

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday July 8, 2019**

Selectboard members present: Chair Joel Bouvier, Vice-Chair Ted Lylis, Peter Coffey, Peeker Heffernan, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Fire Chief Brett LaRose, Town Clerk and Treasurer Jen Myers, Police Chief Bruce Nason.

Others present: Ian Albinson, Barb Crowe, Bonnie Crowe, Diana Crowe, Nikki Crowe, Sunny Crowe, Alan Huizenga, Don Keeler, Shawn Kimball (NEATv), Brandon Kipp (VTrans), Kevin LaRose, Christopher Lathrop (DuBois & King), Jill Marsano (VTUMS), Katie Raycroft-Myers, Peter Newton, Cathy Quaglino, and Jim Quaglino, Peter D. Ryan, James Skidmore, Jeremy Stephens (DuBois & King), Kristen Underwood,

**I. Call to Order: 7:00 p.m.**

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels requested that a grant summary document from the Conservation Commission for a grant application for Vermont River Conservancy be added as agenda item III.3.

**II. Public Forum.**

1. Peter D. Ryan asked if there will be risers installed on North Street and yes there will be. Joel Bouvier said not all came in, so they are waiting for the remainder to come in.

**III. Scheduled Appointments.**

1. Recognition: Sergeant George (Randy) Crowe's 25 years of service with the Bristol Police Department. Jim Quaglino spoke on behalf of the Police Advisory Board. Jim thanked everyone for attending and thanked Sergeant Crowe for his 25 years of service. Joel Bouvier presented Sergeant Crowe with a plaque and thanked him for his 25 years of service.

2. Kristen Underwood, et al.: National Science Foundation Smart and Connected Communities grant application proposal and authorization request. This National Science Foundation grant could pay toward an innovative pre-treatment solution for Bristol's downtown wastewater system that is integrated with smart technologies. The grant is for \$100,000. Peter Coffey moved to authorize the Nation Science Foundation grant application. Peeker Heffernan seconded, so voted.

3. Kristen Underwood explained the background of the Vermont Rivers Conservancy grant application to the Vermont Housing and Conservation Board for the purchase of the Fuller property. Peter Coffey moved to support the grant application for the Vermont Housing Conversation Board with \$25,500 toward the acquisition of the Fuller property and related expenses. Ted Lylis seconded. So voted. It was agreed that \$5,000 would be committed from the Conservation Reserve Fund.

**IV. Regular Business.**

1. Main Street Lighting and Sidewalk and 2020 Route 116 Paving projects:

Logistics merging Main Street Lighting & Sidewalk Project with the Route 116 VTrans paving project; Design details: lamp post bases and outlet locations, location of ADA parking spaces, crosswalk improvements, etc.

Jeremy Stephens of DuBois & King presented an overview of the thought process to merge the VTrans paving project with the Town's sidewalk project and outlined pros and cons. Pros include elimination of construction schedule conflicts; eliminates items covered by VTrans; provides the Town full-time construction observation and public liaison; and reduces currently scoped expenses by approximately \$90,000. Cons include a slight potential for additional design costs, and the potential for increased construction bid costs. If the town decides to merge the projects, there would be an opt out clause if the bids are not acceptable to the Town. If the clause was exercised, there may not be time, then to do the sidewalks before VTrans comes through with the paving.

The option for night construction was discussed. It would typically be from 7:00pm to 6:00am. Night work would require lighting, which could also serve as the temporary lighting in the absence of the street lights. Night work is not as efficient and adds additional costs, but traffic control is less of a factor. DuBois & King estimates that construction of the 800 feet of sidewalk (400 feet on each side) can be done in about a month. Ian Albinson will speak with Bristol Core and the landlords to see how they feel about night work and to keep them informed. Peeker Heffernan moved to request night work for Main Street and to allow the contractor the option to decide whether to use night work on the rest of the project. Ted Lylis seconded. So voted.

The combined schedule: Preliminary Plan submittal goes out by August 2, 2019, Contract Plans & Specs submittal by October 14, 2019, advertise for construction November 20, 2019, and construction in 2020. Before merging with VTrans the cost was \$431,000; after omitting the concrete across driveways and merging with VTrans the revised opinion of probable cost is \$334,275. The costs do not include traffic control. Peeker Heffernan moved to merge projects with VTrans. Ted Lylis seconded. So voted.

DuBois & Kind presented the ADA parking options along Main/West/South Street. The ADA parking in front of Holley Hall will be lost because it does not meet current standards. VTrans is willing to put in ADA parking spots in other locations as part of their project. Michelle Perlee moved to do the Alt #1 (by park) with possibly adding a parallel ramp, Alt 3 (in front of Recycled Reading on the corner of South St and West St), and eliminate the one in front of National Bank. Ted Lylis seconded. So voted.

Valerie Capels asked how the Town would go about adding three more No Turn on Red signs at the intersection of North/West/South/Main Street to coincide with the pedestrian crossing. Brandon Kipp said he can look at the signage for when pedestrians walk and having the no turn signal, etc.. VTrans is going to speak with their colleagues about pedestrian signage by Hatch 31 and National Bank of Middlebury. Michelle Perlee moved to have a refuge island (triangle on south side) with improved pedestrian crossing signage that is hard wired not solar powered. Ted Lylis seconded. So voted.

Peeker Heffernan moved to put the outlets on the top of the light posts facing the building. Michelle Perlee seconded. So voted. Peter Coffey moved to have the 8" high by 16" wide base

for the lamp posts. Ted Lylis seconded. The vote was defeated with Michelle Perlee, Peter Coffey and Joel Bouvier voting no; Peeker Heffernan and Ted Lylis voted yes. Ian Albinson and Katie Raycroft-Myers explained why they feel 8" is too high. Peter Coffey moved to have the 6" high by 16" wide base for the lamp posts. Michelle Perlee seconded. So voted. Ted Lylis voted no. Peeker Heffernan moved to put the lamp posts in the center of the parking spot. Ted Lylis seconded. So voted.

Peter D. Ryan asked where the \$334,275 estimated cost is coming from. Valerie Capels said a \$100,000 grant is secured, a \$75,000 grant is pending, and the remainder was discussed coming from sale of Stoney Hill money. Peter. Ryan asked if this was going to be brought before the voters because he has never seen anything like this that has not gone for a vote on Town Meeting.

2. Continued review of 2019 sidewalk replacement projects: determine segments and scope of work. There was discussion whether the Public Works Department will have time to remove the sidewalk. The Selectboard would like to have Mountain Street done before school starts which is Tuesday August 27, 2019 (for 7<sup>th</sup> and 9<sup>th</sup> graders). There was agreement to defer Park Place for now. Some of the details of the draft scope of work were clarified. Truncated domes should be included. Valerie Capels will update the scope of work to include an alternate bid option with and without the Public Works Department doing the demolition and preparation of the sidewalk.

3. Consider request(s) for maintenance and/or upgrades of LaFrance Road and overall discussion of Class 4 highway maintenance projects. DPW Foreman Eric Cota explained that under the current (old) standards, the only requirements for Class 4 road maintenance were culverts and bridges. The updated standards will require more for hydrologically connected segments. Adoption of the state policies will be discussed at the next meeting. Eric reported that the LaFrance Road culvert was overtaken by too much water, which washed out the lower end. He and three men brought two tandem loads of bank run gravel, two tandem loads of gravel, and the Freightliner load of gravel to fix the road around the culvert. Valerie reported that the cost to the Town was just under \$2,000. If the road was brought up to Class 3 standards, the state reimbursement would be about \$900 per year. Eric said when this happened before, the agreement was that the property owner(s) would provide and spread the gravel and the Town would smooth it with the grader. Ten loads was estimated to be required but only three were provided. If a similar situation occurs again, the Selectboard would be open to consider sending the grader to be used but only if the required amount of material is provided. The Selectboard the Town's obligation is currently being met.

4. Consider adoption of VTrans updated Town Road and Bridge Standards. This will be discussed at the next meeting.

5. Consider whether to revisit closure of the Memorial Park access. Peeker Heffernan reported that he met with Porter Knight at Memorial Park over the weekend. The stairs are not unsafe, they are just slippery. Something needs to be put on them so they are not slippery. There was consensus to install roofing shingles to the steps. Peeker Heffernan said if Valerie Capels lets Porter Knight know, she will get some people together to put the shingles on the

steps. Ted Lylis recommended using Jet shingles with no cut-outs. If that is not available, get rolled roofing and cut it.

6. Update on status of the grader; possible action item to proceed with replacement. Peeker reported that the 2019 grader price is \$305,144 and will give us \$48,000 for the grader we have now. The model has everything Eric asked for. The first lease payment would be due August 2020. Eric and Peeker will bring this to the Equipment Committee and present it again at a future Selectboard meeting.

7. Rooted Vermont request to use Upper Meehan and Meehan Roads for Return to Gravel multi-town bicycle event, August 4, 8:30 a.m. – 6:00 p.m. beginning in Richmond. Ted Lylis moved to allow Rooted Vermont use Upper Meehan and Meehan Roads for Return to Gravel multi-town bicycle event on August 4, 2019 from 8:30 a.m. to 6:00 p.m. Peter Coffey seconded. So voted. Eric Cota asked that any signs or trash should be picked up and all traffic rules should be abided by. Michelle Perlee said this is all in the permit and they have insurance.

8. Reappointment of Naomi Drummond to the ACTR Board. Michelle Perlee moved to appoint Naomi Drummond to the ACTR Board. Peter Coffey seconded. So voted.

9. Approval of June 24, 2019 meeting minutes. Peter Coffey moved to approve June 24, 2019 meeting minutes with minor corrections. Michelle Perlee seconded. So voted.

10. Authorize accounts payable warrant and any liquor licenses: \$62,437.52.

11. Selectboard Concerns.

Ted Lylis said the tree on Garfield Street is going to fall on its own soon unless someone takes it down.

Joel Bouvier said he went with Jill and Cy looked at the doors at the pump house and they will need to be replaced because the frame is rotted. Jen Myers said she kept the budget the same in the hopes the doors would be replaced this year. Joel Bouvier asked about the solar speed sign that needs updates. Bruce Nason said Eric Cota needs to work on it and then it can be placed on North Street when it's ready.

12. Town Administrator's report.

Valerie Capels reported that Nancy Perlee has returned and a letter was sent to her. Vicki and Greg West's dog is back and has been impounded. Vicki and Greg West said last year it was moved to Monkton. The last order from the Selectboard was if it was found in Bristol, it would be seized and be brought to Homeward Bound to be rehomed.

## **V. Other Business.**

Correspondence, reports, correspondence received.

## **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 a personnel-related matter per 1 V.S.A. § 313 (a)(3). Ted Lylis seconded. So moved.

The Selectboard met in Executive Session from 10:05pm to 11:00pm. Upon returning to open session, Peter Coffey moved approval of the employee compensation adjustments as discussed. Peeker Heffernan seconded. So voted.

**VII. Adjourn.**

A motion was made and seconded to adjourn. The meeting was adjourned at 11:05pm

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator

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