

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, November 8, 2021**

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

Members Absent: Chair Peeker Heffernan

Staff present: Board Clerk Sharon Lucia, Town Administrator Valerie Capels, Fire Chief Brett LaRose, Police Chief Bruce Nason., Hub Director Taylor Welch, Josh Turner Police Officer; Jill Marsano, Vermont Utility Management Services (VTUMS)

Others present: Jim Quaglino, Sandra and Lee Comly and Erin Bent (First Baptist Church), Alan Huizenga (Green Mountain Engineering), Shawn Kimball (Neat TV), Linda Andrews, Bob Donnis

I. Call to Order. Vice Chair Ian Albinson 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 is one addition, and no removals, or adjustments.

Addition – Valerie Capels recommended that there be a follow up discussion about Town Report printing quotes that was voted on at the October 25, 2021 meeting. This can either be done in open session or executive session under contract negotiations. Darla Senecal feels it would be good to discuss but doesn't need to be in executive session. Michelle Perlee agreed that the discussion on the process and confirming our decision didn't need to be in executive session. Ian Albinson asked if Board is thinking of changing our decision? Michelle Perlee said we need a discussion about the process. There was agreement to discuss the process in open session under other business.

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

II. Public Forum.

1. Linda Andrews reported that Bristol Democrats are organizing an event on Thursday (11/11/21 at 7 pm) regarding housing issues. Elise Shanbacker (ACCT Executive Director) will talk about the apartments going up behind the Fire Station. Katie Raycroft-Meyer (ACRPC Planning) will talk about other Bristol issues. Linda invited all to the Zoom meeting which can be found on Front Porch Forum.

III. Department Head Roundtable.

1. DPW: Eric Cota said DPW is on track for the winter season and everything is good. Ian Albinson asked what the ratio is for the sand and salt barrels for main street and for the sidewalk plow? Is it the same as last year? Eric Cota said right now it is a 50/50 blend for the barrels and the sidewalk plow. More salt could be added to the barrels before they are brought down to Main Street. He could bump up the mix to 75/25 (salt/sand). Ian Albinson said the businesses would appreciate having less sand tracked into the businesses.

2. Police (BPD): Chief Bruce Nason reported that as of November 1, 2021 the winter parking ban went into effect. No overnight parking is allowed on village streets. BPD collects cell phone numbers for those tenants who live on Main Street in order to notify them through a group text when the parking ban light is being turned on and they have to move to another location to avoid a ticket and/or towing. The BPD police truck has new lettering on it. Michelle Perlee asked if the Town notifies the residents that need to obtain a parking permit. Chief Nason confirmed that the Town does.
3. Water (VTUMS): Jill Marsano talked about avoiding preventable leaks over the winter. She said it would be great to send a reminder out to those residents where the water lines are not in a heated space (e.g. mobile homes) to make sure they have heat tape on their pipes. This will help prevent meters freezing and breaking.
4. Fire: Chief Brett LaRose. The 1997 Spartan pumper has been sold to the Knox Creek Volunteer Fire Department in Virginia. The pumper left last Thursday on a low boy and headed to Virginia. After the commission the Fire Department cleared \$14,850 for the Fire Department apparatus fund.
5. Hub: Director Taylor Welch reported that this past year they had record breaking attendance - June 25% increase since 2015 (excluding 2020); July 199% increase (345 log ins); August 47% increase; September 42%; October 7% increase over the average of last five years. There were a lot of first timers and, also return visitors. There are some personnel changes coming. Taylor Goodwin's last day is next Tuesday (11/16/21) as she is moving back home to North Carolina. Taylor Goodwin has been with the Hub since 2018. Also, Taylor Welch is currently seven months pregnant, and the Hub is looking for someone to fill in temporarily when Taylor Welch goes on maternity leave in January 2022. The Hub is currently accepting applications for this temporary position. Ian Albinson asked how does the Hub account for those high jumps in numbers? Did the Hub change advertising or is it just the time of year? Taylor Welch said the Hub started a summertime partnership with ELP which was at the high school. ELP encouraged the age-appropriate kids to go to Hub when the ELP camp ended at 4 as the Hub is open until 6. Other impacts are some of the kids that participated in the summer camps and other events like the scooter competition or use of the skate park are now coming into Hub once they are old enough (age 12). The Hub is also repairing its reputation from past years. We are focusing on making the Hub feel like a safe space; a community for teens, and helping them feel involved in the community. She thinks they are seeing an impact. Ian Albinson asked what the ratio is of male to female. Has that changed over the last year? Taylor Welch said the numbers are still skewed more toward the male population but more females and more non-binary and gender non-conforming (70-30 mark maybe 60-40 on some days) are coming in. We are seeing more that present as female and making accounts for the first time and then coming back again. There has been a definite shift since she started at the Hub when there were only two to three girls. Now there are about 30 to 40 girls and the Hub is serving about 120 teens overall at this time. Ian Albinson wishes Taylor Goodwin the best and said she will be missed at the Hub and the Library.

IV. Regular Business.

1. Consider Town Green Park Use Request: First Baptist Church of Bristol for an outdoor live nativity story, December 12, 2021. Sandi and Lee Comly and Erin Bent presented their proposal for a live nativity event at the Town Green. (Fellowship churches from the 5 towns). Michelle Perlee asked about the live animals. Sandi Comly explained that there are live animals and there were live animals the last time the event was held in 2017. Joel Bouvier asked if this was the march with candles down the street. Ian Albinson said it's not the same group (Lumen). Ian Albinson asked if there were any changes from the past year or if the scale has increased. Sandi Comly said that there aren't any changes from last time as they had stations of various scenes; guides leading people around with a dialogue to explain each scene and that there would be some singing, and precautions would be taken due to COVID. Michelle Perlee asked if there were fire pits at the event as she is concerned about safety. Sandi Comly explained that they try to have an adult at each fire, and they don't allow kids to play in or near the fire pits. The group will also have a fire extinguisher and water around for safety. The group will clean up where the fire pits are placed and also clean up after the animals. Michelle Perlee asked about location of the fire pits. Sandi Comly said that the fire pits will be closer to the actors and beside the sidewalk if we don't get snow or rain. Sandi Comly asked the Town to make sure the sidewalk is sanded/salted before the event. If the Town can't, please let them know so they can sand/salt. Michelle Perlee said it would depend if there is a weather event. Eric Cota said that if there is a weather event they would be out plowing and could sand/salt that night but if there isn't a weather event that day then DPW would not be out. Joel Bouvier said that there should be backup plan if there is no weather event. Ian Albinson said that we will have the sand/salt barrels out on Main Street by that time so the group could use some of that. Eric Cota said that the group could come by the garage and get some sand/salt as well.

Joel Bouvier made the motion to allow the First Baptist Church (5 town Churches) to have fire pits on the Town Park on December 12, 2021 from 1 pm to 6 pm. Michelle Perlee seconded. So voted.

2. Pine Street water line replacement – preliminary design review and update. Green Mountain Engineering. Alan Huizenga of Green Mountain Engineering (GME) Reported that GME is pushing toward getting 90% of the design plans in front of State by December 1, 2021. He got an indication from the State that because of their delays they are not bypassing projects as they have in the past. The State is short staffed right now and they can't get to the applications currently being submitted. Valerie Capels shared the plans on screen. Alan Huizenga explained the plans show the existing water lines generally on the south edge of pavement on Pine Street and North Street to Liberty Street. GME is proposing to set the new water line five feet north of the existing water line and closer to the center line of the road. This hopefully won't disturb the existing water line while building the new water line and can tie over to services without too much damage to existing line.

First plan sheet shows basically the water line from the town garage to Liberty Street and a little bit east of that. The new water extends to the highway garage entrance but not any further and GME is not clear on what town wants to do at this site. Does the Town want to end the new water line and leave the existing service to the town garage thinking at it might change in future? Will the highway garage need additional water from what it receives now? While this needs to

be considered. it doesn't need to be answered tonight. GME thought it was important to have 8-inch water lines from Liberty Street to the west at least to the Town garage property line. All water lines are to be 8-inch from North Street all the way to the Town garage.

The next sheet continues to the east to Munsill Avenue and past Bristol Works. It is GME's understanding that to the west of Maple Street the right of way for Pine Street is only a two (2) rod width instead of a three (3) rod width like most village streets. The only thing it really impacts is where the fire hydrants will be located as they won't be quite as far off the road like a three (3) rod road. Before GME gets construction funding for this project the Town will need to sign off that all the improvements that are in the Town road right of way. GME does not do an actual survey to prepare these project plans. GME uses the tax map information to prepare plans. GME is not spending the money on boundary surveys for every lot on Pine Street to put the water line in the road right of way.

Alan Huizenga explained the existing water line on the plans is the dotted line and the new water line is the solid line. It is being moved under the pavement closer to center of roadway . as there was talk about a future sidewalk on Pine Street, so GME thought it was best to go to the north of existing water main especially given some of the tight right of ways. The existing line will be abandoned in place.

GME is looking at stormwater issues along Pine Street as well and there will need to be room in the right of ways to install some of the stormwater piping.

Next street is Maple Street and GME will enlarge the plans for that intersection so the contractor knows what fittings need to tie into each street. Right now, GME is trying to get the general layout done. Alan Huizenga reported that he and Joel Bouvier drove the site looking for stormwater issues to address as best we can. GME is currently looking at a couple outfall locations for drainage off Pine Street.

Alan Huizenga explained there are about four locations starting with Jackman Drive where a lot of water from North Street flows to Taylor Avenue and onto Jackman Drive. Jackman Drive is a tough space to solve stormwater problems as their driveway is paved and there are a lot of buildings in the narrow right of way. GME is looking for ideas for bypassing Jackman Drive drainage or to pipe around Jackman Drive. It's a little early in that process to decide on stormwater issues as they are still gathering information. There are a lot of different driveway elevations, landscaped yards, and houses and there is no stormwater right of way or easement so GME might need to approach a couple landowners to see if we can put outlet water piping on landowners' property.

Next is the connection on North Street. In 2005 GME did the North Street water line replacement with J. Hutchins, so at the very beginning or end of the project, depending on where the contractor starts, will be tying into that valve on the left side of North Street. The general layout shows all new water line services in right of way.

GME said in the past the Town had talked about encouraging homeowners to replace their water line service to their house. There could be a discussion with the landowners as the project is put

out to bid to encourage them to get their own contractor lined up. Sometimes the contractor doing the water main installation can install the service lines for the landowner, but it can get messy when administering the main contract and the work for the private landowner. It would be better for the landowner to hire their own contractor. The Town could hire someone to install the service lines and have them pay through their user fees as an option as well. These questions don't need to be answered tonight but are things to consider.

Michelle Perlee asked why don't we take out old pipes out. GME says the main reason is cost.

Ian Albinson said he knows the existing water line is cast iron and asked what will the new waterline be? Alan Huizenga said that ductile iron and PVC have been used in the past for the Town. GME is flexible and bidders could be asked to bid both ways. Joel asked what is the difference in longevity between ductile iron and PVC/plastic pipe. Alan Huizenga said there isn't a huge difference. Another item to review are the specifications and GME has documents to share if anyone wants to review them. The documents are a lot of boiler plate and similar to what was used on the West Street project.

Michelle Perlee asked about the drinking water State Revolving Loan Fund. What are the chances that the Town will have funds from the new plan for infrastructure for any of this. Alan Huizenga said it's anyone's guess as to how the State will implement those funds and the State doesn't know how much it is getting. The programs the State has in place right now are pretty good to get money to do this project. There has been a lot of talk about of some portion of the project being grant funded or at least forgiven. The State doesn't like to use the word grant as they would rather forgive the loan than give a grant.

Joel Bouvier asked if the Town decided to go with copper lines to the houses right to the basement and install new meters (estimate 65-70 connections), would that be eligible for funding? Alan Huizenga said that private lines are not eligible for funding; only what is in the Town right of way.

Linda Andrews asked how pulling up the pavement and putting the water line under will that affect residents. Alan Huizenga said it will be disruptive. The contractor is required to maintain one lane of traffic or least have detours if they're working across the road. GME hasn't talked to the Town about what it wants to do with Pine Street after the water line project. There is an option of doing a trench and then overlay of paving which is what the Town of Middlebury does. Middlebury grinds their streets, adds a chloride material on it and then paves over that so they use the existing pavement as the subbase. This project is a water line project and only a certain width of the street would be eligible for reimbursement costs. For example, if 17 feet wide is paved only 9 feet of pavement would be eligible.

Valerie Capels asked if the lead pack joint program is still an option. Alan Huizenga said it's no longer available unless it is found that there are lead service pipes, but GME doesn't believe there are.

Ian Albinson asked what the timeline for this project is and how far away the Town is from starting it. Valerie Capels said it is her understanding the Town still needs to have a bond vote

and then apply for construction funding. Alan Huizenga said the earliest would be second half of 2022. Michelle Perlee asked if this is an entire town vote or just water users. Valerie Capels believes that funding agencies require the entire Town to vote. Michelle Perlee asked if the entire Town is required to pay for this? Joel Bouvier said he remembers that when the Town did the bond for North Street from Pine Street and down portion of Plank Road, the entire Town was required to vote on the bond in case the Water department ever went defunct. The Town is ultimately responsible, but the water users paid for the bond not the entire Town. Alan Huizenga said that's correct.

Linda Andrew asked if the Selectboard was going to put in the bond vote enough to cover for paving costs like Town of Middlebury did. Valerie Capels said she expects the bond vote would cover whatever expenses it can without over inflating. The Town would also need to show what would be offset by a grant or loan or other funding. Alan Huizenga asked VTUMS to review plans as GME based the water line locations on values and trenches it saw. Jill Marsano said the trenches are correct but will double check the valves as one has been replaced. A lot of repairs have been done in that quadrant and the top priorities GME has identified for the next 5 to 10 years is on target. Joel Bouvier asked for a cost estimate of copper service lines to landowners as well. Alan Huizenga said GME can provide that information. He would like to come back in two weeks to review the plans before the December 1 deadline.

3. Consider authorization to submit loan application to the State Drinking Water State Revolving Loan Fund (DWSRF) for Step II final design of the Pine Street water line replacement project; authorize Town Administrator as representative. Valerie Capels reported she is working on the loan application, which is to fund the work that Green Mountain Engineering is doing right now. The loan is approximately \$33,256. Alan Huizenga noted there is no application deadline, but the sooner we submit the application the sooner we can get the funds for this project. Joel Bouvier made the motion to authorize this application submittal and authorize Valerie Capels as the Town's representative. Darla seconded. Joel Bouvier asked Alan Huizenga if our 90% loan (Item IV.2.) that we are trying to get doesn't go through is this a forgivable loan? Alan Huizenga explained that even if the loan goes through what is happening on recent projects is the loans are being forgiven or at least 50% is being forgiven so it reduces your loan cost. So voted.

4. Consider Grant application authorization request: Transportation Alternatives Program for Basin Street slope and Main Street stormwater improvements. Valerie Capels explained the Town applied last year for the same project but it was not awarded. An application was made this year to the Municipal Highway and Stormwater Mitigation program and again did not receive it. It's important to keep trying as this is an important project for the Town. Valerie Capels believes there is other funding. This will be on the list for consideration of ARPA funding. ARPA money can't be used for federal matches of other projects. The application deadline is November 24. The grant funding for this project is up to \$300,000 and the conservative project estimate is over \$700,000 including a healthy contingency. This would be a multi-year project and could be funded over several years. The scope of the project has stayed the same.

Ian Albinson mentioned that in the Town Administrator's report Valerie Capels suggested establishing a Basin Street and Main Street slope reserve fund. The project will have to be done

at some point and it makes sense to put away a certain portion of funds like we do for other projects. If this project takes a long time to come together the sidewalk on Main Street that is just above the stormwater outfall has required repair from time to time. If we did have a reserve fund it could be used for those unplanned repairs of the slope.

Ian Albinson asked Eric Cota when the last time the Main Street sidewalk was repaired. Eric Cota said the last time was about three weeks ago. The sidewalk wasn't replaced or repaired, but the bank needed work. It took about four yards of stone to bring it back up to grade. Ian Albinson asked if it was washing away? Eric Cota doesn't know if it's washing away or if it's just settling. When he looks over the bank you don't see any mud or anything on the outfall so there isn't anything accumulating. He doesn't know where it's going. A lot of sidewalk debris has been thrown over the bank over the years and trees were cut so everything is just settling. Ian Albinson asked if it will get worse over time. Eric Cota said eventually it will seek its resting spot but that could be a long while. Joel Bouvier made a motion to authorize Valerie Capels to apply for the Transportation grant again. Michelle Perlee seconded. Valerie Capels said the idea of a reserve fund could be considered during budget season. So voted.

5. American Rescue Plan Act (ARPA) funding update; discussion of process and potential projects for funding; next steps. Valerie Capels noted she doesn't have anything new from the last meeting. The Town is moving toward forming a new committee and had conversations with Meredith McFarland about whether Alex Mihavics would have the capacity to provide administrative support to the committee similar to his work on the Emerald Ash Borer Committee. new need to have further discussions with Alex Mihavics to see if he's interested. Michelle Perlee asked if Ian Albinson had any conversations with whoever he was going to talk to. Ian Albinson said he has not had time but will do this week. He will be reaching out to members of the Planning Commission, Conservation Commission, and Energy Committee for interest and then work on details to invite the public to become members of committee. Valerie Capels reported we received a request from Bristol Rescue Squad to be added to the ARPA funding list.

6. West Street slope repair project: status update. Valerie Capels said this update was largely covered in the Town Administrator's report. The contract signing was Friday, November 5, 2021. Agreement was made between the parties that given the time of year, the contractor would not mobilize, as they would need to pay the access. The contractor will wait until spring to start the work. Michelle Perlee asked if the State was okay with that as she thought there was an indication that we started. Valerie Capels said that Michel Lapointe (NRCS) thought that the contract signing would be fine. Her next step is to prepare a change order to extend the contract completion date. After the change order is executed, Valerie Capels will submit the extension request to the NRCS for approval.

Joel Bouvier asked if the three property owners put in their percentage and we have a major catastrophe and more of the bank erodes and the cost goes up for property owners from say \$40,000 to \$60,000 and we approach them and they say no, what happens then? Valerie Capels said the grant would still cover 75% of whatever that additional cost is. She is reluctant to speculate on what could happen or what might not happen as the weather patterns keep changing. Joel Bouvier asked Ian Albinson if he could get pictures with his drone of what's there now to

compare with what is there in the spring. Joel Bouvier said he is worried about the cost escalating and if another resident backs out and/or sells what then? Valerie Capels said if the contractor hasn't incurred any costs then the Town might be able to pull plug but if the contractor has incurred expenses then the project must go ahead. Joel Bouvier said when we had the landowners in to discuss the project the landowners indicated that the number keeps changing. He is nervous about this project escalating as it has doubled since originally proposed. He has not talked with any of the landowners nor does he represent them. The landowners signed a contract with money amounts in them for this project. Valerie Capels said that is correct. Ian Albinson asked Valerie Capels to confirm that if the contractor has not done any work, we could potentially still not do the project, but can we revisit before the contractor starts the project. Valerie Capels said the contractor will notify us when monitoring conditions start in the spring to see when the soonest is they can get in and get out. Ian Albinson reiterated that we can review the project again in the spring before the contractor starts doing work. Valerie Capels said she believes that is true and if there are minor changes in the scope, the contractor will not charge extra. The contractor understands the sensitivity of this project. Joel Bouvier asked if it increases drastically, say \$200,000, then do we need to reapply for more money or would they cover the extra or would it cover the 75% whatever that is? Valerie Capels said they would cover the 75%. The Ireland Road project and this project are both under budget, so the grant money is already there. Ian Albinson said that the biggest worry is a large rainstorm, correct? Valerie Capels said yes. If something like that does happen, we would need to discuss it, but she would prefer not to speculate about this. The Town might need to contribute as a stake holder. Ian Albinson didn't want to jinx the project, but we should think about what could change. Do we have documentation of what the area looks like up to now? Valerie believes the engineers have photo documentation and she made it clear at the contract signing that everything needed photo documentation.

7. Appointment of Town Treasurer. Michelle Perlee said we only need to decide on a one-year or three-year term so don't need to do in executive session. Valerie Capels reported that Anthony Delmonaco started today on a part-time hourly basis and is still working for his previous employer this week. He starts full time with the Town on November 15, 2021. Ian Albinson said we have done one year in past. Michelle said we've done that in the past so we can revisit in a year. Joel Bouvier made a motion that we appoint Anthony Delmonaco to a one year term as Town Treasurer. Michelle Perlee seconded. So voted.

8. Review and approval of the 2021 regular meeting minutes for July 12, August 16, August 23, September 13, September 27, October 25 and the special meeting minutes for October 25 and November 1. Michelle moved to approve the regular meeting minutes of July 12, 2021 and October 25, 2021 and the special meeting minutes for October 25, 2021 and November 1, 2021. Darla Senecal seconded. So voted.

9. Authorize accounts payable warrant and any liquor licenses. \$513,611.52.

10. Selectboard roundtable.

Michelle Perlee said she had nothing to bring up.

Joel Bouvier asked if the Town is still looking for part-time treasurer? Valerie Capels said no. The basketball hoop on Church Street is still there and if he had his large truck and camper he would have hit it. He asked Sharon Lucia to post a notice on Front Page Forum to please remove basketball hoops from the road. Joel Bouvier offered to find out who the homeowner is so we can send letter.

Darla Senecal said she had nothing to bring up.

Ian Albinson said he had nothing to bring up.

11. Town Administrator's report. Valerie Capels said she did not have anything to add to her written report. She added that we have received one letter of interest for Town Moderator position and another expressed interest this afternoon and will possibly submit a letter. No one else had comments.

V. Other Business.

1. Correspondence, reports, correspondence received.

Valerie Capels noted there is a lot of information about the solar project at the Landfill including updates and article in Addison Independent. Ian Albinson said it is quite impressive. He has gone four times with his drone to document the solar project. Nick Morehouse has extended an invitation to host a site visit on November 11, 2021 at 9 am. Richard Butz sent an email about the celebration of the commissioning of the project on January 8th or January 15, 2022 possibly at one of the schools. Ian Albinson said that school is unavailable so the event will be at Holley Hall.

Town Report – Valerie Capels noted that at the October 25, 2021 meeting the Selectboard considered a quote from REPRO who alerted us that costs for paper costs will increase. She reached out to three other companies for quotes. One declined, Vergennes submitted a quote for different binding, and the New Hampshire company quote was received after Selectboard meeting. The Selectboard voted to go with Vergennes Company, whose quote was less than REPRO's. REPRO is objecting that it was not provided an opportunity to requote with the different binding. Joel Bouvier said he made motion at the October 25, 2021 meeting based on the information the Board had at that time. Michelle Perlee said she understands REPRO's argument that it didn't have the opportunity to bid on the different binding, so we weren't comparing apples to apples. The bid asked for perfect binding, but the Board wasn't aware of the difference in cost between perfect binding and tape binding. The Vergennes company did tell us it didn't do perfect binding and that it has the paper for the project. The Vergennes company can do spiral binding as well. Valerie Capels suggested we ask for an estimate for both perfect and tape bindings next time. REPRO has asked to bid the town report with tape binder, but that wouldn't be fair because the other bid is now public information. There was consensus with Darla Senecal's comment that we already have a contract with the Vergennes printer so we need to stand by it. The Vergennes bid is for one year to print the 2021 Report.

VI. Executive Session. No executive session.

VII. Adjourn.

At 8:26 p.m. Joel Bouvier moved to adjourn the meeting. Michelle Perlee seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator

DRAFT