

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday December 2, 2019**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Director Eric Cota, and Chief of Police Bruce Nason.

Others present: Ian Albinson, Shawn Kimball (NEATv), and Porter Knight.

**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 are no additions, removals, or adjustments.

**II. Public Forum**

1. Ian Albinson asked if the asphalt sidewalk section by Hear Clear Vermont on East Street that floods along the roadside could be fixed before the spring paving? There was consensus of the Board that it could be done in the spring and it would not be affected by the paving project.

**III. Appointments**

1. Ian Albinson for Bristol CORE: Town Green Park Use Request for annual Lumen event. Peeker Heffernan moved to allow Bristol Core to use the park on December 21, 2019 for the annual Lumen event with the same stipulations as in years past. Peter Coffey seconded. So voted. The event will start on the park at 5:30 p.m. People can make lanterns in Holley Hall at 4:30 p.m. Then people will walk to the fire pits between Tandem and National Bank of Middlebury. Ian Albinson said Circ de Fire pits will have insurance and will include the Town of Bristol to be covered. The Fire Department agreed to provide fire watch.

2. Porter Knight: Bristol Trail Network updates and request for RTP grant application support. Porter Knight reported that the Bristol Trail Network starts near Pine Street and connects to Basin Street with a little crossing by the Firehouse and is almost 3 miles. The Bristol Trail Network received almost \$7,000 in grants from various programs. Signs have been made for signage along the trail that will be installed in the spring. Porter explained that there is an opportunity to apply for Recreation Trail Program funds to extend the Memorial Park trail from the waterfall viewing area east to the property boundary and loop back will give visitors significantly more opportunities for recreation and appreciation of the natural resources at the site. The consensus of the Board is to support a letter that will be sent by Valerie Capels, so Porter Knight can submit the grant application for the Bristol Trail Network. Porter added that they plan to resume work in the spring and continue to look for grants to fix the area up.

**IV. Regular Business**

1. General fund and capital budget workshop: Public Works Department. DPW Foreman Eric Cota walked the Selectboard through review of the draft budget for 2020-2021 Public Works Department. There are increases in materials and personnel. Revenues are projected to either be flat or slightly lower, resulting in an overall increase in the amount supported by taxes

by 2.4%. He reported the grader is finished. Eric suggested to consider reducing the rotation from 10 years to 8 for Town trucks, so they have a better trade-in value and reduced maintenance costs. He also suggested considering a plan for trading in the grader and loader every 5 years. There was discussion about moving the pick-up truck to be replaced in 2021. It was noted that the Highway Capital Equipment Long Range Plan numbers need to be updated for the Town Report. Valerie Capels will work with Jen Myers will update the numbers and get back to the Selectboard later.

2. Grant summary request: Better Roads Program for Mountain Street stormwater improvements. Valerie Capels explained this would be an application to the Vermont Better Roads Program for up to \$20,000 for design, engineering, and construction to enlarge the headwall and inlet on Mountain Street. The application deadline has been extended to Friday, December 13. A 20% match would be required. At least two properties that we know of on Spring Street were heavily impacted by the stormwater flow from the Halloween storm. Even if the debris screen could have been kept clear, the inlet would not have been able to handle the volume of water coming off the hill, which had nowhere else to go but down Mountain Street and across to Spring Street. The current idea is to enlarge the existing 2-foot pipe, which connects to a 4-foot pipe/catch basin on Mountain Street and improve the debris screen. Peter Coffey moved to apply for the Better Roads Program for Mountain Street stormwater improvements. Peeker Heffernan seconded. So voted.

3. Continued review of preliminary DRAFT Bristol Winter Operations Plan and Policy. Valerie Capels reported that she found some interesting wording in the Colchester Policy clarifying that the sidewalk cannot be clear 24/7 and there might be some ice and snow on the sidewalk in some sections. Eric Cota noted that no salt is used on Main Street, only sand. There was agreement that language should be included to the effect that business and property owners should share in the responsibility for keeping the sidewalks clear in their areas.

There was continued discussion about Town maintenance of private roads. The Town of Colchester adopted a policy in 2017, after dealing with it for decades, that they would no longer plow private roads. Michelle Perlee said she spoke with Kevin Brown and he suggested the best option would be to have a Class 4 road policy and then go through a process for these roads to be Class 4 roads and then they would have to follow those policies. This will continue be on the agenda at a future meeting. Peter Coffey asked Eric Cota to see time wise how long it takes to maintain these roads.

4. Public Works Facility site and needs analysis draft scope or work for review. A draft scope of work was reviewed. There was agreement that a perimeter survey would not be necessary, as the building would not go any further west than the gate and the site plan was done near the High School and the building would not go down the hill. There was a suggestion to demolish the gray barn and rebuild. Ian Albinson asked for more specifics on the energy efficiency and suggested that it be energy efficient as possible. Valerie Capels had suggested a due date of January 8, 2020. After a selection is made, they would start in February and end in May. Then in June 2020 the plan is presented to the Selectboard.

5. CWSRF Planning Loan application approval for water line replacement engineering report (requires Selectboard signatures). Valerie Capels explained this is for the lead joint replacement on sections of the water line. Proceeding with the loan for the \$28,300 preliminary engineering report contract was approved by the Selectboard at the October 21, 2019 meeting. This must be submitted electronically by Wednesday December 4, 2019 and the Selectboard signatures are needed.

6. Approval of the November 18, 2019 meeting minutes. Michelle Perlee moved to approve November 18, 2019 meeting minutes with corrections. Peter Coffey seconded. So voted.

7. Authorize accounts payable warrant and any liquor licenses. \$54,718.78. Special event permits: Champlain Orchards at Vermont Tree Goods 5:30 to 9:30 p.m. December 21, 2019 Lumens event. Hogback Brewery on January 11, 2020 4 to 11:59 p.m. Michelle Perlee moved to approve the Champlain Orchards on December 21, 2019 event and Hogback Brewery on January 11, 2020. Peeker Heffernan seconded. So voted.

8. Selectboard concerns.

Peter Coffey asked about the status of the West Street Project and wondered when the equipment will be gone from West Street since the Chocolate Walk is Friday December 6, 2019.

Joel Bouvier asked about one of the two big culverts that needs to be returned. Eric ordered a 5- and a 4-foot culvert not knowing which one he would need and told the salesman that he would be sending the other back. He was not told there would be a \$1,200 (25%) restocking fee. Before it is sent back and we get charged the restocking fee, is there anywhere else we can use it. Keeping the culvert would put the Public Works Department over budget. Peeker recommended sending it back and letting them know the Town will be shopping around more for culvert supplies. Do we send Ferguson a stern letter about the restocking fee? Selectboard members agreed that Eric or somebody needs to call the salesman to argue the point.

9. Town Administrator's report.

Valerie Capels reported that the Main Street Sidewalk the project is out to bid and responses are due back by December 13, 2019.

## **V. Other Business**

1. Correspondence, reports, correspondence received. Valerie Capels drew attention to the letter from Ernie Senecal in response from the flooding during the October 31, 2019 storm. He is asking that his damage expenses be covered by the Town. He did call 211. Following discussion, there was agreement that Town of Bristol is not responsible for such natural occurrences, will not cover his expenses, and that he should check with his insurance company. Peter Coffey and others noted that if it becomes available, Individual Assistance through FEMA is very difficult to get.

She also noted the letter from Bob Donnis regarding the Opiate Litigation. He asks that if the Town of Bristol does get money from this litigation that it be turned over to Turning Point of Addison County to support the services they provide to people with addiction disorders. There was agreement that is premature to make that decision now, as other requests may come forward.

Regarding the e-mail from Gwynn Zakov at VLCT about establishment of Commercial Cannabis Marketplace in Vermont, Valerie asked if this is something the Selectboard is interested in following up on or having as a future agenda item. The e-mail is asking for a resolution from all cities, towns and village to consider, support, and circulate to representatives and senators in your districts before the 2020 legislative session begins. Joel offered to send a copy of an article he read about it in *The Rutland Herald* about the Town of Springfield having just voted on the resolution. Selectboard members did have a strong feeling about the matter and felt they have other priorities to deal with.

#### **VI. Executive Session**

Michelle Perlee moved to enter executive session upon 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) and 1 V.S.A. § 313(a)(4). Peter Coffey seconded. So voted. Bruce Nason was invited to participate in part of executive session. The Selectboard met in executive session from 8:15pm to 9:20pm. Upon returning to open session, Michelle Perlee made a motion to accept the compensation adjustment for Officer Fairbanks, as recommended by Chief Nason. Peter Coffey seconded. So voted.

#### **VII. Adjourn**

Michelle Perlee motion to adjourn, seconded by Peeker Heffernan. So voted.

Respectfully submitted by,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator