Heffernan said he would also like to see the applicant be Bristol Rescue Squad. Peeker Heffernan moved to approve the coin drop pending the Department of Health of Vermont approves this and the Bristol Rescue Squad as the applicant. Joel Bouvier seconded. So voted.

4. Town Green and Gazebo use request: Bristol Federated Church Christmas Eve Service, 12/24/2020, 6:00 p.m. to 8:00 p.m. Ian Albinson moved to approve the Town Green and Gazebo request for the Bristol Federated Church Christmas Eve Service. Joel Bouvier seconded. So voted.

5. Water Commission: consider request from the Addison County Community Trust for KTP Trailer Park to become a consecutive water system. The Addison County Trust (ACCT) through P2 Environmental is requesting the Water Commission's approval that the Kilbourn Trailer Park (KTP), become an *exempt* consecutive water system – meaning that ACCT would no longer be responsible for regular water quality sampling and compliance reporting to the State. They also propose to no longer be responsible for notification to tenants of the annual Consumer Confidence Reports (CCRs). Following discussion, Peeker Heffernan moved to approve KTP to be an exempt consecutive water system. Ian Albinson seconded. The motion failed 05 with all five Selectboard members voting no.

6. Water Commission: continuation of request for authorization for VTUMS to repair the water meter pit at KTP. Joel Bouvier moved to have the repair done as soon as possible at the water meter pit at KTP. Ian Albinson seconded. So voted.

7. Acknowledge receipt of the proposed Bristol Town Plan Update and transmittal from the Planning Commission. Valerie Capels reported that the Planning Commission voted at their last meeting to approve the Bristol Town Plan and send it to the Selectboard for consideration at a hearing scheduled for November 9, 2020, 7:00 p.m. via zoom. Notice of this hearing will be posted in the October 8, 2020 *Addison Independent*.

8. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Valerie Capels reported that the Governor's Emergency order is currently in effect to October 15, 2020 and it is not yet known whether it is likely to be extended. The Town Office's soft opening on Mondays and Wednesdays from 8:00 a.m. to 12:00 p.m. have worked well. There is interest in extending the Monday and Wednesday hours to 2:30 p.m. while Gail is available to provide support and adding morning hours on Thursday from 8 a.m. to 12 p.m. The grant that authorization is being requested for is a minimum grant award for $5,000 for a laptop

to assist with the election process. Ian Albinson moved to authorize the grant application for a laptop to assist with the election process. Joel Bouvier seconded. So voted. Valerie Capels conveyed a question from a citizen about if the Selectboard will restrict anything for Halloween. There was a consensus of the Selectboard that since Dr. Levine said it is safe for the state of Vermont to trick or treat, it is okay as long as they are following CDC guidelines.

9. Paving and sidewalk projects update. Valerie Capels said they are getting to the end of the Main Street project. Ian Albinson said they are still working on the puddling of water. The reason for some dotted lines was because they had to change the lines due to the lamp posts and because they need to fix the water from puddling. A punch list walk-through is planned for Wednesday, October 21 to identify any details that may need attention for final approval and sign-off.

10. Approval of the September 28, 2020 meeting minutes. Joel Bouvier moved approval of the minutes. Peeker Heffernan seconded. So voted.

11. Approval of January 20, January 22, and February 12, 2018 meeting minutes. This will be moved to next meeting.

12. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant $90,018.71.

13. Selectboard roundtable.

a. Joel Bouvier recounted the water line break over the weekend and the long day into the night to get it stabilized. There is another water leak right now at the corner of Pine and North street. He would like to see the Selectboard to get a cost estimate to replace the water line on Pine Street and for the Treasurer, Town Administrator, and Green Mountain Engineering come up with cost estimates and plan to bond for this in 2021 if a grant is not received. He would like the Selectboard to agree that this is a priority.

b. Ian Albinson asked if the fountain will be cleaned before wintertime. Valerie Capels reported she reached out to Alan Clark and has not heard back yet. Ian would like the markings done by VTUMS on the sidewalk to be removed before winter. He would like to meet with Valerie to update the roles and goals and do other updates to the Town webpage. He recommended that Valerie consider using sharepoint though Office 365 for distribution of the draft minutes.

14. Town Administrator's report. Valerie Capels had nothing to add to her written report.

V. Other Business.

1. Correspondence, reports, correspondence received. No discussion.

VI. Executive Session.

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

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pending litigation per 1 V.S.A. § 313(a)(1)(E), and personnel matters per 1 V.S.A. § 313(a)(3). Ian Albinson seconded. So voted. Town Attorney Joseph McLean was invited to participate.

The Selectboard met in executive session from 8:48pm to 9:40pm. Upon returning to open session, the following actions were taken:

Ian Albinson moved to appoint Dave Cobb to the Lister position whose term ends in 2021 and to appoint Patricia King to the Lister position whose term ends in 2023. Darla Senecal seconded. So voted.

Peeker Heffernan moved to authorize the Town Administrator to sign to sign an agreement with Attorney Jim Dumont representing Terasem regarding the upcoming review of Terasem's site plan review before the Zoning Board of Adjustment on October 27. Joel Bouvier seconded. So voted.

Joel Bouvier moved to increase Town Clerk Sharon Lucia's compensation per the April 14, 2020 appointment letter. Ian Albinson seconded. So voted.

VII. Adjourn.
At 9:45 p.m. Ian Albinson moved to adjourn the meeting. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

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