

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday August 24, 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, Police Chief Bruce Nason, Katie Raycroft-Meyer, and Zoning Administrator Kris Perlee.

Others present: Stever Bartlett, Bill Brown, Nancy Cornell, Lynn Dike, Anna Doucet, Isabelle Gallivan, Kevin Hanson, Patty Heather-Lea, Filming for NeatTV Shawn Kimball, Adam Lougee, Jeff Lunstead, Katie Raycroft-Meyer, Bill Sayre, Kristen Underwood, and Tom Wallace.

I. Call to Order:

1. Chair Michelle Perlee called the meeting to order at 7:01 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Submit application to Bartlett Falls for traffic issues.
2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum:

1. Will Sipse (Addison County Transportation Advisory committee) which he has been a member of since roughly the early 2000s. He said the Committee is looking at the intersection of Lincoln Road and Route 116 which a study needs to be done. Ian Albinson moved to agree to sign the application for the study. Darla Senecal seconded. So, voted.

III. Public Hearing: Proposed Bristol Unified Development Regulations.

1. The notice was not posted in time on the Town's website, but was posted in time for the news article, so the public hearing will be held again on September 14, 2020 during a regularly scheduled Selectboard Meeting. Bristol's Zoning Regulations are proposed to be amended to include Subdivision Regulations for the town. The resulting proposed document would be named Bristol Unified Development Regulations. The amended document is intended to implement the Bristol Town Plan and streamline the development review process, which affects all types of development throughout the town. The following list highlights the Articles and other topics substantially amended in the proposed document. Other minor changes are also proposed.
 - a. Article IX: the inclusion of Subdivision Regulations, Planned Unit Developments PUDs).
 - b. Change from a Zoning Board of Adjustment (ZBA) to a Development Review Board (DRB)
 - c. Article X: definitions
 - d. Article III: the review process
 - e. Article VI: A new section allowing On Farm Accessory Businesses

Katie Raycroft-Meyer said the biggest change is it incorporates zoning changes. Planning commission would not review site plans or subdivisions. The Planning Commission would only handle planning. Because this is a locate vote, separate from the statewide general election, it will need to be warned as a special Town Meeting. The deadline for items to be added to the warning would be the September 28 Selectboard meeting and the warning would need to be posted by October 4. The Australian ballot would need to be mailed separately to voters (which voters must request separately) who wish to vote by mail because the State will be handling the mailing of the general election absentee ballots to all voters for this election.

IV. Consent Agenda:

Joel Bouvier Heffernan moved to approve consent agenda. Ian Albinson seconded. So, voted.

1. Authorization to apply for FEMA funds to reimburse eligible COVID-19 related expenses.
2. Authorization to apply for Vermont Local Government Expense Reimbursement Grant for non-FEMA-reimbursed COVID-19 expenses.
3. Authorization to apply for a Coronavirus Municipal Records Digitation Grant.
4. Authorization to apply to the Dept. of Children and Families for grant to recover lost revenue due to COVID-19.
5. Authorization to apply to the Ben & Jerry's Foundation for grant to fund tutoring.
6. Authorization to apply to the Vermont Urban and Community Forestry Program Ash Tree Management Grant.
7. Add Christopher Urban to the Emerald Ash Borer Strategic Plan Committee.

V. Regular Business

1. Consider a resolution to participate in an Addison County Communications Union District (ACCUD) and appoint three representatives to it. Board that will help with broadband communications or communications in general for Addison County. There are 11 towns so far that has joined as initial sponsors. Adam Lougee (ACRPC) was available to speak regarding the topic. There would be one person appointed and two alternates. Ian Albinson moved to have the Town of Bristol join the ACCUD. Peeker Heffernan seconded. So, voted. Ian Albinson will attempt to be on the board but will reach out to see if anyone is interested.
2. Research request for Saunders River Access, including use of Rodeo herbicide for management of Reed Canary Grass. Online are a series of communications from the Bristol Conservation Commission, Vermont Rivers Conservancy, and the Vermont

Housing and Conversation Board regarding a proposal from Stever Bartlett's request to establish a two-year research plot on Saunders River Access to study the effectiveness of mechanical methods, such as tilling and mowing, to suppress the invasive Reed Canary Grass so that newly planted tree and shrub stems in floorplan and riparian buffers have greater survivorship. Peeker Heffernan moved to allow the project to proceed. Ian Albinson seconded. So, denied. Joel Bouvier, Michelle Perlee, Darla Senecal, and Ian Albinson voted no.

3. Two-month review of Park Use Permit for recurring Black Lives Matter demonstration at Town Green, 1st, and 3rd Thursday, 5:30 p.m. Anna Doucet and Isabelle Gallivan were available to speak if the Selectboard had any questions. Joel Bouvier moved to accept their application with no end date/no additional conditions. Darla Senecal seconded. So, voted. Anna Doucet said the group had considered doing the movement every Thursday, so if that is the case, she can speak with Bristol Recreation Department Director and Meredith can handle that.
4. Consider whether to proceed with Ireland Road stabilization with NRCS Emergency Watershed Program grant funds. Stabilization of the Ireland Road washout along Lewis Creek was one of three projects deemed to be eligible for 75% funding through the NRCS Emergency Watershed Protection (EWP) program. EWP engineers estimated Project #5038-020 to cost approximately \$34,350.00, \$25,762.50 of which would be paid through the EPW program and \$8,587.50 would be the required match. The area is close to the Starksboro town line; however, it appears to have been determined to be on the Bristol side. Online is a draft plan of the repair, coordinated with 455 Ireland Road, prepared by EWP engineers. A permit would be required from the State Stream Alteration Engineer and the Army Corps of Engineers. There is some question whether repair is necessary or a high priority. Selectboard would like to hear more information before deciding.
5. Authorization request to apply to the Vermont Bicycle and Pedestrian Grant Program for a new sidewalk scoping study. This request is for authorization to apply for VTrans Bike Ped funds to conduct a scoping study for one of several potential projects:
 - a. Scoping study for new sidewalk on Airport Road from West Street to Mount Abe. We are told the Town road ends at the gate, so a cooperative agreement would be need with the MAUSD.
 - b. Scoping study for new sidewalk along Munsil Avenue from West Street to Pine Street.
 - c. Preliminary design of a new sidewalk alignment and restored green space on West Street from Champlain Farms to Howden Hall.
 - d. Something else?

Ian Albinson moved to move forward with the study for the Munsil Ave section. Joel Bouvier seconded. So, voted.

6. Consider how to address the two vacant Lister positions and provision of Lister Services. Craig Scribner's Lister consultant contract is set to close at the end of this month and he does not want to renew. He has offered, however, to remain available, at no cost to the Town, for occasional support and services to the Lister Department. There are two vacancies among the three elected Lister positions, which means there is no longer a quorum and 17 VSA 2651(c) would apply, which authorizes the Selectboard to appoint a professional Assessor until the next annual Town Meeting. It also authorizes the Selectboard to recommend abolishing the elected Lister position by ballot at an annual Town Meeting.
7. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Little has changed since the previous report, except that the Governor extended the Emergency Order to September 15, 2020. The Town Office remains closed with restricted access. Thanks to efforts coordinated by the Bristol Fire Department, the Town received 1,000 masks to distribute to citizens in need of one. Selectboard needs to come and sign the documents quicker.
8. Paving and sidewalk projects update. The stamped concrete work is expected to be completed. Little activity is planned this coming week. Final paving has not been scheduled yet, as crews continue to manage drainage structures, replace water valve boxes, and complete other pre-paving tasks. The Rockydale hydrant work will be done soon, and the water will need to be shut off, but will hold off until the very last minute. MUTDC signage has been a concern regarding the Mountain Street sidewalk project.
9. Approval of the August 10, 2020 meeting minutes. Ian Albinson moved to approve August 10, 2020 meeting minutes. Joel Bouvier seconded. So, voted.
10. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$128,083.95. Special event permit for Bristol Fire Department for Hogback Mountain Brewery at the Fire Station on September 19 from 2-6 p.m. Ian Albinson moved to approve the special event permit for Hogback Mountain Brewery for the Bristol Fire Department event. Darla Senecal seconded. So, voted.
11. Selectboard roundtable.
 - a. Joel Bouvier asked how the food truck at Bartlett has been going. Bruce Nason said looks like they have been cleaning up the trash and been going up to Bartlett Falls more frequently due to parking issues which seem to be improving. Valerie Capels said from the last communication they seem they do not want to continue it. Intersection of River Road and Route 116 the intersection needs to be mowed due to high grass. The bridge that the Town of Bristol is receiving for the Conversation Commission will be 300 feet from the Middlebury project.
 - b. Ian Albinson mentioned he liked the idea of Jen Myers email regarding looking at the budget by department rather than looking at it overall. Ian Albinson would

like to see something in writing regarding who does what for sidewalks, etc.
What is the town responsible for and the store owners?

- c. Peeker Heffernan said the new sidewalk was extremely rough on the South side of Main Street. Joel Bouvier suspects it might have a small rough finish due to wintertime and having it smooth can make it slippery.
- d. Michelle Perlee recognized Will Elwell for his service with the Bristol Fire Department.

12. Town Administrator's report.

- a. Stoney Hill business project is moving along.
- b. Dog complaint came in late July from Matthew Baron against Travis Manning dogs. A letter will be sent, and something may need to be scheduled.

VI. Other Business:

1. Correspondence, reports, correspondence received.

VII. Adjourn:

1. At 10:18 p.m. Ian Albinson moved to adjourn the meeting. Joel Bouvier seconded, so voted.

Respectfully Submitted by,

Tasha Bouvier
Board Clerk