

Subject to Review and Approval

**Town of Bristol, Vermont
Selectboard Meeting Minutes
of Monday, May 9, 2022**

Selectboard members present: Chair Ian Albinson, Vice-Chair Darla Senecal, Peeker Heffernan and Joel Bouvier (late arrival), Michelle Perlee

Members Absent:

Staff present: Board Clerk Sharon Lucia; Town Administrator Valerie Capels; Public Works Foreman Eric Cota, Police Chief Bruce Nason, Police Officer Josh Turner,

Others present: Elizabeth Blair, Jill Marsano VTUMS, John Moyers, Theresa, Lucas Phillips (Scout), Porter Knight, Jen Myers, Jim Quaglino,

I. Call to Order. 7:02 pm

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No changes.

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

II. Public Forum.

John Moyers brought up drainage issues on the banks on the south side of Main Street which is mostly on private property. He would like the Selectboard to review on its yearly road trip. He doesn't want what happened behind LaRose's on West Street to happen here.

III. Department Head Roundtable.

Town Clerk.: Sharon went to a training for new clerks last week. Selectboard Minutes for January 27, 2022 are posted on the website and need to review minutes for January 24, 2022. House Reps need to file their candidate forms by May 26 for the August Election. New tabulator is here this week and training is on May 26. Tomorrow is vote in Starksboro for school to leave district so there may be local election in August as well. Updated status on land records, overweight permits, and dog licenses.

Police Dept.: Bruce reported that the warmer weather has brought out more people so drive cautiously. People are also turning signs around (street signs, one-way signs). If anyone has information about these people, please let police department know.

Fire Dept.: Brett sent a written update that Ian read and is attached to these minutes. Report covered calls for various services, completed training and recertification of firefighters. New Pumper is still on track for delivery in September 2022 and the

vendor is not aware of any additional charges. Recognized firefighter James Hockett's service in the department in light of his resignation. Covered open burning requirements and permits. Ed Shepard is Fire Warden.

Public Works. Eric reported that the new truck is at Viking to get equipment install and should have it back by mid-June. New sweeper vendor is coming tomorrow for route to be done. Meridith assisted with picking up green up bags. If missed residents can bring to trash hauler on Saturday.

IV. Consent Agenda.

1. Approval of request for authorization to put the 2001 Ford F350 out to bid.
2. Approval of coin drop application: Bristol Rescue Squad, July 4, 2022, at North Street and Plank Road and West Street by the High School; East Street by Mountain Street.
3. Approval of request from Rooted Vermont to use Meehan, Upper Meehan, and Ireland Roads for the Rooted Vermont bicycling event on July 31, 2022.

Eric asked that the Rooted Vermont obey the road laws.

Peeker Heffernan moved to approve the Consent Agenda. Michelle Perlee seconded. So voted.

V. Regular Business.

1. Consider request by Lucas Phillips for approval to dig holes for signposts as part of a Bristol Scout Troop Eagle Scout project.

Lucas explained that he would like to put signs on the Old Dump Trail (BTN map) and is requesting to dig three post holes for signposts on Town property. Pressure treated posts and using concrete for posts. The historical society helped create the signs.

Peeker Heffernan made motion to allow him to install posts. Darla Senecal seconded. So voted.

Michelle thanked to the Scout who painted the Lord's Prayer Rock.

2. Grant application authorization request: Porter Knight on behalf of the Town for \$10,000 from the Vermont Community Foundation for DEI (diversity, equity, inclusion) training.

Porter gave an overview of the program. Vermont Community Foundation is looking for ways to assist municipalities in educating municipal employees and volunteers on committees or commissions. Porter will write the grant and help set up what the grant would cover. Valerie reported that there isn't an actual deadline but is a rolling deadline. The Town will decide what training would be covered if Town receives the grant. Porter would be a point person for this grant.

Porter will check what we need to submit to confirm Town's approval whether it's a letter or minutes.

Michelle Perlee made motion to apply for the Vermont Community Foundation Grant for \$10,000. Peeker Heffernan seconded. So voted.

3. Water Commission: water connection application for 59 Cottage Park.

Original approval for main service did not include the second step for the customer's service line. Residences at 81 and 19 Cottage Park are built but have not yet paid for connection fee and meter package fee. Lot 59 Cottage Park has paid the water connection fee and meter package fee. The tracer wire will be required on future services and water department be notified 48 hours in advance of work. Lot 59 is connected and is currently turned off as fee hasn't been paid. Lot 75 hasn't been built yet. Valerie talked with Robert Fuller (developer) and 81 and 19 need to submit application and pay. Lot 9 and 11 haven't been dug yet so tracer wires can be installed. New ordinance has language in it for tracer wires as of October 2021. Plastic pipes were installed for service lines. Joel reported that the mailboxes on the south side of entrance is not wide enough for fire truck to maneuver around. Have Brett look at where the mailboxes are now and give recommendation for relocation. Driveway for Lots 9 and 11 has not been installed yet. Discussion followed regarding meter pit and copper line vs plastic.

Peeker Heffernan made motion to approve with conditions that, going forward, tracer wire must be included on any exterior in-ground plastic pipe installation and that the Water Operator be contact at least 48 hours in advance of any connection or adjustment to the water system and they must be present to witness any installation. Michelle Perlee seconded. So voted.

4. Consider moving forward with an amendment to the Green Mountain Engineering contract for the DWSRF Step II loan to incorporate VTM Engineering, updated schedule, and other updated details.

Pine St waterline. Green Mountain Engineering doesn't exist anymore so a new contract for VTM Engineering should be drafted for the Step 2 loan application. Valerie looking for consensus to move forward. Cindy Parks at State and funding is still available, and they are waiting on new contract and loan application from the Town. Valerie is waiting for additional budget information from VTM Engineering to finish loan application.

The Selectboard has given consensus to continue.

5. Grant application authorization request: ACRPC for Town commitment to install Triangle Loop wayfinding signs and provide documentation for grant program.

The City of Vergennes is the applicant as ACRPC can't be per Mike Winslow. Michelle asked what the loop sign looks like. Discussion followed as to the location of

signs – one on Plank Road and one on North Street on existing signposts. North street is wide enough to accommodate bike lanes.

Need a letter of support that we will participate and put up signs. Michelle made motion to apply for the grant with the City of Vergennes and give Valerie authority to sign letter of support. Darla seconded motion. So voted.

6. Consider purchase of extended warranty for the new Ford F450 (Truck 5) that replaces the 2001 Ford F350.

The last few trucks DPW has purchased we have purchased extended warranty. This one is about \$4,150 for 72 months or 75,000 miles whichever comes first.

Joel Bouvier made motion to purchase extended warranty. Peeker Heffernan seconded. So voted.

7. Appointment or reappointment of Town officers. Both submitted letter of interest.

- Planning Commission: John Moyers is already on DRB. He wants to be on the planning commission as he is interested in planning. He cares about Bristol and what direction it is going. Growth can't be stop but we need to figure out how to manage it. Two seats are available - March 2023; March 2025. John is fine with either tenure.

Peeker Heffernan made motion to appoint John Moyers to Planning Commission with term ending March 2025. Michelle seconded. Joel suggested to try him for term ending for March 2023. So voted 4 to 1. Joel Bouvier voted no.

- Revolving Loan Fund Committee: Jen Myers. Wants to give back to Town in a different way and with her experience she feels she would be asset to Committee.

Joel Bouvier made motion to appoint Jen to Revolving Loan Fund Committee. Michelle Perlee seconded. So voted. 3-year term.

8. Consider the Bristol Police Department's request for authorization to use capital equipment funds up to \$12,000 for purchase of essential equipment.

Life cycle of equipment - storage system computers and electronics need to be replaced before anything else, includes basic software program with databases. Body cameras change all the time and are mandatory. The new body cams are more software reliant and must be updated to function property. New vendor is Watchguard. Discussion followed about speed signs and speed cart equipment. Discussion on NAS computer storage, the cost and if there is technical support. Ian and Bruce will discuss further off- line.

Peeker Heffernan made motion to purchase they need and allow police

department to sell any surplus equipment. Joel Bouvier seconded. So voted

9. American Rescue Plan Act (ARPA) funding update.

The group met earlier this month and begun to form focus groups. Nonprofit meeting is scheduled for May 17, the Town Dept Meeting is scheduled for May 27 but not confirmed – may change to May 23; and business meeting is scheduled for May 24. The school youth group met last week. Ian attended the school youth group meeting.

Valerie is creating a list of the suggested projects.

10. Review and approval of the August 23, September 13, 2021 and January 10, January 17, January 24, February 7, February 21, February 28, March 14, March 28, April 11, and April 25, 2022, meeting minutes.

Michelle made motion to approve January 10th meeting minutes with changes. Peeker Heffernan seconded. So voted

11. Authorize accounts payable warrant and any liquor licenses. \$2,340,696.96.

12. Selectboard roundtable.

Darla. Won't be at next meeting on May 23.

Joel. Sidewalk bids for company in CT. Are they doing them? Valerie is trying to schedule preliminary meeting hopefully next week. Third flagpole at Fire Department. Peeker will dig hole with Town's excavator and Eric asked for Board's approval on a Saturday. Ian, Michelle and Darla are okay with Peeker using Town equipment. Consensus. Thanked everyone that worked on Lord's Prayer Rock.

Peeker. None.

Ian asked Greg Cromis to scrap and repaint the frames for the Town signs. Signs are at the printer. Ian has permission from all three landowners for the signs. The State of Vermont business signs with the incorrect street name were done by the State itself. The priority are signs that have been hit or blown down and hopefully they will fix at some point. Working on IT plan for upgrades for the Town including but not limited to new budgeting software, updated website, security, and domain emails for all departments. There are funds attached to these projects, but we could use ARPA money, budget for it or apply for grant funds. John Moyers asked when the town meets with Champlain Telecom if they can find out why south side of Main Street doesn't have fiber optic.

Michelle. What are they doing by Bank? Jill and Cyrus Marsano (VTUMS) are servicing manhole covers for the sewer system. Asked about lights on the bridge at north end of town bridge.

Valerie acknowledged Ian for the work he did on the 1 South St sign at Holley Hall.

Eric – Asked to participate in a big truck show at Shoreham Elementary School. If it is okay with Selectboard then he would take one of the trucks down. He talked to Foreman in Shoreham (Jason) and he is ok with it. It's his Saturday 10:30 to noon. Consensus to attend.

13. Town Administrator's report.

Received another grant Award for \$200,000 for the Basin Street project in addition to \$300,000 already received. Also received an additional \$26,000 for stormwater design. Next, we need hire a municipal project manager and an engineer for detailed drawings and schematics. The timeline for the grants is a multi-year project. Bristol Core Executive Director resigned so looking for a new one. Met with Claire Tebbs regarding plantings at the Main Street intersection and submit a plan and cost proposal. Discussion followed.

VI. Other Business.

1. Correspondence, reports, correspondence received.

- Budget Status Report through 04/30/2022
- Email BFD Huckett Resignation 05/05/2022
- Bristol DTF Notice of Award 05/06/2022
- ACRPC May 2022 Newsletter
- VLCT Webinar Notice on Regulation of Cannabis 05/24/2022

Peeker Heffernan made motion to accept James Huckett's resignation. Joel Bouvier seconded. So voted.

VII. Executive Session. Contract negotiations per 1 V.S.A. §313(a)(1)(A) and personnel matters per 1 V.S.A. §313(a)(3). None.

VIII. Adjourn.

Peeker Heffernan made motion to adjourn meeting at 9:07 pm and Joel Bouvier seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator