

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday August 10, 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 Forman Eric Cota, Fire Chief Brett LaRose, Recreation Director Meridith McFarland, Assistant Recreation Director Alex Mihavics, Town Treasurer Jen Myers, Police Chief Bruce Nason, , and Zoning Administrator Kris Perlee.

Others present: Senator Christopher Bray, Shawn Kimball (NEATV), Ted Lylis, Samantha Morrissey, Jim Quaglino, Katie Raycroft-Meyer, and Helen Young.

I. Call to Order.

1. Chair Michelle Perlee called the meeting to order at 7:05 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. Valerie Capels suggested that if people are here for Emerald Ash Borer item, maybe we could do this a little earlier in the meeting.

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

II. Public Forum.

1. Senator Christopher Bray provided a quick briefing of the meeting that happened on August 3, 2020 for the public outreach regarding the Bristol Police Department. He felt it was quite a productive meeting and a respectful positive conversation with the community. He will connect with Valerie Capels for some items to focus on and his notes.

III. Regular Business.

1. Set the FY2021 municipal tax rates. Jen Myers reported that the total Homestead tax rate is \$2.4478, Total Non-Residential tax rate is \$2.4125. These numbers include the State education taxes. Total Police District tax rate is \$0.2980. Total Homestead tax rate which includes Police District is \$2.7458 and the Total Non-Residential tax rate which includes Police District is \$2.7105. Peeker Heffernan moved to set the FY2021 municipal tax rates as noted above. Ian Albinson seconded. So voted.

2. Consider Bristol Revolving Loan Fund application for new business start-up: Chris and Samantha Morrissey. Valerie Capels reported that loan applicants Chris and Samantha Morrissey met with the Bristol Revolving Loan Fund Committee on July 7, 2020 to review their application to start a new business on Rockdale Road in the former Christian Assembly building. After much deliberation, the RLF Committee voted to recommend approval of loan with the following terms: A loan amount of \$80,000 for a term of 10 years, Interest rate at three percent (3%) for first five (5) years. At the fifth (5th) anniversary the rate will be two percent (2%) higher than the 10-year treasury rate for the remaining five (5) years. Collateral is all inventory (used and new bicycles, parts, ski gear, equipment, tools) and all personal property. Includes a

personal guarantee. Ian Albinson moved to accept the proposal for Chris and Samantha Morrissey at the recommendation of the RLF. Darla Senecal seconded. So voted.

3. Consider Jackmans' Fuel pre-buy offer of fuel for Town operations for the period September 1, 2020 through April 30, 2021. Jen Myers stated that if we do not use all the propane then the Town receives a check for the unused amount. Peeker Heffernan moved to approve the following gallons of propane for each building: Fire Dept – 2,400, Dog Pound – 200, Garage – 1,700, Potter Kiln – 250, Pottery Meter – 350, Pump House – 300, Hub Teen Center – 400, Holley Hall Generator – 100. Ian Albinson seconded. So voted.

4. Curb cut application #20-02DA: Greg West, Lower Notch Road. Valerie Capels reported that this is a curb cut application from Greg West to establish a shared driveway off Lower Notch Road associated with a subdivision application that is currently in the development review process. Work had already begun before the application was submitted. Public Works Foreman Eric Cota recommends approval with the following conditions: A minimum fifteen inch by thirty-foot (15" x 30') culvert must be installed, The black plastic culvert needs to have a least twelve inches (12") of cover over it; the gray triple walled culvert needs to have at least six inches (6") of cover over it, the culver must be installed to the Foreman's specifications, both pipes need to be compacted in ten-inch (10" _ lifts with a suitable compactor, there also needs to be a ditch on the inlet side for water to enter and ditch on the exit side to let the water out, some of the small trees need to be cut heading up the hill for sight distance, and this application applies to Lots 1 and 2 only per the proposed plan. A separate access permit will be required for Lots 3 and 4. Helen Young said several years ago Greg West built some homes across the street from her and he then did not "follow the rules" when the permits were done for that piece of land. Peeker Heffernan moved to approve the permit with the conditions above, and that it be installed and inspected before the building permit is approved. Joel Bouvier seconded. So voted. Kris Perlee noted that the Selectboard can also hold the \$250 deposit if the specifications are not done properly.

5. Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program for equipment purchase. Valerie Capels reported that online is a memo from the Addison County Regional Planning Commission (ACRPC) announcing the offering of FY2021 Municipal Grants in Aid for equipment purchases that will support Municipal Roads General Permit (MRGP) implementation. Public Works Foreman Eric Cota recommends applying for the purchase of a small haybale shredder to use instead of the hydroseeder. The hydroseeder is co-owned and used by more than one municipality and is not always available when needed. Up to \$6,430 would be available. A minimum 20% match (\$1,608) is required. Actual cost to purchase may be around \$10,000. Signing the letter of intent is not a commitment to purchase. Peeker Heffernan moved to approve sending the letter of intent. Joel Bouvier seconded. So voted.

6. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Valerie Capels reported that little has changed since the last meeting and the Town

Office remains closed. Jen Myers reported that the election tomorrow August 11, 2020 will be downstairs. Voters will enter at the main entrance, check in at the counter, go down the hall to vote, and then exit out the back entrance which is accessible. People will be required to wear a mask and if they do not have one the Town will have disposable ones available. People can vote in the car if they so choose as well. Eric Cota wanted to apologize for something he said a couple of meetings ago about wearing masks. He was just stating his personal opinion and his alone. He and his team are wearing their masks and following the COVID-19 guidelines.

7. Paving and sidewalk projects update. Valerie Capels reported the contractors crew have been working on the water system in the road. Things are progressing. The three YIELD TO PEDESTRIANS signs have been approved to be included in the VTrans side of the project ledger. The first invoice from VTrans for this project in the amount of \$95,909 is included in the warrant.

Donnie Sargent has been coordinating with DPW Foreman Eric Cota to begin working on the Mountain Street sidewalk project sometime this week. The work needs to be coordinated with a separate residential water line replacement project.

8. Consider formation of and appointments to the Emerald Ash Borer Strategic Plan Committee. The three people interested are Mark Adams, Jill Steinberg, and Christopher Pepe. John Swepston, Tree Warden, Assistant to Hub and Recreation Department, Alex Mihavics, and one member from the Conservation Commission would also be members. Joel Bouvier moved to appoint the standing committee with the candidates as presented for two year terms. Ian Albinson seconded. So voted. Joel suggested the new dead ash tree on North Street should probably be taken down and he expressed concern about the five or six ash trees located on the Town Green.

9. Acknowledge receipt of the proposed Unified Development Regulations from the Bristol Planning Commission. Enclosed is a memo and Planning Commission report to formally transmit the proposed Unified Development Regulations (UDR) to the Selectboard for review and consideration for adoption. Valerie Capels reported that the notice for the Selectboard's public August 24 hearing was published in *The Addison Independent* last week. Copies of the UDR are available online from Bristol's Website and are available from the Town Office if folks call ahead and arrange for pickup. If substantive changes are made to the proposed UDR following the August 24 hearing, a second public hearing would be necessary.

10. Approval of the July 8, July 13, July 20, and July 27, 2020 meeting minutes. Darla Senecal moved to approve July 8, July 13, July 20, and July 27, 2020 meeting minutes subject to potential minor adjustments. Joel Bouvier seconded. So voted.

11. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$206,013.75. Joel Bouvier suggested to Jen Myers that she include Tasha when she e-mails out the warrant.

12. Selectboard roundtable.

a. Peeker Heffernan thought about the Pete Lossman situation and there is no way to narrow the Carlstrom Road due to safety. The plow is 11 feet wide and if it meets up with a 6-foot wide car, that is 17 feet. If the issue is speed, then maybe we can ask the Police Chief to patrol more if they're not already. The response to Peter should be that we cannot make that road less than 18 or 20 feet wide.

On Devino Lane there is an issue with the road crossing. Eric Cota said he spoke with the person and marked where it needs to be fixed. Valerie Capels will send a letter to the owner. Kris Perlee noted that he will not receive an occupancy permit until it is corrected.

Peeker also mentioned that Stan Livingston approached him about the trail network. Stan said he has not been contacted regarding getting approval from him for the trail network going through his property. Valerie Capels noted there were several phone calls and e-mails to include him the scoping process. Ian Albinson said this does not have anything to do with the trail network it has to do with the access to get from the center of Bristol to Lovers Lane. Two of the options were a trail rather than a sidewalk and an awfully expensive sidewalk up Stoney Hill. Right now they are just forming ideas.

b. Darla Senecal asked if there had been any progress on changing the "handicap" sign on the door to just say "accessible" at Holley Hall. Brighton Luke posted on FPF about possibly having a Tree Committee to look at replacing trees around town. Valerie Capels noted that the Emerald Ash Borer Committee might evolve or overlap with that kind of effort.

c. Joel Bouvier mentioned that the Village used to offer to replace a tree if the landowner purchased it. Valerie did expect the EAB Committee will include in their recommendations the replacement of ash trees that are removed.

He noted that the landfill repair was not looking too good. Michelle Perlee agreed that the seed has not taken and it is just bare ground. Eric confirmed that about 28 yards of topsoil was put down. It was seeded, mulch, watered, but it was during a dry period. Michelle cautioned when the hill behind the high school gets brush hogged, they should watch out for tennis balls.

Joel also questioned should Selectboard consider adding to our driveway specs that if the homeowner wants to put a new driveway in then the Town would do the work and the landowner would be charged. That way it is put in at the correct specs. Peeker Heffernan noted that the Town went away from it because placed the Town in competition with private contractors and there were difficulties getting the money back. Jen Myers suggested adding a more hefty deposit on the curb cut application fee. It was suggested that Valerie check with the VLCT or others to see how other towns handle it.

d. Ian Albinson agreed the dump lawn looks awful where Acorn has seeded. He asked if Eric Cota had a chance to reach out to Hendee regarding the Main Street sidewalk drainage. Eric said he had not.

Ian asked about the list of Public Works projects. Valerie said Eric did send it to her and she will be working with him on it.

Ian reported that people contacted him about the brightness of the lights on Main Street.

e. Fire Chief Brett LaRose reported that the Bristol Fire Department a recipient of the FEMA Assistance to Firefighters grant used to replace self-contained breathing apparatuses. This is a very competitive program and grants are difficult to get. He provided more details about the SCBA project. Valerie noted there is more information about this on the Web site an in her Town Admin Report.

f.

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

IV. Other Business.

1. Correspondence, reports, correspondence received.

a. Valerie Capels acknowledged the resignation of Randy Durand from the Conversation Commission and thanked Randy for his time. She will be coordinating with Conservation Commission members to solicit new members.

V. 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 personnel matters per 1 V.S.A. § 313(a)(3). Joel Bouvier seconded. So voted. The Selectboard invited Police Chief Bruce Nason to participate. The Selectboard met in executive session from 9:01pm to [??]. Upon returning to open session, [the following / no] action was taken.

VI. Adjourn.

1. At [?? :?? p.m.] a, A motion was made and seconded to adjourn the meeting. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator