

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday January 18, 2021**

Selectboard members present: Chair Michelle Perlee, Vice-Chair Pecker Heffernan, Ian Albinson, Joel Bouvier, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Town Clerk Sharon Lucia, Recreation Director Meridith McFarland, Town Treasurer Jen Myers, and Police Chief Bruce Nason.

Others present: David Blittersdorf, Kevin Harper, Alan Huizenga, Shawn Kimball (NEAT TV), Porter Knight, Jim Quaglino, Jamie Simpson, Jessica Teets, Kristen Underwood, and Terry White.

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.** None.

III. Regular Business.

1. Kristen Underwood, et al.: National Science Foundation Smart and Connected Communities grant application proposal and authorization request. Kristen Underwood explained that the grant application she and UVM colleagues submitted in 2019 to the National Science Foundation Smart and Connected Communities grant program through the National Science Foundation to pay toward an innovative pre-treatment solution for Bristol's downtown wastewater system that is integrated with smart technologies was not funded. They have been encouraged to reapply and are inviting the Town of Bristol to again be among two communities to be studied. No matching Town dollars would be required; however, some matching in-kind time would be expected from the Town Administrator and Wastewater Operator for training and a letter of collaboration from the Town would be required. The grant, if awarded, would be approximately \$150,000 over three years. Ian Albinson moved to authorize the Selectboard Chair and Town Administrator to send a letter of collaboration for the grant program. Joel Bouvier seconded. So voted.

2. Bristol village water line engineering study update: Green Mountain Engineering. Alan Huizenga reported that the preliminary engineering report for the village water line replacement project is 60% finished with the report that needs to be done. He expects to be finished by the end of January.

3. Stoney Hill Business Park infrastructure plan review and approval: Green Mountain Engineering, et. al. Valerie Capels noted that the Town of Bristol has been planning for a business park in this area for more than 20 years. The Town collaborated with Stoney Hill Properties in 2015 through a Community Development Block Grant to develop a conceptual

plan. The Town of Bristol received a grant through the Northern Border Regional Commission for up to \$500,000 for the road, sidewalk, stormwater, and other infrastructure. The purpose of the grant is to reduce the construction costs so that per square foot purchase or rent prices can be competitive. The Town will be required to own the road and the infrastructure. She reported that AllEarth Renewables will be the owner and occupant of Building A. David Blittersdorf described his founding of NRG Systems on North Street in Bristol in the 1980s and later spun off AllEarth Renewables from that. He needs to move from his Williston location by August 2022.

Jamie Simpson from Green Mountain Engineering presented a series of site plans reflecting the lot layouts, roadway, stormwater, and septic infrastructure of the new Stoney Hill Business Park. Power and telephone plans have not yet been completed. He noted that the first of half of the right-of-way on Firehouse Drive that runs north to south is not as wide as the second half because that reflects what was approved in the prior plans for the Fire Station and the adjacent 15-unit housing project. They would like to try to have the road be the same width for the entire road. There was discussion about on-street parking, the width of the road, and circulation.

Jessica Teets asked the following in chat: “the 50% matching grant is covered by the town or the Business Park owners? Does the town have a fiscal contribution up front or only the future care of the infrastructure?” Michelle Perlee responded in chat: “there is a grant that covers 50%, the town will be responsible for maintenance of what the Town will own. The business park partners are responsible for all other costs. No \$\$ from the Town.” Jen Myers asked in chat: “If the Town is responsible for maintaining the roadway there, will winter parking be considered? Or is that considered as overnight parking, which we don’t have anywhere in Bristol.” Michelle Perlee said “yes this would be under the winter parking ban Kevin Harper said the hope is to start in the Spring of 2021 for the Building A. Brett LaRose asked in chat: “As a part of this infrastructure project, will there be a sidewalk from West street to the business park?” Michelle Perlee responded in chat: “that is what is supposed to happen. Stoney Hill is required to put that in pursuant to an agreement with the Town.” There was discussion about the maintenance of the stormwater facilities and whether the Town would be expected to maintain any of the wastewater infrastructure. If necessary, long-term maintenance agreements can be put in place.

There was consensus of the Selectboard to support the infrastructure plan going forward through permitting. After cost estimates have been produced from the final plans, the Town will have a better idea of how much of the infrastructure the Town will be expected to own.

4. Public Works/Police Building Site and Needs Analysis subsurface investigation follow-up: proceed with Phase I site assessment? Valerie Capels reported that the Bread Loaf design team provided a status report and recommendations for next steps. Bread Loaf is recommending that the Town proceed with a Phase I Environmental Site Assessment. Numerous questions were asked about the logistics and implications of a Phase I ESA. Valerie will follow up with Bread Loaf and other sources and bring the matter back for further discussion. Before the Selectboard looks at other sites they are would like to fully vet the old landfill first for a possible site location.

5. Budget workshop: General Fund, preliminary Capital Improvement Plan, other budget sections. The Selectboard discussed the budget and will discuss personnel salaries in Executive

Session. At the next meeting, the Selectboard will have the budget finished. Jen Myers walked the Selectboard through the various updated budgets. The budgets will be further reviewed and finalized at the next meeting.

Valerie walked the Selectboard through an updated capital improvement plan showing the different funds, planned projects, and projected allocations. The Capital Roads Fund does not have enough funds to do the planned projects. The Sidewalks Fund is in good shape with the planned projects and allocations. No changes were made to the projected allocations.

6. Continued review of draft Town Meeting warnings. There was agreement that there will not be a Town Meeting only informational meetings. The informational meeting will be Monday February 22, and March 1, 2021 at 7 p.m. The Police District meeting will start at 6:30 p.m. February 22, and March 1, 2021.

7. Approval of the December 21, 2020, January 4, and January 11, 2021 meeting minutes. Ian Albinson moved to approve December 21, 2020 meeting minutes with corrections. Joel Bouvier seconded. So voted.

8. Authorize accounts payable warrant and any liquor licenses. Accounts Payable warrant: \$76,808.47.

9. Selectboard roundtable.

a. Eric Cota said the Town needs to look at relocating R&L Rubbish from the Public Works site during the wintertime because the crew cannot get into the buildings when they are there to collect rubbish. The Selectboard is going to think about it and bring it up at a future meeting.

b. Michelle Perlee noted that the draft Selectboard/Town Administrator's report for the Town Report has been sent out and for Selectboard members to review it.

c. Ian Albinson would like to work out a way that electronic documents can be shared for easier access using SharePoint.

d. Joel Bouvier asked Eric Cota about the Equipment Committee's recommendation for the purchase of the loader. There was agreement that the purchase of a vehicle would be pushed out if it cannot be paid for rather than borrowing.

e. Darla Senecal reported she has been approached by two community members and asked about moving Town Meeting day to later as they cannot meet in the evenings. Following discussion, there was agreement to add a non-binding article to the warning about asking voters whether to move Town Meeting to Saturday to increase participation. Darla also wanted to acknowledge the good deed her son performed by saving a student from stepping into traffic.

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

IV. Other Business.

1. Correspondence, reports, correspondence received. None were discussed.

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 personnel matters per 1 V.S.A. § 313(a)(3). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 10:36pm to 11:40pm. Upon returning to open session, no action was taken.

VI. Adjourn.

At 11:40 p.m., Joel Bouvier moved to adjourn the meeting. Darla Senecal seconded So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator

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