

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday May 11, 2020

Selectboard Members present: Chair Michelle Perlee, Joel Bouvier, Ian Albinson, Peeker Heffernan, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Recreation Department Director Meridith McFarland, Recreation Department Assistant Director Alex Mihavics, and Police Chief Bruce Nason.

Others present: Mari Cordes, Diane Cushman, Caleb Elder, Shawn Kimball (NEAT TV), Benjamin Marks (Acorn), and John Moyers.

I. **Call to Order.** Chair Michelle Perlee called the meeting to order at 7:02 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). Valerie Capels noted that after the agenda was physically posted item #4 regarding Solar project was added to the agenda.

II. **Public Forum.** None.

III. **Regular Business.**

1. Representative Caleb Elder: COVID-19 and other legislative updates. Caleb Elder reported that S344 was passed with a focus on municipalities and tax collections. The bill would enable towns to extend or establish new times for property taxes, give the options for the town to not change the amount due for taxes, however it can help to waive penalties for fees, and extend calendar year for 2020. Representative Mari Cordes reported there is an extension to enroll for health insurance through a qualified health plan through June 15, 2020. The bill Act 91 supported telemedicine. She hopes that the Town will discuss with the local business in town to require people to wear masks. Mari said she will also reach out if she hears of people struggling with housing, food, etc.

2. Coronavirus COVID-19 update: preparations, response, safety plan, and impacts to municipal operations. Valerie Capels reported that most if not all the employees have completed the training required by the state. Sharon Lucia has been designated as the health office for the Town Office who will have authority to enforce compliance with the orders. Departments have also either completed or are in the process of developing safety plans. The exterior drop box is getting used more often now and Sharon is looking into having a larger and more secure box installed on the back of the front door with a slot. The cost would be less than \$200 and would require someone to cut a hole in the door for the slot. Joel Bouvier offered to look at a catalog for other options of drop boxes used by the National Bank of Middlebury.

3. Upcoming paving projects, water system repairs, and the Main Street sidewalk projects. Valerie Capels reported that on Thursday May 14, 2020 there will be a Zoom public information meeting hosted by VTrans regarding the village paving and Main Street Sidewalk and Lighting Projects. Eric Cota said he was informed from Brandon Kipp (VTrans) that they are starting tomorrow and taking the brick out.

4. Continued consideration of Acorn Solar Project (500 kW) on Bristol Landfill Lease Option. The Town Attorney did come back with some comments this afternoon and the Selectboard will discuss this in Executive Session.
 5. NRCS EWP grant application authorization: October 31 – November 1, 2019 storm damages. Valerie Capels reported there were three properties that were identified as eligible for funding. The West Street bank stabilization involves at least three properties. 455 Ireland Road is a residence where streambank erosion of Lewis Creek undermined a building on the property. Also Lewis Creek streambank erosion along Ireland Road at the town line with Starksboro may be threatening the road. The Town must be the sponsor/applicant and a 25% match is required. The property owners would be required to commit the 25% match. Total estimated cost is roughly \$600,000. Only one property owner has said they would commit. NRCS Staff recommended that the application be submitted for all three projects. The application does not commit the Town unless the Town starts to spend money. The Ireland Road is on the Town land, so about \$8,600 is what the Town would be responsible for. Ian Albinson moved to enter into the agreement and apply for the grant. Darla Senecal seconded. So voted.
 6. VTrans paving grant authorization request: Monkton Road. Peeker Heffernan moved to apply for VTrans paving grant for Monkton Road. Ian Albinson seconded. So voted.
 7. AARP grant authorization request: Main Street benches. Valerie Capels explained this was originally part of the VTrans Bicycle and Pedestrian Program grant application that was submitted last year for benches and bike racks on Main Street but was not funded. Up to six benches would be proposed, including one in front of Holley Hall and one in front of Howden Hall. Joel Bouvier moved to authorize applying for the grant to get benches up to \$20,000. Ian Albinson seconded. So voted.
 8. Approval of the February 17, March 2, March 16, April 13, April 23, and April 27, 2020 meeting minutes. Ian Albinson moved to approve March 2, March 16, April 13, April 23, and April 27, 2020 meeting minutes with corrections. Peeker Heffernan seconded. So voted. February 17, 2020 will be moved to the next meeting.
 9. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$2,512,572.81.
 10. Selectboard roundtable.
Darla Senecal said she had a resident contact her with concerns that there were people working in front of their yard from VTrans and were not staying six feet apart from her children. They had face protection but were not wearing it properly. Eric Cota said he did go and speak to the owner as well. Valerie Capels said she also shared this with the VTrans managers.
- Peeker Heffernan asked about the storm damage on Notch Road since we are starting to lose pavement. Eric Cota said the state has not issued a permit yet, so the work can be done. He was told he needed some form of floodplain approval from the zoning administrator. He forwarded the information to Kris Perlee is waiting to hear back.

Joel Bouvier asked if Thursday's meeting for VTrans has been put on FPF? Valerie Capels said she just received the information today and will put it on. He asked if the missing lamp post on the Twin Bridge can that be added to list of projects. It has been missing for years. Joel said has had complaints from North Street residents about stone getting on their lawns. Eric Cota explained that the stone had been placed there to allow water to run off the road. Joel asked about the River Road. Eric said it happened last fall and so after this winter they filled the hole in. Joel asked if anyone heard about Bristol Band starting back up again. Darla Senecal said she thinks she saw something on Facebook that it would be cancelled. Joel said he spoke with Ted Lylis about the 4th of July committee and they will decide sometime end of May or beginning of June. The Selectboard asked that the 4th of July Committee be on the next agenda. Joel announced that the Middlebury pedestrian bridge is expected to be removed on June 30.

Ian Albinson reported the Selectboard goals and calendar have been added to the website. He also added a page to the website for the Main Street Sidewalk and Lighting project.

11. Town Administrator's report. Valerie Capels said she had nothing to add to written report.

IV. Other Business.

1. Correspondence, reports, correspondence received.
 - a. Letter from Ron LaRose regarding Memorial Day.
 - b. VLCT Weekly Legislative Reports.
 - c. E-mail from Jen Myers, regarding property tax revenue status.
 - d. E-mail from VTUMS, regarding street sweeping.

The question was asked whether R&L Rubbish will be providing a roll off for yard waste at the Public Works facility. Joel Bouvier offered to follow up.

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, contract negotiations per 1 V.S.A. § 313(a)(1)(A), and personnel matters per 1 V.S.A. § 313(a)(3). Ian Albinson seconded. So voted. Police Chief Bruce Nason invited and Benjamin Marks (Acorn) were invited. The Selectboard met in executive session from 9:23pm to 10:05pm. Upon returning to open session, no action was taken.

VI. Adjourn.

At 10:05 p.m. Joel Bouvier moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier, Board Clerk

Valerie Capels, Town Administrator