

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday June 14, 2021**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Eric Cota, Fire Chief Brett LaRose, Recreation Director Meridith MacFarland, and Police Chief Bruce Nason.

Others present: Beth Ekroos, Kevin Hanson, Shawn Kimball (NEAT TV), Jill Marsano, Jim Quaglino, Sarah Quattrocci, Joshua Turner, and Helen Young.

I. Call to Order. Chair Peeker Heffernan 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). 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. Department Head Roundtable.

1. Police: Chief Bruce Nason reported he has been in contact with Senator Chris Bray about continuing the public forums. Senator Bray would like to wait until after the legislative session has ended. Chief Nason thanked Officer Josh Turner for all the assistance he has provided over the past year. He reported there were 267 incidents in the last 30 days and provided various details. He would be happy to provide any other stats that anyone would like to see.

2. Fire: Chief Brett LaRose would like to recognize probationary Firefighters Caleb Rockwood and Timothy O'Toole who finished the Level I training on Saturday to become firefighters. Peeker Heffernan added that the certification requires 200 hours of training.

3. Recreation: Director Meridith reported movies on the park are starting this Saturday. A music series began at the Rec Field. Camps start next week through August 20. Holley Hall bell is on display outside. A Q-reader app will take people to the history of the bell. She gave a shout out to Taylor and Alex for all the activities happening at the Hub. Taylor's regular appearance on the Middlebury radio station was recognized.

4. Public Works: Foreman Eric Cota said they started roadside mowing this week. They are trying to catch up on routine maintenance and equipment servicing. The new hay bale mulcher has been received. Additional paving may be planned after the new budget is available after July 1. They will be using the portable streetlights to finish shouldering on Monkton Road. Joel Bouvier asked if topsoil could be used on the village street edges instead of gravel. Eric explained topsoil would need to be done by hand and the grass will start holding water in the edge of the road again after a while.

IV. Consent Agenda.

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

1. Appoint Peter Grant as Bristol delegate and William Sayre as an alternate delegate on the Addison County Regional Planning Commission for FY2022.
2. Appoint Peter Grant as Bristol delegate on the ACRPC Transportation Advisory Committee.
3. Approval of Green Mountain Engineering Stoney Hill Business Park Infrastructure Project contract amendment for specialized electrical design.
4. Authorize use of the Technology Reserve Fund to purchase a Dell Rugged Latitude laptop for the Public Works Department for per quote for \$1,939.36.
5. Approve Gran Fondo request to use Route 116/17 through Bristol for Sat., August 7, 2021, multi-town bicycling event.
6. Approve Rooted Vermont's request to use Upper Meehan and Meehan Roads for Return to Gravel multi-town bicycle event, Sunday, August 1, 2021, 8:30am – 6:00pm beginning in Richmond.
7. Ratify contract with the Addison County Regional Planning Commission for mapping services per the Communities Caring for Canopy Grant 2020 agreement 06130-UCF-CFC-20-02.
8. Ratify contract with the Addison County Regional Planning Commission for assisting with the administration of the Clean Water Block Grant Design/Implement Block Grant (2019-CWF-IMP-03).
9. Grant authorization request: VTrans Municipal Roads Grants-In-Aid Program.

V. Regular Business.

1. Beth Ekroos: concerns about speed and weight of trucks on Lower Notch Road. Beth Ekroos expressed concern about the volume, speed, and weight of logging and construction vehicles traveling on Lower Notch Road and asked if the road could be posted or the operators be required to take paved routes instead. She has contacted the State Police and Town and cannot get someone to verify what the weight of the trucks coming through. She said she was told some permits had not been acquired. Her home shakes as these trucks go by. Peeker said to his knowledge he cannot stop trucks that are going to homes on that road. Joel Bouvier suggested that the Town write a letter communicating the concerns and requesting the trucking companies take a different route.
2. Planning Commission request for Selectboard direction: Kevin Hanson and Jeff Lunstead. Planning Commission Chair Kevin Hanson asked for feedback from the Selectboard about the Town Plan implementation approach and Selectboard's vision for the Planning Commission. The following suggestions were offered:
 - Preparation of zoning amendments to implement the Town Plan;

- Participation in development of the capital improvement plan for infrastructure improvements;
- Work with other groups toward specific goals;
- Conduct studies, such as speed control, density adjustments and tools, housing needs, etc.;
- Study areas in town where new business activities would be appropriate;
- Study incentives that might be recommended to attract new businesses;
- Conduct public outreach in one or more visioning exercises;
- Help identify priorities for use of the ARPA funds;
- Study what the cost to a developer would be to upgrade private residential roads to Town standards, such as Heath Road, Broadview Estates;
- Consider adoption of fluvial erosion hazard area tools.

Regarding future communications and coordination between the Planning Commission and Selectboard, there was agreement to schedule regular quarterly check-ins. If there is nothing to report, the agenda item can be passed over. The next Planning Commission update will be scheduled for Monday, September 16.

3. Water Commission: new water service connection application for 130 North Street, Gregory, and Kathi Monteith. There was discussion about whether a duplex should be served by one meter or two. There was agreement that there should be only one meter per service line and that the owner would need to find a way to collect payment for water serving the other unit. Ian Albinson moved to approve with the conditions listed in the Town Administrator's report, that there be one meter per curb stop, and if a second meter is wanted, they would need approval from the Water Commission for a new curb stop and service line. Darla Senecal seconded. So voted. The recommended conditions in the Town Administrator's report are as follows:

1. Compliance with the Bristol Water Ordinance, as may be amended from time to time;
2. Compliance with the permit to perform work in the highway right-of-way,
3. That VTUMS be contacted at least two days in advance to witness the installation and to perform the connection to the curb stop, and
4. That the applicant be responsible for the \$500 base connection fee, the actual cost of the meter, appurtenances, service line pipe, curb stop, charges for VTUMS' service, and any other materials associated with the installation.
5. The Town should include a copy of the What To Do If You Have A Water Leak handout with the approved permit materials.

4. Consider adoption of proposed Water Use Ordinance amendments. Joel Bouvier moved to add to the prior application that the pipe be embedded in sand 12" above and 4" below for the 130 North Street property application. Michelle Perlee seconded. So voted. Review of the ordinance will be moved to a future meeting.

5. Consider draft RFP for FY2022 professional audit services. Joel Bouvier moved to have the Town Administrator and Town Treasurer/Assistant to put out to bid for an auditor. Ian Albinson seconded. So voted.

6. Consider next steps regarding lack of responses to the advertised Assessor position. Valerie Capels reported that the Assessor position was advertised twice and received no response. There are some towns that are joining other towns to hire an assessor. This agenda item will be moved to a future meeting when there is more information.

7. Review of bids and select contractor for the East Street and Park Place sidewalk replacement project. Valerie Capels reported that only one bid was received by the Jun 10 deadline, and it was substantially higher than estimated. There was agreement to reject the bid and put it out to bid the first week of January 2022.

8. Continued consideration of funding allocations for the Main Street Sidewalk and Lighting Project local expenses. Ian Albinson moved to use the Stoney Hill/Livingston sale to cover the local balance of the Main Street sidewalk and Lighting Project. Michelle Perlee seconded. So voted.

9. Continued Town operations re-opening plan when the Governor's Emergency Order is lifted. Valerie Capels noted that the Governor lifted the emergency orders as of midnight June 15, 2021. This means some form of in-person meetings will need to be arranged. The Selectboard will investigate the "Owl" device for meetings. Peeker Heffernan moved to approve to purchase the "Owl" pending Michelle/Ian/Joel "stamp of approval" after seeing how it works in Middlebury. Michelle Perlee seconded. So voted.

11. Approval of the March 29, May 10, and May 24, 2021, meeting minutes. Michelle Perlee moved to approve March 29, May 10, and May 24, 2021, meeting minutes. Ian Albinson seconded. So voted.

12. Authorize accounts payable warrant and any liquor licenses. \$207,329.05. \$85,394.93 is the portion that goes to the school and \$58,802.50 goes to VLCT for insurance premiums.

13. Selectboard roundtable.

Joel Bouvier reported that Chris Acker said on the Robert Fuller property there are three water lines in only one ditch and there are no tracer wires in it. Joel noted the Town does not have authority to require him to dig it up. Chris Acker said the plans were approved by the Planning Commission and he goes by the information on the approved plans.

Joel expressed concern to DPW Foreman Eric Cota that there is no silt fence at the cross culvert between the two drains on the Robert Fuller property and it is washing out to the property to the north. It needs to be grass seeded.

Joel noted that Lucy will not be able to drive the road trip bus next week and asked that Valerie e-mail him what the driver has been paid in the past so he can try to line up another driver.

Darla Senecal reported that Patty Heather-Lea stopped by and would like to have a public discussion about equity inclusion statement that the town could adopt. Middlebury, Rutland, Brandon, and other towns have adopted similar statements.

Ian Albinson reported that Bristol CORE did get the grant for benches, trash receptacles, and other materials and asked to where they should be delivered. They will require assembly. A large truck would need to be able to back in and unload. The back of Howden Hall was considered. Eric Cota offered that part of the empty salt shed could be used.

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

VI. Other Business.

1. Correspondence, reports, correspondence received. None.

VII. 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). Police Chief Bruce Nason was invited to participate. Ian Albinson seconded. So voted. The Selectboard met in executive session from 10:18 p.m. to 10:33 p.m. Upon returning to open session, Joel Bouvier moved to adjust Police Officer Turner's compensation as recommended by Chief Nason, effective July 1, 2021. Ian Albinson seconded. So voted.

VIII. Adjourn.

1. At 10:35 p.m. Joel Bouvier moved to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator