

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday July 27, 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 Foreman Erica Cota, Fire Chief Brett LaRose, Deputy Fire Chief Eric Forand, and Police Chief Bruce Nason.

Others present: Senator Christopher Bray, Representative Mari Cordes, Shawn Kimball (NEATV), Pete Lossman, John Moyers, Jim Quaglino, and Christopher Ross (*Addison Independent*).

I. **Call to Order.** Chair Michelle Perlee called the meeting to order at 7:04 p.m.

1. 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.

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

**II. Public Forum.**

Pete Lossman expressed concerns with the road on Carlstrom Road as it keeps widening and vehicles keep speeding on this road. Eric Cota said his plan is to extend the culverts by another 10 feet. Pete Lossman would like to suggest putting the road where it used to be instead of widening the road with the culverts. Police Chief Bruce Nason said he will collect data regarding speed by putting the speed cart on Carlstrom and then the Selectboard can discuss at a future meeting once the data is collected. The speed cart will be part of the Town's cost that is charged by the Police Department for out of the district expenses.

**III. Regular Business.**

1. Fire Chief Brett LaRose and Eric Forand: Update on apparatus replacement status. Fire Chief Brett LaRose provided an overview of the Apparatus Design Working Group and expressed his appreciation for taxpayers' continued support for investing in major capital projects. Deputy Fire Chief Eric Forand outlined the steps taken by the Apparatus Design Working Group to select a new fire engine that meets the departments current and projected needs. Once a company has been chosen it takes about one year for them to complete the finished truck. Brett asked when does the Equipment committee get involved in the process. Peeker Heffernan suggested the Equipment Committee be consulted after the specifications have been drawn up, have been put out to bid and the bids are back, and the Fire Dept. has a recommendation.

2. Continued discussion about public outreach and community engagement regarding Bristol policing philosophy and implementation. At the previous meeting, August 3 was identified as a preferred date (sooner rather than later) to hold a community conversation about policing in Bristol. The suggestion was made to have a facilitator. Bruce also suggested that for this first meeting that it be primarily an opportunity to listen to the concerns and thoughts of

community members and see where things go from there. Town Moderator Fred Baser, a Bristol Police District resident, is willing to facilitate, but he would not be available on August 3. State senator Christopher Bray, also a Bristol Police District resident, is also willing to facilitate and would be available on August 3. Strong preference was expressed to provide for an in-person conversation in accordance with COVID-19 restrictions. They would either call or email to register for the in person or they can sign in via zoom. This first meeting would be to just start the conversation with the community and for the Town/Police Department to listen to the community. Once the thoughts have been gathered the Police Department/Town can figure out where to go from there. The consensus from the Selectboard is to have a meeting on August 3, accept Senator Christopher Bray's offer to facilitate, and require pre-registration for in-person participation.

3. Bobcat Café food truck Park Use Permit at Bartlett's Falls two-week trial period review. Joel Bouvier moved to approve Bobcat Café food truck to use Bartlett's Falls through Indigenous Peoples Day however they must show proof of insurance before going back up, must be pick up trash in the vicinity of the truck, notify Valerie Capels and Bruce Nason in advance, and if the trash is not picked up, then the permit can be revoked. Darla Senecal seconded. So voted.

4. Consider resolution to support establishments that require COVID-19 facial coverings. Governor Scott issued a mandate starting August 1 that masks must be worn inside and outside in public if the 6 feet distance cannot be done. Peeker Heffernan moved to support the Governor's resolution mandate. Joel Bouvier seconded. So voted.

5. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Governor's Emergency Declaration was extended to August 15. There was discussion regarding when Town employees are to wear masks while in the Town Office and at the Town Garage. There was consensus that Public Works employees were at a lesser risk of exposure and did not need to wear masks if outside and more than six feet apart or inside the garage and at least six feet apart with the doors open for good air circulation. It was suggested that they have a mask with them at all times.

6. Upcoming paving and Main Street sidewalk projects update. Valerie Capels and Ian Albinson reported that permanent traffic signs will be done this week and crews will be working on adjusting storm drain and water valve structure elevations. One-way alternating traffic may be required in these areas depending on the location of the structure(s).

Installation of a new metal "Turning Vehicles Yield to Pedestrians" sign on the three corners without the No Turn arrow facing North Street was discussed. Valerie Capels noted that the cost is estimated to be about \$1,000 including installation, which is hoped could be included in the VTrans project. Peeker Heffernan moved to install "Turning Vehicles Yield to Pedestrians" sign on all four corners, regardless whether VTrans or the Town pays. Joel Bouvier seconded. So voted.

Work on the stamped concrete is expected either that end of this week or the beginning of next week, which will be night work. The crosswalk infrastructure needs to be put in. Eric Cota will reach out to the Hendees regarding the drainage situation between Hendee's and Vermont Tree

Goods. Eric will also check the catch basin heights to make sure the adjusted elevations will work.

Ian expressed concern about the angle of the new sidewalk segment installed by VTrans at the top of Basin Street. It is now pitched to meet the angle of the road. Joel Bouvier suggested talking with the engineer to see if a railing can be installed on that left side.

John Moyers asked if diagonal crosswalks could be painted at the main intersection. He also asked if shields will be installed on the streetlights. Ian believes the shields have already been installed but will check.

Tasha Bouvier asked if the bump at Airport Drive will be fixed before the final paving is done. It and the bump at Maple Street have gotten worse. Valerie will follow up with VTrans.

The estimate from Pike Industries for paving Elm Street, Taylor Avenue, and Munsil Avenue in the Village and Lower Notch Road and Hardscrabble Road outside the village of \$103,963 was discussed. Once approved, the plan is for the work to be scheduled by Pike for the end of September. There was agreement to hold off on doing Munsill Avenue until next year after the new drainage structures have been installed. Joel Bouvier moved to approve the quote from Pike Industries except not do Munsill Avenue. Ian Albinson seconded. So voted.

7. Consider whether to increase trash removal services in the downtown. Following discussion about whether other rubbish removal contractors should be consulted, Joel Bouvier moved to accept R&L Rubbish's proposal to increase trash removal services at \$55 per week through November 1, 2020. Ian Albinson seconded. So voted. There was discussion whether to look into putting rubbish removal services out to bid next year.

8. Continued consideration of consultant selection for the Public Works site and facility analysis and potential change in scope to include co-location of a new Police Station. Valerie Capels noted that an updated proposal from Bread Loaf Construction was received this afternoon to add co-location of the Police Station to the Public Works site and facility analysis scope of work. The proposal would be approximately \$9,800 in addition to the \$15,746 proposal already submitted. The scope includes preparation of two separate plans—one of just the Public Works facility analysis and another with co-located Police facility added. The Public Works facility would be the higher priority if voters approve one but not the other or if a Police facility is delayed it can perhaps be phased in later. The Police Station has three more years on the current lease. The question was raised whether one of the other candidate's proposal should be revisited in an executive session. Following discussion of the different variables involved and previously considered and ownership of the final product, Peeker Heffernan moved to accept Bread Loaf's proposal to do the Public Works study with the possibility of a new Police Station. Ian Albinson seconded. So voted.

9. Consider acceptance of the NRCS Emergency Watershed Protection (EWP) grant agreement. The Halloween storm of 2019 resulted in damages to properties that the Natural Resources Conservation Service Emergency Watershed Protection (EWP) program deemed eligible for 75% funding: (1) bank stabilization at 455 Ireland Road, (2) bank stabilization along

Ireland Road near the Starksboro town line, and (3) the slope failure at 25-31 West Street. Ian Albinson moved to accept the grant agreement. Joel Bouvier seconded. So voted.

10. Execute Vermont Revolving Loan Fund agreement: 1905 cast iron waterline replacement project. We received approval for the DWSRF loan application that was submitted in January 2020 to prepare the Preliminary Engineering Report for replacement of 1905 cast iron and lead-packed pipes in the water district. Online is a copy of the loan agreements and terms: Loan amount: \$28,300, 5 years, 0% interest. Ian Albinson moved to approve the loan fund agreement. Darla Senecal seconded. So voted.

11. Approval of the July 8, July 13, and July 20, 2020 meeting minutes. Moved to next meeting.

12. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant \$206,683.70.

13. Selectboard roundtable.

a. Joel Bouvier reported that he got a call from Donald Lathrop. He had a conversation sometime summer of last year about the bridge on Hewitt Road. Donald said the trees and brush will grow around the bridge. He is concerned about the trees rooting the bridge. Joel asked Eric Cota to contact Donald Lathrop directly. Joel brought up that the Board Clerk has not gotten a raise since she started. He asked if FEMA money has been received from the Halloween storm. Valerie Capels said she, Eric Cota, and Sharon Lucia are still working on the documentation for the report.

b. Darla Senecal said she was contacted by someone woken up by the noise from a dump truck. Peeker Heffernan acknowledged that vehicles operating at night at his pit have been problem. He is not sure how to alleviate it. He is trying to talk with the contractor and have them speak with the truck drivers to keep the noise to a minimum. Darla wanted to acknowledge the passing of Bunny Daubner who was a long-time resident of Bristol and we will miss her.

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

#### **IV. Other Business.**

1. Correspondence, reports, correspondence received. No discussion.

2. John Moyers asked if there is any way to address the engine braking happening through the downtown. Peeker noted that there are signs at each end of the Village asking as a courtesy that drivers not use their engine brakes, but it is a safety feature. There was agreement that if they are going 30 mph hour less there should be no need for it. Engine brakes on newer trucks are much quieter.

#### **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) and contract negotiations per 1 V.S.A. §

313(a)(1)(A). Peeker Heffernan seconded. So voted. The Selectboard invited Police Chief Bruce Nason to the executive session. The Selectboard met in executive session from 9:42pm to 10:33pm. Upon returning to open session, no action was taken.

**VI. Adjourn.**

1. At 10:33 p.m. Joel Bouvier moved to adjourn the meeting. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier  
Board Clerk

Valerie Capels  
Town Administrator