

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday May 24, 2021**

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

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Eric Cota, Fire Chief Brett LaRose, Town Treasurer Jen Myers, Police Chief Bruce Nason, and Hub Director Taylor Welch.

Others present: Alan Huizenga (GME), Shawn Kimball (NEAT TV), Cy Marsano, Jill Marsano, John Moyers, Jim Quaglino, Jessica Teets, and Joshua Turner.

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). Valerie Capels said there was nothing to be added to the agenda pointed out the agenda now has estimated length of times for each topic.

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

II. Public Forum. None.

III. Public Hearing – Water and Sewer District Annual Meeting:

- Review of operating budgets, capital budgets, and upcoming projects.
- Consider proposed revisions to the Bristol Water Use Ordinance
- General issues

1. The water and sewer budgets are proposed to be level funded. With the Water Department having paid off a loan in the current year, this allowed those funds to be reallocated for increases in other budget lines, the biggest increase going to the capital line. Joel Bouvier moved to increase the water rates by 2% with the extra allocation being sent to the capital fund. Ian Albinson seconded. So voted. Joel Bouvier moved to accept the water budget as amended. Ian Albinson seconded. So voted. Joel Bouvier moved to approve the sewer budget as printed. Ian Albinson seconded. So voted.

2. Selectboard reviewed the proposed revisions to the Bristol Water Use Ordinance. Jen Myers recommended including an application requirement for repairs to existing lines. Jill Marsano added that the current ordinance lacks construction specifications detailing types of materials, depths, etc.

IV. Consent Agenda.

Ian Albinson moved to approve consent agenda. Joel Bouvier seconded. So voted. Joel Bouvier voted no because there was no turnaround on the Lower Notch Road subdivision. Joel Bouvier also acknowledged that he and his family sold the lot on North Street to Gregory Monteith.

1. Approve curb cut application #2021-05DA for Gregory Monteith, North Street residence, per the DPW Foreman's recommendations.

2. Approve curb cut application #2021-6DA for Gregory West, Lower Notch Road, per the DPW Foreman's recommendations.
3. Approve curb cut application #2021-7DA for Gregory West, Lower Notch Road, per the DPW Foreman's recommendations.

V. Regular Business.

1. Consider quotes received for replacement of the pump house generator. Valerie Capels reported 4 bids were received. Michelle Perlee moved to accept the Brook Field Service price of \$45,095 with the \$2,500 warranty and twice-yearly maintenance of \$1,018 pending clarification about the yearly maintenance. Ian Albinson seconded. So voted. Jill Marsano will check to see if the yearly maintenance will just be the one amount or if the \$1,018 is in addition to what is currently paid.
2. Consider proposals received for the stormwater infiltration chambers final design. Joel Bouvier moved to accept Engineering Ventures quote. Ian Albinson seconded. So voted.
3. Consider quote for paving from Pike Industries. Pike Industries bid came in at \$121,227 to shim Monkton Road and to shim and top Mountain Street and Mountain View Street. Peeker Heffernan noted that the quote exceeds the paving budget by \$1,227, which would come out of the DPW's general operating budget. Eric Cota reported the paving is expected to occur tomorrow. Jill Marsano will provide one-inch risers. Selectboard approval is required because it is a capital expense. Joel Bouvier suggested getting quotes from other contractors. Eric explained that other paving contractors get their mixes from Pike. Joel Bouvier moved to accept the bid from Pike Industries. Michelle Perlee seconded. So voted.
4. Consider quotes for purchase of a new haybale shredder. Ian Albinson moved to accept the Champlain Valley Equipment quote for \$7,995. Joel Bouvier seconded. So voted.
5. Consider a date and logistics for the annual Public Works Department road trip. Eric Cota is available June 21 or sometime in July. Joel Bouvier will check for the bus for June 21 at 6:00 p.m. Eric will also invite the rest of the Public Works department to come as well.
6. Grant authorization request from the Bristol Police Department: COPS funding for fourth full-time officer over three years. Bruce Nason explained that the COPS grant program would fund 75% of the cost to hire a fourth Police Officer for at least three years. A 25% match is required. The Town would need to commit to fund the position in the fourth year unless financial difficulties can be proved. Bruce anticipates an increase in Police activity with the growth in development occurring. In 2018 he prepared a budget for four full-time Police Officers. At that time, it would have been a 10.7% increase in the budget and 6.2% increase in Police District taxes. The new developments will increase the Town's tax base and we will have three years to figure out if a fourth Officer can be sustainable. The past three budgets have either been level-funded or went down. Bruce pointed out that an Officer has left the department each year since 2018. The application is due June 15, 2021. Michelle Perlee moved to approve the COPS Grant for a 4th FT officer. . Ian Albinson seconded. So voted.

7. Determine funding allocations for the Main Street Sidewalk and Lighting Project local expenses. Valerie Capels explained the total contract amount was \$483,920 and the actual expense came in at \$398,660. After the Downtown Transportation Fund grant and Bike Ped Program grant, the amount the Town needs to come up with is \$256,660. The proposed amounts would come from the following funds: Stoney Hill proceeds received (Harper) \$185,000, Stoney Hill proceeds received (Livingston) \$21,660, and Sidewalk Reserve Fund FY2021 \$50,000. Because the bids are due on June 10 for the East Street and Park Place sidewalk replacement projects, there was agreement to postpone the decision on where the money is coming from until the June 14, 2021 meeting. The bills for the project have already been paid.

8. Continued consideration of amendments to Bristol's procurement/purchasing policy. Joel Bouvier would like to see something in the policy that the Selectboard would have the option to make the best decision and not the lowest price. Valerie Capels advised that it does state that somewhere in the policy that the Selectboard has the option to pick the best option for the Town and not just the least cost. She proposed adding in the exemption section that professional services include water operators. She did not find a way to isolate or reorganize the sections that deal with state and federal requirements, so they are shown in bold. Ian Albinson moved to accept the policy with proposed changes. Joel Bouvier seconded. So voted. Valerie advised that the RFP for the construction of the Stoney Hill project has been put out to bid.

9. Continued consideration of amendments to Bristol's personnel policy. This will be moved to a future meeting.

10. Consider Bristol CORE proposal for new intersection plantings. Valerie Capels reported this matter came up at a Bristol CORE Board meeting. Mrs. Albinson (Ian's mother) offered to volunteer her time to design and oversee plantings at the Main Street/South Street/West Street/North Street intersection if the Town would pay the estimated \$1,000 for the plants. Valerie does not have a recommendation for where the expense would come from. Once planted, the Town will probably have the added cost of paying someone to maintain them through the year and then do fall cleanup. Jen Myers mentioned that Scenic Valley already comes through and landscapes, so for them to do the maintenance would be more money. Joel Bouvier expressed concern about the height of plantings blocking the sight distance. Ian Albinson assured the mix of annuals and perennials will be low. He would like for the Town to plan to budget to maintain the intersection plantings for future years. There may be other sources to cover the cost of the plantings this year. He does not want Bristol CORE to be expected to maintain the plantings.

11. Approval of the March 29, April 12, April 26, and May 10, 2021 meeting minutes. Michelle Perlee moved to approve April 12, and April 26, 2021 with corrections. Ian Albinson seconded. So voted. March 29, and May 10, 2021 will be moved to next meeting.

12. Authorize accounts payable warrant and any liquor licenses. \$346,890.44.

13. Selectboard roundtable.

a. Joel Bouvier asked Eric Cota when crosswalk line striping will be done. Eric said probably July 2021. Joel asked when part of Lower Notch Road and the intersection by the high bridge will be swept. Eric said soon. Joel asked if the Butler driveway received a permit. It appears to be being used for more than an agricultural driveway with employees coming in and out. Eric will

follow up. Joel confirmed through the Solid Waste District that their 50% grant can be matched with other grant funds. In August, Kubricky Construction will be ready to take down the fence that the bank wants to donate. Will need a trailer to load the fence. Joel noted that trees have grown into the fence at the cemetery on Hardscrabble Road. He would like to look at the cemeteries on the road trip. He and Eric looked at a truck to replace the water truck. They're looking for one with a plow and sander for \$55,000 to \$60,000.

b. Michelle Perlee said one of the picnic tables is back at Sycamore Park and just missing the other table. Valerie Capels said she believed the other one was re-located to near the Hub.

c. Ian Albinson said he found out more information about the Owl conference camera. There is a good return policy. He spoke with someone at Waitsfield, and they are happy with it. He would still like to try portable devices. Ian reported he is working on adding a complaint/compliment form to the Police Department Web page. The Wordpress plug-in would cost \$60 per year. Ian is working on the Realtor's grant for getting new trash cans, maybe benches on Main Street, bike racks, and seasonal picnic tables on the Town Green, and break-away cross walk yield signs. Eric said he could order two cross walk yield signs after July. There was discussion about styles of picnic tables. Ian is getting a quote from trash cans warehouse.com which is in Brattleboro, Vermont. R&L would prefer one with a plastic bin liner that would go in the trash and recycling bins instead of bags. Ian Albinson asked when the no turn on red signs will be put up at the intersection. Eric Cota said he is not sure when. They are in his office. Ian thanked VTUMS and Jill for cleaning up the blue marks on Main Street.

14. Town Administrator's report. Valerie Capels said she had nothing to add to her written report and updated her schedule, noting that the DRB hearing for Stoney Hill is tomorrow Tuesday, May 25, she has an LEPC 8 meeting Wednesday, and the EMD COVID-19 briefing on Thursday.

VI. Other Business.

1. Correspondence, reports, correspondence received.

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). Ian Albinson seconded. So voted. The Selectboard met in executive session from 10:03 p.m. to 10:25 p.m. Upon returning to open session, no action was taken.

VIII. Adjourn.

At 10:27 p.m. Joel Bouvier moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator