

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday February 17, 2020**

Selectboard members present: Chair Joel Bouvier, Ian Albinson, Peter Coffey, and Michelle Perlee.

Member absent: Peeker Heffernan.

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

Others present: Mary Arbuckle (NEAT), Sally Burrell, Alan Huizenga (GME), Ted Lylis, Ralph Meima (Green Lantern Solar), Bill Mount, Jim Quaglino, Susan Schreibman (ACRPC), and Benton Wright (ACRPC).

**I. Call to Order.**

Vice 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 to the agenda.

**II. Public Forum.**

Ted Lylis expressed concerns that snow has been piled up at the intersection Garfield Street and North Street and you cannot see what is coming up North Street. He also expressed concern about the icy condition of the sidewalk in front of the porch where people walk. Valerie Capels said she sent a letter to the property owner last week and will follow up this week

**III. Police District Public Information Meeting.**

1. Joel Bouvier reported that this is the first information meeting of the Police District Annual Meeting. The second meeting will be 6:00 p.m. Monday March 2, 2020. No members of the public spoke. The next meeting will be March 2, 2020, 6:00pm.

**IV. Regular Business.**

1. Update on Truck #2 Low Pro and reconsideration of options: Eric Cota, Public Works Foreman. Eric explained that there was code work done which cost \$4,500. The warranty work did not get done because the truck needed to be picked back up that Friday before the winter storm. He would like to start getting bids for a new truck, so it can be here for next winter. Following more discussion, Peter Coffey moved to authorize the Foreman to get bids to purchase a new truck and equipment. Ian Albinson seconded. So voted 3-1. Joel Bouvier voted no.

2. Presentation of the Bristol Highway Capital Improvement Plan, prepared by the Addison County Regional Planning Commission: Susan Schreibman-Gross. Susan Schreibman and Benton Wright from the ACRPC explained that in 2017 the Town received a grant from Better Roads Program to conduct a culvert and road erosion inventory, prioritize projects, and develop a Capital Improvement Plan to implement the projects over a period of five years.. Bristol has 36.45 miles of Class 2 & 3 roads and approximately 50% are paved. There are 5.6 miles of Class 4 roads, 315 culverts, and 719 road segments. Of Bristol's 719 road segments, 337 are not hydrologically connected, 201 fully meet State standards, 15 were identified as very high priority and 2 were identified as a priority. Sixty-one were not assessed either because they were on

Class 4 roads, private roads, or were otherwise not accessible. Only driveway culverts on a hydrologically connected road were included in the inventory. Only Class 4 roads with 12-inch deep or more rill erosion will need to be addressed.

The Capital Improvement Plan lists the various needs for improvements, potential funding sources, and a timeline for implementation. It is a planning tool that is intended to evolve as conditions change and projects are completed. It can also be an important supporting document when seeking grant funding for specific projects that have been identified. The state is requiring by 2025 that roads be up to specific standards, which includes repairing erosions and gullies. Joel Bouvier asked Susan and Benton about Pine Street for example where there is no drainage. Benton explained that the inlets on Mountain Street were not evaluated because only the outlets are evaluated for stormwater purposes. If the outlet meets the criteria, then all the inlets are deemed to meet it. Stormwater on flat roads like Pine Street would not need to be addressed as long as the water is not causing erosion to the road and it would have to be directly connected to the road. There would have to be a culvert on the road or if it has catch basins it would have to be outlet of the catch basins that addresses that road segment and if is a nonpaved road it has to be direct erosion on the road. Susan and Benton are going to update the equipment piece of the paperwork.

3. Review of Basin Street Preliminary Engineering Report Update and consider next steps: Alan Huizenga, Green Mountain Engineering. Alan explained that this is an update of a 2008 study of Basin Street. At the top of Basin Street, the steep section has a 20% grade. There is a small area on the corner of West Street and Basin Street for a car to park while they wait for it to be safe to enter traffic. The 20% grade would start back further down the road instead of at the top of the hill. The cost estimate prepared 11 years ago of about \$500,000 included a new sidewalk, new guardrail, filling of the slope, testing, and engineering increased to about \$600,000. Valerie Capels said this project could qualify for grants through several different programs. The Vermont Transportation Alternatives Program appears to be the most attractive and could be combined with other programs. She will put together a plan and look at all potential grant combination options, including for the next level of engineering.

Two other options were included in the original report; only this third option was updated because it was the preferred option at that time. One next step would be to approach the landowner and perhaps try to acquire the property. It is not otherwise developable. Existing features like utility poles and driveways limit options for extending the slope to be less steep. Very little permitting would be needed.

Joel Bouvier mentioned that, if the Town did purchase the slope, it might be more cost effective to buy out the four homeowners that live down there instead of working on the road.

4. DWSRF lead pipe subsidy update: Alan Huizenga, Green Mountain Engineering. Alan Huizenga explained that he was told if the water system contained lead pipes, then it could be covered by the funding subsidy. The Town applied for the funding in December and then was told it was not what the fund was meant for and so not eligible for the 100% subsidy. The consensus is there should be a plan together to do a replacement over time with these pipes.

5. Consider Net Metering Proposal for Town properties: Green Lantern Solar and the Bristol Energy Committee. Sally Burrell (Energy Committee) and Ralph Meima (Green Lantern Solar) explained the proposed solar power would be about 218,000 kwh per year. Joel asked what if this agreement was entered into and then down the road the landfill was used for solar panels. Ian said the Town of Bristol would receive lease payments and would not be able to use it for its own electricity, but could give credits to other towns, schools, etc. Consensus is to have the Town attorney look over the proposal. We should have an answer by March 16, 2020 meeting about whether to enter into this agreement or not. There was discussion whether the project must be exclusive to Green Lantern. One meter cannot be split between two companies, but the other company could have its own meter. Sally Burrell thought she read that Green Lantern must have exclusivity. Green Lantern could have the meter on one building, but a new building with a different meter could use an array from a different company. Ralph Meima said according to the state a “customer” can only net meter up to 500,000 kwh except school districts, though this might be addressed in the next session.
6. Curb cut application 20-01DA: Kevin Puls, Meehan Road. Questions were asked why the proposed driveway is not coming off Brook Drive. Eric Cota said the application is what Mr. Puls requested. Brook Drive is a private road that the applicant may or may not have rights to access or perhaps he does not want to share in the maintenance. It was noted that some trees would need to be cut and maintained. Peter Coffey moved to accept curb cut application 20-01DA for Kevin Puls on Meehan Road. Ian Albinson seconded. So voted.
7. Consider request to expend capital equipment funds: Police Department. Police Chief Bruce Nason explained that the six guns would be replaced and traded in for six new guns of the same make and model. Following discussion of the other equipment requested, Peter Coffey moved to approve the request to have Chief of Police expend from the capital equipment fund to purchase six new guns and to deem the existing equipment as surplus, allowing them to be sold or otherwise disposed of. Ian Albinson seconded. So voted.
8. Holley Hall meeting room presentation display proposal: Ian Albinson. Ian explained that the room was moved around; however he also specked out purchasing a smart TV that would be mounted behind the Selectboard, so it can be plugged into a computer or bluetooth to an Apple product. The money would come from the Bristol Flood Relief Fund in support of Emergency Management or the Technology Fund. Ian Albinson moved to purchase the TV and accessories in his proposal not in excess of \$700 and taking it out of the Bristol Flood Relief Fund. Peter Coffey seconded. So voted.
9. Grant authorization request: Hub Youth Center to the Samara Grant Fund through the Vermont Community Foundation for \$2,500. Michelle Perlee moved to approve the grant request for the Hub Youth Center to apply a grant through Vermont Community Foundation in the amount of \$2,500. Ian Albinson seconded. So voted.

10. Grant authorization request: Hub Youth Center to the United Way of Addison County for up to \$22,500. Ian Albinson moved to authorize Hub Youth Center to apply for the United Way of Addison County grant in the amount up to \$22,500. Michelle Perlee seconded. So voted.

11. Consider approval of the Listers' Certificate of No Appeal or Suit Pending. Peter Coffey moved to approve the Listers' Certificate of No Appeal or Suit Pending. Michelle Perlee seconded. So voted.

12. Town Meeting warning review and preparation. Valerie Capels said we may need to clarify Article 8 and get an amendment from the floor since it does not mention paying it off with the Undesignated Balance. The Selectboard assigned each Article to a specific Selectboard person.

13. Approval of the January 27, 2020, February 3, 2020, and January 15, 2018 (backlog, *tentative*) meeting minutes. Michelle Perlee moved to approve January 27, 2020 with minor corrections and February 3, 2020 with no corrections. Ian Albinson seconded, so voted. January 15, 2018 is being moved to the next meeting.

14. Authorize accounts payable warrant and any liquor licenses: \$75,141.36.

15. Selectboard concerns.

Michelle Perlee was asked about the Pottery class with the kiln. This person took a couple of classes and felt like the kiln is the Teachers kiln whereas it is the community's kiln. This maybe a question for Meridith. Valerie Capels will check with Meridith.

Ian Albinson is still working on the AT&T coverage. He spoke with Conservation Commission about the reserve fund and they would like it to stay the way it is. Porter Knight suggested creating a new "Opportunity Fund" which would be used for any matching grant funds and could be used for all Departments or committees.

Joel Bouvier reported that he met the new Vergennes City Manager and he had only nice things to say about Valerie Capels. Joel thanked Peter Coffey for all his work especially when he stepped in when Therese Kirby left.

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

**V. Other Business.**

1. 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, labor relations agreements per 1 V.S.A. § 313(a)(1)(B) and personnel matters per 1 V.S.A. § 313(a)(3). Ian Albinson seconded. So voted. Town Attorney Joseph Farnham was invited to participate.

The Selectboard met in executive session from 9:03pm to 9:30pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

At 9:30 p.m. Michelle Perlee moved to adjourn the meeting. Peter Coffey seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator

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