

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, November 22, 2021**

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

Members Absent: Michelle Perlee

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

Others present: Linda Andrews, Paul Boisvert, P.E. (Engineering Ventures), Sally Burrell, Richard Butz, Alan Huizenga (Green Mountain Engineering), Shawn Kimball (NEAT TV), Joel FitzGerald (MAUSD Facilities Manager), Michele Gilbert (Rise VT), Dana ?; Basha Miles, Herb Schulte, Jim Quaglino, Gary Russell, Jessica Teets, Chris Urban, Jennifer Wagner, Jonathon Weber, Hannah Wingate, P.E. (Engineering Ventures), Mike Winslow (ACRPC), Mary Yates.

I. Call to Order. Chair Pecker 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 is one addition, and no removals, or adjustments.

Valerie Capels said we received resignation letter from Christopher Major. Bruce Nason will address.

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

II. Public Forum. None.

III. Department Head Roundtable.

1. Public Works: Foreman Eric Cota said the tandem truck is back and running so the fleet is at full capacity. Ian Albinson thanked Eric for putting out the salt barrels on Main Street.

2. Police (BPD): Chief Bruce Nason said he received a resignation notice from Chris Major who has been hired by another agency full time. The other agency will not allow him to work for Bristol while working for their agency. Bruce said he received a thank you letter from Beverly Legacy of East Middlebury thanking Francis Smith for his help when they had a flat tire. Bruce thanked the former Treasurer Jen Myers and Josh Turner for pulling together all documents for the COPS grant that was approved and ultimately awarded to the police department. Bristol is one of only two agencies in Vermont to receive it. The grant is for \$125,000 to be used over a three-year period for another full-time position. He will sit with his team to come up a plan of implementation and how we can offset the cost with some undesignated funds and bring to Board. Joel Bouvier said that he heard on the radio that the grant was given to the Police Department and asked why wasn't the Selectboard informed before the public. Bruce said he was going to tell the Board tonight. Valerie Capels said they also didn't anticipate that it was going to be public so quickly. Joel Bouvier asked if it was in conjunction with an agency in Middlebury like Turning Point. Bruce Nason said no but the application did ask what agencies the

department worked with. They listed the social services agencies (like Turning Point, Women Safe, Age Well) and said they would continue working with these agencies. Peeker Heffernan said that Bruce called him to say that the radio station wanted to do an interview and Peeker said it was fine with it.

3. Fire: Chief Brett LaRose said on Thursday December 2, 2021 the Bristol Fire Department, in collaboration with the Addison County Home Health, will be hosting an emergency responder booster clinic at the Fire Station. Thirty people have registered for the clinic and they extended invitation to the neighboring fire departments and the Bristol Police Department. He is working on the Annual Budget for FY2023. Peeker Heffernan asked about 1997 Spartan Pumper and if it had been sold. Brett confirmed that it had been sold to a department in Virginia and that he and Peter Coffey did a virtual training on the pumper with that department last week.

4. Rec Dept/Hub: Assistant Rec. Director Alex Mihavics reported that tree trimming was done on the Town Green. John Swepston trimmed a maple tree by the memorial and a maple tree by the playground that the windstorm damaged. The Public Works Department took care of the tree branch that came down by the playground. The parks are getting a lot of good use. There continues to be maintenance issues to take care of. Alex noted that there has been less litter on the Town Green over last couple of months since the installation of new trash/recycle bins. Ian Albinson said he noticed that there are tires at Bartlett Falls in two different spots (5-6 tires). Alex said he did notice the tires, but the Parks department didn't put them there. He's not sure who did. The Parks department and/or the highway department can certainly pick them up in the next week.

IV. Regular Business.

1. Town Moderator candidates interview and possible appointment: Jennifer Wagner and Gary Russell. Jennifer Wagner was interviewed first. Asked by Peeker Heffernan why she would like this position, Jennifer said she would like to serve her town. She has been a Bristol resident for 21 years and has been on many volunteer boards for charities in Addison County for the last 20 years. She would like to do community service that uses her skill set. She has run many meetings using Robert's Rules of Order and is comfortable leading group discussions and has experience with drawing folks out to express what it is they want to communicate. Her business partner, Pam Marsh, is the has been the moderator for the Town of New Haven for many years and has had many discussions about her experience. Jennifer confirmed that she plans to run for Town Moderator in March 2022 and has 5 signatures already. Jennifer was surprised last year when she received her ballot and saw that no one was running. Valerie Capels said that since there was not a Town Meeting last year and all voting was by Australian ballot there wasn't pressure to fill the seat. Jennifer said she lives on Hardscrabble Rd and is Peeker's neighbor through the woods. She has done a lot of volunteer work in Middlebury and now wants to focus on Bristol. Jennifer said she also plays in the Bristol town band. Darla Senecal said that Town Meeting can get a little heated and asked Jennifer to speak to her experience with a crowd and how she might calm the waters. Jennifer said in her legal practice she works primarily in divorce law, child custody and juvenile protection (abuse and neglect of kids) so she has a lot of experience in guiding conversations with people who are at a highly emotional state in order to bring them back down to where they can communicate. This experience is not only useful in the

courtroom but also at team meetings where a common goal exists, but the parties are on two different sides trying to achieve the same goal. There are tricks to make this happen for instance if a person is getting heated let them talk and then repeat back what was said so the person feels they have been heard. It also gives the party the opportunity to clarify what they meant. It helps to remind them that there are rules that need to be followed and they will have their opportunity to speak. Jennifer said she is also the emcee of Made in Vermont Forests and is comfortable with talking to large crowds.

Peeker Heffernan welcomed Gary Russell and asked why he would you like this position. Gary Russell said he saw the advertisement, but with his coaching and running youth programs, he didn't want to commit to something that he wouldn't have time for. Fred Baser suggested to him to volunteer but Gary felt that it should be someone who could commit 100% on the position. Gary said with the sports season being over and Fred Baser contacted him again about the position he felt it was something he could do. He has experience with the Knights of Columbus and the Scouts. Peeker asked if Gary plans to run in March 2022 and he said he was. Joel Bouvier said he knows that Gary is a junior high teacher in South Burlington and asked him to give examples of other experience with crowds and his knowledge of Robert's Rules. Gary said he was a highly regarded teacher and coach at Mount Abe School District before making the transition to South Burlington. There are a variety of situations, whether you are refereeing or coaching, that you have to find a way to be impartial and fair and move things forward in an efficient manner. Gary said he doesn't have specific experience with Robert's Rules but is open to training. There are rules for youth organizations and Saint Ambrose that he is familiar with, but they are not consistent with Robert's Rules. Valerie Capels said that the Vermont League of Cities and Town has annual training usually in February. Ian Albinson asked Gary how he would handle heated discussions. Gary said before he got into education, he was a behavior specialist. One thing he had to do was work with volatile individuals and by using a certain tone of voice and other strategies he learned how to deescalate a situation but at the same still validate the persons opinion. The skill is done in a respectful and courteous way, so it keeps the discussion moving forward. Gary said with his training as a behavior specialist and his dealings with sports players, parents, and other youth organizations, it important to stay focused on the agenda. You don't want people to be offended and just walk out. Sharon Lucia said that the Town Moderator needs to work with her as well to determine who is speaking as she takes the minutes. Gary said he knows a lot of people in town by first name basis and if he doesn't they would identify themselves.

Peeker Heffernan said the decision as to who would be town moderator will be discussed in executive session. Valerie Capels will then know tomorrow or soon thereafter who was chosen.

2. Stormwater infiltration chambers final design project at School Street and Bristol Elementary School: Paul Boisvert, P.E., and Hannah Wingate, P.E., with Engineering Ventures. Paul Boisvert explained that they were hired by the Town to pick up the stormwater master planning that was done by Watershed Consulting for the Elementary School and School Street. They were all designed as infiltration systems with large plastic chambers. Paul said they have installed these large plastic chambers in South Burlington. A picture was shown with people in it so the scale of the chambers can be seen. Paul said they had topographical work and geotechnical work done by M&W Soils and had borings done so they could verify subsurface soils. The

Elementary School site had limitations on the southern side as its primarily the onsite wastewater field and that area remains off limits. The northern end of the school could still work a system in there but there are more onsite systems for the school and for adjacent properties. The design configuration changed a little bit as the depth needed for the draining soil for these large systems needed more vertical space.

Paul said at the Elementary School site there was approximately 50-60 acres of very steep terrain (20' contour) to provide treatment for. Engineering Ventures' approach generally would not be to bring that much fluid into a small system. The other limitation at the site is a low area relative to the road which doesn't have another relief area other than the school property. Normally they would take smaller areas like the parking area and other paved areas to focus treatment on. They have reconfigured the area to do pre-treatment into concrete tanks which could be pumped out by a sewer company making maintenance easier. The chamber system will collect water off the field area. The original system design was overly optimistic. This is a relatively small system and will fast create overflow and won't reduce the phosphorous originally discussed but it's a good compromise. The system does take up real estate on school property and a conversation with the school about the benefits of this redesigned system should occur. This is a 60% design for this location. The location to the south has been abandoned due to wastewater systems conflicts. Chris Urban asked whether a rain garden had been considered as an option. Paul said a rain garden is a possibility, but they didn't take that route as we started with the 30% design and proceeded from there. Joel Bouvier asked if the septic system south of the school failed didn't there need to be a second field? Paul said it's usually the interface that goes bad and sometimes digging down further down can be the repair, but it does needs to be considered. Joel asked if there is much street run-off. Paul said there is not much street run off. Normally there wouldn't be a 50-60 acre area going to one place but it's naturally occurring here at the school and it makes sense to focus on the parking area and roofs for a larger benefit.

Joel Fitzgerald said that Bristol Elementary School is the largest in the district and it has the smallest playground. Throughout COVID the school has learned that teaching students outside is beneficial, and their only concern is about losing playing surface. He loves the idea of a rain garden but doesn't know where it would go. The school has to do some ADA compliance work on the playground and there's talk of another outdoor classroom. He just had to have the catch basin pumped out. This is a safety concern for students and is also a loss of playground surface when it floods. Hopefully, they can gain some space with this project. If other schools in the district close, the student population would increase at Bristol Elementary.

Paul Boisvert said they looked at moving the system to the edge of the parking lot, but it doesn't work quite as well. There would have to be smaller chambers, not quite as deep, and spread out so the water would move above grade so it wouldn't work quite as well. They did want to address the puddle for safety reasons and benefit to the school. Peeker Heffernan asked if the chamber system is all below grade and Paul said it was except for the access covers. Peeker asked if the water goes into the tanks first so it could be under the pavement and the water from the catch basin goes back into the tanks. Paul said he didn't know how often the catch basin floods but, with the system below the frost line and deeper, it should be able to handle it. Peeker said there was 200 yards of stone around the catch basin now. He knows of three times that it's been cleaned out and replaced. He thinks the issue there is silt. Paul wasn't aware of stone. Joel

Fitzgerald asked if they could use the water for an irrigation system. The school is thinking about taking water from the Mt. Abe roof and putting a tank in the ground. Paul said they could be drawing water from the pretreatment tanks or you could put in more tanks to store the water. The problem with a stormwater system is the tanks need to be emptied to collect the incoming water. You'd have to think how you want it to operate. This system is focused more for water quality.

The 30% design of the School Street site had the system treating 10 acres of impervious area and 32 acres of drainage area. They did borings and had geotechnical testing done. One thing they weren't aware of was the presence of water lines underneath School Street. They did find some old plans that showed a water line on the upper end and old sanitary lines from the old school there. They need to know if these lines are still there and if the Town plans to put other utilities in the road right of way. They need to know this to protect all contractors and not damage any infrastructure. Peeker Heffernan said the old sanitary line was from the old high school and a new system was put in right behind where the bell is on the opposite side of the sidewalk. It was put in about 20 years ago. Paul acknowledged that he saw that and he can look for another location possibly on West Street.

Chris Urban had a question about the Elementary School. Could we reduce some of the impervious area and parking spots in the norther parking lot to reduce drainage. Paul Boisvert said it is possible and a good discussion to have. Chris said the southern spot is not used as much and couldn't more parking spots be put there. Paul said it was an interesting idea. Joel Fitzgerald said he liked a lot of what Chris had to say but eliminating parking is an issue as there is shortage for staff parking right now. It could become school issue and even a union issue. In the southern area there is a septic system, and we also need to put in an ADA playground and possibly another structure. Peeker Heffernan asked if we move the parking down to the southern area won't it create more impervious soil with same oils and runoff that we're trying to alleviate in the other area? Chris Urban said the main difference is you don't have a steep slope, so the water won't be pounding the playground with the same velocity. Joel Fitzgerald said there have been discussions regarding taking away parking from the Elementary School and having staff bussed in. There is excess parking at Mount Abe as well. Chris Urban asked could we move the parking area to southern side and use gravel. Joel Fitzgerald said in Monkton they have gravel, and the principal and parents want it paved. Joel would be open to any conversation about relocating or reconfiguring the space. Alan Huizenga added that the southern end of the school is the service entrance. It has a narrow entry, it will not be accessible when school buses are there, and there are dumpsters and the septic field there.

Ian Albinson asked Valerie Capels what is the path forward? Joel Fitzgerald seems open to ideas expressed here but this is a Town project so how do we proceed. Valerie said this is a limited scope grant and maybe some of the ideas could be explored independently. Peeker said with the area marked out on the designs, it's more of a school project than a Town project because it is not taking the water from the hill. Darla Senecal asked what the time frame was for the grant. Valerie said it is only for 100% final designs for the Elementary School and School Street projects. What happens after that is up to the School and the Town. There have been other funding sources for construction, but it is hard to predict what the timing and scope of future funding might look like. Valerie said we just received an extension for this grant through March 2022. Joel Bouvier asked for confirmation that all of the chamber systems will be under the

surface with the exception of the manhole covers by edge of parking lot. A rain garden would take up real estate but it's up to the School what they want. Peeker Heffernan asked if we could pass to the School to discuss. Valerie said yes. Joel Fitzgerald likes the plan and there was discussion back and forth about a rain garden. Joel Bouvier asked about the water off the roof of the entire school and Joel Fitzgerald said there are footer drains currently. Joel Fitzgerald thinks if we stick with the stormwater plans it will be good and other ideas like a rain garden are later projects. Paul said this is a limited system and will not solve everything. Peeker said the goal here is to take care of pollutants that are coming off parking lot. This is a school decision not just the Town.

Valerie Capels said when the design of the School Street project was brought to her attention last week, was that there were three chambers clustered going into road and possibly impacting the water line. Engineering Ventures has come up with an alternative design with pushes it away from the water line. Paul Boisvert explained that the presence of the water line on School Street prompted them to consider changes in the design. They have come up with an alternative, but it is still close to the water line. If it's as old as Alan Huizenga says it is, they will need to be careful when installing the system, not only for the safety of the water line but also the workers. They pushed it as far over as they could without affecting the garden and trees at the Town Park. There was additional discussion between Joel Bouvier, Peeker Heffernan and Paul Boisvert about where the water came from and what would happen if there was overflow. The water comes from Pleasant Street through back yards to Church Street and then to School Street. The designed system can handle approximately 32 acres of water and then it will flow to West Street and over the bank if there is overflow there. Joel Bouvier asked questions about other options. He also asked whether we have ever looked at the outlet down at the river during a storm to see what that water is. Is there a lot of oil or grease or is that clean? Paul Boisvert said he doesn't remember seeing anything in the master plan for that. Peeker said isn't the goal here is to clean it before it reaches the outlet. Paul said yes. Joel Bouvier asked if this is part of the new Lake Champlain Basin Program and could we get some federal or state funds. Valerie Capels said possibly. Valerie asked Paul if there was anything the Selectboard needed to act on tonight? Paul said there are a couple of options. Paul could use the current design and assume water line is being moved. They could take a look at West Street to see if we could do something there. Asked where this water line is in the schedule for replacement, Alan said that it was not in the next couple of years. The water line that would be replaced from West St to the corner of the park. It could be replaced at the time of the stormwater project. Valerie asked if the two-chamber design is less effective than the three-chamber design. Paul said they are about the same. Peeker asked if the square footage was the same. Hannah Wingate said they're about 25% less. There was discussion about maybe putting it under the berm that Peeker and Darla put in by the backside of swing set. There are trees to think about too. There was additional discussion about how the water line and stormwater line could be part of one project depending on what funding sources are available. Paul indicated that they don't want to use the entire right of way in case the Town needs to upgrade the sewer system at some point. The Town needs to decide what it wants in the right of way. Paul said it sounds like we're moving in direction with the relocation under the berm. Paul asked about the water line location if it would be part of the project. Valerie suggested that Engineering Ventures acknowledge it in their report as a potential impact to give us leverage if we want to try and bundle it to get additional funding.

3. Bristol Elementary School construction project(s) update: Joel FitzGerald. Joel FitzGerald said the work at the Elementary School is in the final stretch. Randy Sargent is doing the new handrails. They are waiting for the light towers which had a 10-week lead time about 5 weeks ago, and there are five new benches on order for the front of the school. He said they had to tear up some concrete due to quality issues and, also had to repair a conduit that was rebroken. They patched the road and per the Town will seal it before snow falls. They had to move stairs away from school about 5 feet, which reduced the curb cut but there will still be two handicap parking spots there. The plantings will be done in the spring, and they just signed and approved the canopy design for over front door. The canopy work will begin over Christmas break with the veneer work being done in spring. The canopy is a timber frame with a raised metal roof to match school. In addition, a small overhang over the gym door is also being done and they are replacing a structure that the plow wing hit last year. The sidewalk is open for students. A question was asked about bike racks. Joel FitzGerald said there are two on the lawn now, but they don't like the location. Bike rack roofing is expensive, and it would be nice to have some kind of pad but how much concrete do we want around? Three bike racks take up a lot of space, but they don't know where to put them.

4. Pine Street water line replacement – preliminary design review and update. Green Mountain Engineering. Alan Huizenga said they continue to develop the water line plans and details for submission by December 1 to file with the State to make sure the Town is in line for funding that will be available through the DWSRF program. The other item the State wanted was the environmental document which is required for any State funding. It covers everything from wetlands, archaeology, historic sites, and endangered species which hopefully there aren't any under Pine Street. The purpose of this document is to hopefully receive a categorical exclusion from State. The plan is to file the environmental document with the design plans on December 1. There is an issue on Pine Street as it relates to stormwater and a large parking lot at Bristol Works! on Pine Street. Alan talked to the owner, Kevin Harper, about a possible drainage easement to the north. Kevin Harper is amenable to giving a stormwater easement on each side of the parking lot for a piped outlet for stormwater. Alan has started the layout for that stormwater piping from east Jackman Drive to Maple Street and have the pipe discharge to north. This would also bring water from Munsill Avenue along the Bristol Works! property to the east and tie into the same discharge point. The stormwater design doesn't need to be done at the same time as the waterline design, so Alan has shared preliminary designs with the Town for this new option.

5. Village walk/bike road safety proposal: Jessica Teets. Presentation – Walk/Bike Road Safety. Jessica Teets gave a brief overview of the groups that they collected information from for this presentation (RiseVT, ACRPC, Complete Streets Program, Dept of Public Works and Bristol Police Department). The vision for this presentation is to make it safe for walkers and bikers, hopefully reduce pollution, and increase economic health. The committee reviewed Best Practices for Safe Road and Sidewalks with the key being to create safe, walkable and bikeable environments and slow traffic. The three focus areas to achieve a safe environment are traffic calming measures, speed limit reductions and education/enforcement of these changes. The committee proposed possible selectboard actions for this project. They are (1) increase the roads budget for installing bike lanes, speed table/raised crosswalks and install RRFB and bollards in certain locations; (2) lower the speed limit to 25 mph and increase police department

enforcement and (3) create an advisory committee with a budget going forward. Jessica went through each of these categories for Pine Street and North Street. There is a group called Addison Triangle Bike Loop that would like Bristol to be a part of with. Vergennes and Middlebury are in the group. The cost for the advisory lanes for biking/walking would be about \$8,400 most of which is for paint. Jessica then outlined installing speed tables or raised crosswalks on West Street (near Fire Dept), North Street by Pine Street and the East Street by Mountain Street. In addition, for traffic calming the use of flashing beacons and bollards (removed in winter) for sidewalks is effective with the speed tables. The cost estimates for the flashing lights are \$10,000 each and the bollards are \$350. The speed tables and/or raised crosswalks are approximately \$2,000 and VTrans does offer funding. The presentation continued with speed reduction to 25 mph. VTrans is willing to help with these studies for the State highway that runs through town. The Town roads require Selectboard approval. Lastly, Jessica had conversations with Bruce Nason regarding enforcement and what the Police Department would need for additional patrols such as temporary assistance. Jessica said suggestions from the committee on the next steps are: (1) Create a walk/bike committee to support to advise on this initiative and report back to the Selectboard; (2) establish dedicated funding for this initiative and (3) appoint a representative to the Addison County Regional Planning Commission.

Jim Quaglino asked if there had been an increase in traffic/pedestrian accidents that's prompting this. Jessica said she had conversations with Bruce Nason regarding close calls and the need to increase safety and take action before an accident.

Joel Bouvier made the observation that on Pine Street there are a lot of walkers but not bikers. The walkers are in the road as there isn't a sidewalk. Darla Senecal said that the bikers go down Munsill. Joel would like to see a sidewalk on Pine Street one day, but he would also like to see some of the other sidewalk structures that connect to Pine Street be completed or installed. The streets are Taylor, Maple, Munsill, and from the high school going north to Liberty and Pine Streets. Jessica said sidewalks are great, but they went with this option as it could be used by both walkers and bikers and its cheaper to paint lines than put in sidewalks. Discussion continued.

Ian Albinson talked about how we can go forward and budget options.

Sally Burrell talked about how they can get more people to walk to cutdown on greenhouse gasses. She used to live on Pine Street and it is tough for pedestrians. She also mentioned that the difficulty of putting sidewalks on Pine Street as a lot of work would need to be done on resident's lawn to raise it up. Linda Andrews asked if the bike/sidewalk work could be paid for by ARPA funds? Valerie Capels said it can be added to the list.

Richard Butz said he supports Jessica's proposal. There has been an increase in traffic on East Street in the past 10 years especially between 4-5 in the afternoon. He believes any kind of calming would be useful as there are a lot more children on East Street. Pecker Heffernan asked Jessica if she reached out to State about putting in speed bumps on the State highway. Jessica said she didn't find out anything in regulation to prevent it.

Herb Schulte thanked Jessica for all her work. He lives on the corner of Spring and North Street and had Bruce Nason put in speed tracker. There have been some close calls for walkers and bikers that he's seen there. His biggest concern is the speed in town as there are trucks/vehicles that move in and out of town at a good pace. It would be good to have the speed dropped and more enforcement at the same time.

There was additional discussion regarding an island to be put in which does help slow traffic. Joel Bouvier talked about some other locations for bollards and referenced the island that the Town of Danville has on Route 2. Jessica said that they checked into that, but Eric Cota had concerns about the road not being wide enough. They looked at North Street and the biggest issue is space for the island, whereas a speed bump doesn't need as much.

Eric Cota said he liked the concepts that Jessica came up with, but he doesn't like raised speed bumps, especially for winter as it could catch the plow or the wing. He also said you would need to redesign and raise the sidewalks that come into speed bump. Jessica said Huntington, Burlington, and South Burlington have speed bumps and they don't need to be raised. Some towns have put in plastic/rubbers speed bumps. Eric would rather have plastic/rubber speed bumps so they could take them out the winter and then reinstall in spring. Ian Albinson said one of the towns did what Eric is suggesting. Ian suggested that we start with the plastic/rubber and if it doesn't work consider an alternative.

Jonathan Weber helped with the proposal and said that speed tables take more engineering work and you have to think about drainage. He said the speed tables are usually gradual so his understanding is that the plow blade would just go up and over like it does in a driveway, but he doesn't plow. Peeker Heffernan said the pictures show a lot longer speed table than what is typical in Vermont. Richard Butz said at corner of Spear and Allen Road, the City of Burlington put in new striping system and it's a textual change and bright green. There are a lot of ways to address this and be sensitive to plowing crew.

Richard Butz supports all of these initiatives. The best thing is to create awareness in the community. His biggest concern is the calming traffic.

Asked what the committee is looking for from the Selectboard tonight, Jessica said the committee wants to have certain items put in budget for this year or if it needs to be budgeted for next year. There are grants available for these initiatives and Jessica sent list to Valerie. The committee wants the Town to vote to lower speed limit on Town roads. Mike Winslow said he can help with the request to lower the speed limit on the State highway. Jessica said they would like to have a committee formed to do this work going forward and review what is working and what is not and suggest changes.

Joel Bouvier asked how we quantify if the initiatives is working? Jessica said one way is for speed surveys that have people sitting and measuring the speeds. Another option is to survey bikers/walkers to see if their perception of speed is better.

Valerie Capels asked about line striping and if the Town can do it or if it needs to be hired out. Eric Cota said the bike lanes and advisory lanes on Pine Street would need to be hired out as we

don't have a painting truck. The extra painting on crosswalks could probably be done by DPW. Eric said we could do the bike stenciling if someone buys them. Joel Bouvier asked about the two straight lines that Middlebury is using for their crosswalks. Jonathan Weber said that the cross hatched crosswalks we have is the preference of VTrans. The bar style lines in Middlebury may have red between the lines and is less common but some downtown areas have this.

Ian Albinson suggests that we digest and think about the proposal. He thinks forming an official committee is a good start and then look at items for next year's budget. He prefers not to make any decisions tonight. Peeker Heffernan asked Jessica Teets how many members she is looking for on the committee. Jessica said they had 4-5 people. Peeker said most committees are 7-9.

Joel Bouvier asked Eric Cota to check on estimates of road striping for budgeting purposes. It would be good to budget a couple of items for the upcoming budget and maybe couple more in future budgets.

There was agreement to advertise the formation of the committee as was done with the ARPA Committee. Ian offered to work with Jessica and write up a post for Front Porch Forum to form the committee. There was agreement for at least 7 committee members. Joel Bouvier would like to have someone from trucking industry on the committee to give their perspective on larger vehicles.

Richard Butz passed along that he talked to Nick Morehouse, who is doing the solar project for the Town, and Nick had good things to say about working with the Town and with Eric Cota in particular.

6. American Rescue Plan Act (ARPA) funding. Valerie Capels had no new information to report. Ian Albinson said he reached out to the Energy Committee, Planning Commission, and Conservation Commission. John McCormick of the Energy Committee is interested to be on the ARPA Committee. Ian has put together the wording on the committee and has posted to Front Porch Forum with a deadline of December 17, 2021. The intent is to review any interest letters at the December 20, 2021 meeting.

7. Consider Governor's municipal authorization for local indoor face mask mandate. Valerie Capels said this is on the agenda in response to the recent legislation authorizing municipalities to enact local face mask mandates, but, as before, Bristol is probably not in a position to mandate indoor face masks. Peeker Heffernan said his concern is who will enforce it? Bruce Nason said this is a civil issue, so it won't fall on Police Department. Peeker said if businesses want to require a mask that's fine, but the Town is not in a position to enforce it. Ian Albinson said we went over this before and decided not to do it and leave it up to the businesses. One thing we should consider is if we will require masks in Town buildings. Peeker feels that the Town employees are protected. Darla Senecal agrees that it's not our decision to require the Town businesses to mandate masks, but we support the businesses' decisions. Peeker reiterated that the businesses that wish to have a mask mandate have the Selectboard's support. Several members agreed that if there is to be a mask mandate, it should be statewide.

8. Consider Lawrence Memorial Library roof repair quote – tentative. Valerie Capels reported that she emailed the Selectboard this afternoon a quote from Rooster Construction for the slate roof and molding repairs at the Library. She forwarded the quote to Ted Lylis for his review as he's familiar with the facility. Ted said the roof is in rough shape and thought the cost was high, but Rooster Construction has a good record. Ted was surprised by the lump sum of \$11,000 and no mention of materials. Ian Albinson said that there was materials on the list but no break down of costs and Rooster does show the total hours but not the hourly rate.

Joel Bouvier made the motion to approve if Rooster Construction can complete the work by the first of the year. Darla Senecal seconded. So moved. [Note: after the meeting, Chris Hahn of Rooster Construction explained that the quote was a lump sum quote, which does not usually include the level of detail discussed.]

Darla Senecal asked if the maintenance plan that was being developed had the library on it. Valerie Capels said yes.

9. Consider Grant application authorization request: VT Homeland Security for replacement of Police Dept. portable radios. Bruce Nason said the current radios are vintage 2007 and were purchased by the department in 2013. Josh Turner found a grant we could apply for and if we don't get the full amount, we would like to replace at least 7 portable radios. The car radios are due to be replaced before the portables which is budgeted. Peeker said he sits on Homeland Security Board and the grant money became available as a result of 911 and the radio communication issue which is still a huge concern. Bruce relayed an incident where Josh was on his radio and the dispatcher at State Police couldn't hear him but the trooper's radio to dispatch was loud and clear. It's time to upgrade. Ian Albinson made a motion to authorize the grant application. Darla Senecal seconded. So moved.

10. Consider Grant application authorization request: Hazard Mitigation Assistance Sub-application to update Bristol's Local Hazard Mitigation Plan. Valerie Capels said that Bristol's Hazard Mitigation Plan is due to expire January 2024. We need to update and it requires FEMA review and approval. The group that reached out to us is applying for the grant to then subgrant it to the Town. The Town needs to submit a commitment letter for the 25% match by December 3, 2021 to support the application. The maximum grant amount is \$8,300 and the match would be approximately \$2,800 and would probably be mostly for time in kind. Any cash outlay would come from the general fund. Joel Bouvier made a motion that we apply for this grant. Ian Albinson seconded. So moved.

11. Review and approval of the July 26, August 16, August 23, September 13, and November 8, 2021 meeting minutes. Valerie Capels said the July 26 and November 8 minutes were emailed out today. The rest are still in progress. Darla Senecal reviewed the November 8, 2021 minutes and likes the new format and likes the detail. Joel Bouvier had a change to a couple of items.

Darla made motion to approve the November 8, 2021 minutes with corrections. Joel Bouvier seconded. So voted.

12. Authorize accounts payable warrant and any liquor licenses. \$2,422,624.30.

13. Selectboard roundtable. Peeker Heffernan said he received a call about the Welcome to Bristol sign on north side of town and if the Town is going to repair as it's in bad shape. Eric Cota said that one of the Boy Scouts did an Eagle project for the Starksboro sign. Joel Bouvier will ask Bill Mount if this is something the Eagle Scouts could do. Ian Albinson said he would like to be involved in this project. He said we need to decide what to put on the sign as it's currently a painted sign. Do we want to redesign and then involve Eagle Scout(s)? Eric said that the Eagles scouts brought a couple of drawings in and Starksboro went off that. Peeker said if not then we will redesign and see what the cost is to upgrade them. Ian Albinson asked if we have money for this project? Joel will send a picture of the one by Lords Prayer Rock and send to 802 to see what an estimate would be and if we want to go to metal. Peeker said this is a spring project so we can budget. Peeker will reach out to resident that he brought it up and the plans. Valerie noted that the sign at the Town Office entrance at Holley Hall needs work as does the Howden Hall sign.

Joel Bouvier brought up the incident at the Fire Station regarding someone driving across the new sidewalk. He had been told it was the resident. Bruce Nason explained that it wasn't the resident but another person who was driving recklessly and drove over the sidewalk. Ian Albinson said he checked the sidewalk and there was no damage to it. Joel Bouvier asked about needing an Assistant Treasurer. According to the November 8, 2021 minutes, Valerie said that we didn't need an Assistant Treasurer and now we do? Valerie said, at the November 8 meeting we did not need another Assistant Treasurer because Val Hanson was still on board. We need at least one Assistant Treasurer now because Val's time is done and Peter Ryan is looking to retire. Joel Bouvier wanted to know when the police department is selling the third vehicle. Bruce Nason said he plans to keep it as long as it's sound to help save on wear and tear on the newer vehicles, which was approved. He will sell if it becomes a problem. Valerie noted if we hire a fourth officer, we will probably need that third vehicle. Joel asked about one of the patrolmen that lives in Hinesburg and why he had cruiser at his house. Bruce Nason said the patrolman only takes the car home when he's on call, which is a couple times a week. Peeker said that the Selectboard did approve an officer to take a patrol car home when he's on call.

Darla Senecal: Nothing.

Ian Albinson: Nothing.

14. Town Administrator's report. Valerie Capels had no changes to her written report. She added that it's been busy as budget season is fast approaching and the audit is going on. She is still working on the loan application for the Pine Street water line. We did receive the grant funding from Regional Planning Commission TAC for a scoping study on Airport Drive to connect to the MAUSD sidewalk. Joel Bouvier said we should let the MAUSD know that we are doing this project to keep them in loop.

V. Other Business.

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

VI. Executive Session.

Joel Bouvier made motion to go into executive session per 1 V.S.A. 313(a)(3) to discuss the Town Moderator position. Darla Senecal seconded the motion. Sovoted. The Selectboard met in executive session from 10:21pm to 11:00pm. Upon returning to open session, Darla Senecal made a motion to appoint Jennifer Wagner as the Town Moderator through the March 2022 Town Meeting. Ian Albinson seconded. So voted.

There was consensus for the Selectboard to have a special meeting on Monday, November 29, 2021, 6:00pm, to resume personnel matters.

VII. Adjourn.

At 11:05 p.m. Ian Albinson moved to adjourn the meeting. Darla Senecal seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator