

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, August 8, 2022**

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

Members Absent: Michelle Perlee

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Town Treasurer Anthony Delmonaco, Board Clerk Sharon Lucia, Rec Director Meridith McFarland, Police Chief Bruce Nason, Hub Director Taylor Welch

Others present: Jenny Austin (DuBois & King), Maria Benoit (ACCOC), Freddie Cannon, Amy Djordjevic (ACCOC), Shawn Kimball (NEAT TV), Phil Summers (ACCOC), Marin Howell (*Addison Independent*), Ron LaRose, Jim Quaglino, Jessica Teets, Kristin Underwood (Conservation Commission)

**I. Call to Order. 7:00 pm**

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

Add June 13, 2022 minutes for approval before accounts payable section.

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

**II. Public Forum.** Jim Quaglino reported that the Upper Notch Road is washboard; it needs finer grade stone as larger stone isn't doing it. Eric Cota is buying some finer gravel to mix with stone from Rathbun to put down.

**III. Department Head Roundtable.**

Sharon Lucia, Town Clerk– Election update for Tuesday (8/9/2022). She has enough people to volunteer at the polls. She clarified that Justices of the Peace are elected in November but their terms end in March.

Eric Cota, DPW Foreman – new employee started today (Colby Gile). New truck needs work lights which weren't originally requested. Should be ready to pick up Friday (8/12/2022). Additional things - (1) mower to rent is unavailable as tractor broke; reached out to alternatives which are to hire a company or rent another machine; (2) Brett and Colby will be starting CDL classes on 8/22 (Monday – Friday, 4:00-9:00pm) for 4 weeks for Brett for and upgrade and Colby is 6 weeks for the CDL. There was consensus of the Selectboard to hire the company to mow. The price is a little more than the rental but there will be an operator to run it as well.

Bruce Nason, Police Chief. – Portal radios finally arrived that is being paid for by Homeland Security Grant. Community policing is focusing on de-escalation. There were a couple calls this week for assistance and were appreciative of the compassion and empathy that

they encountered with Bristol police officers. Addison County Field Days start today and please don't let friends drive drunk. Accidents and fatalities for the State of Vermont are up. Thanked Porter Knight for the social justice informational meetings she held. They were very informative and great. Grateful that she took the initiative to do that. Ian explained that the Town received a grant spearheaded by Porter for these types of discussions for employees and volunteers.

Meridith McFarland, Recreation Director – Movies in Park (8/18) Clifford the Big Dog with the Cub Scouts doing baked goods sale and Winnie's Canine Legacy will be there with puppies that are available for adoption. On Sunday (8/21) the VT Youth Orchestra will be performing on the Bristol Rec pavilion.

Taylor Welch, HUB Director – Jackie has been doing drop-in hours at the Hub while Taylor is doing camps. Our numbers are still up but not as high as last year. Received a generous donation of skincare products from Ursa Major Skincare out of Waterbury. This includes free self-care/hygiene products for the teens. The Hub is trying to put in a washer and dryer (has quote from Super Store in Williston about \$500 a piece) and Jackman's will check the plumbing that is needed (has quote for that as well) and update plumbing as well. The Bristol Rec Club is on board with this project. There is money in a couple of grants that will cover it. Ian suggested that an electrician look at facility since a dryer has higher electrical needs. Chuck Richardson from White Dog Construction is on the Hub Board and is checking these needs. Darla thanked Taylor for taking on the washer dryer initiative.

Anthony Delmonaco, Treasurer – He's working on tax rate for new fiscal year, doing journal entries, and reviewing expenses between the two fiscal years to make sure they are coded to correct year. The FY2021 audit is complete and we are just waiting for final report. Anthony has pre-meeting with Auditor on Thursday (8/11).

Brett LaRose, Fire Chief – sent in update which was provided after the meeting.

#### **IV. Consent Agenda.**

1. Approval of request to close Fitch Avenue for Soap Box Derby on August 20, 9:00 am to 2:00 pm: Gregory Grover, Scout Cubmaster Pack 543
2. Set the FY 2023 tax rate. Anthony read tax rate information and explained. Municipal tax rate decreased. The Grand List is higher than last year. State school rate decreased as well.
3. Approval of Jackman's Fuel pre-buy offer of fuel for Town operations for the period September 1, 2022 through April 30, 2023.
4. Approve and adopt updated Vermont Community Development Program (VCDP) Municipal Codes and Policies, as revised February 2021.

5. Approval of grant application authorization request for up to \$30,000 for the Hub Teen Center to apply to the Vermont Health Dept. to help prevent vaping of nicotine or cannabis by Bristol area youth.

Following review and discussion of the municipal and education tax rates, Peeker Heffernan made motion to approve consent agenda. Joel Bouvier seconded. So voted.

## **V. Regular Business.**

1. Airport Drive Sidewalk Scoping Study Public Concerns Meeting: Jenny Austin, DuBois & King.

Jenny Austin, P.E., with DuBois & King, provided an overview of the project. Goal of project is to develop alternative options for a potential future sidewalk along Airport Drive, evaluate these alternatives, and summarize them into a report. Project is being funded through an ACRPC Transportation Planning Initiative Grant. Existing conditions were reviewed. There was discussion regarding the right-of-way. The Town believes they own (or have an easement) up to the school gate, and the school owning north of the gate. There was discussion regarding potential sidewalk locations. Preference was noted for a location on the east side. The Town Foreman noted his preference for a sidewalk separated from the road by a grass strip (versus a curbed sidewalk). Next steps are for D&K to develop alternatives and evaluate them as they relate to potential project impacts, conceptual level construction costs, potential environmental impacts, etc. An Alternatives Presentation Meeting will take place in September.

2. Harvest Festival proposal on the Town Green: Recreation Department and Addison County Chamber of Commerce.

Meridith McFarland presented the updated plan on the Town Green featuring 70 vendors this year. There were 55 vendors last year. No COVID restrictions this year. Various games and races will be offered. Parking will be allowed at the Bristol Rec Club with a trolley from the Rec Field to the Town Green. Phil Summers explained that the Better Late Than Never car show club broke up and did not want to work the Chamber any more and moved to the Addison County Field Days.

Darla Senecal made motion to accept plan. Peeker Heffernan seconded. So voted.

3. Recreation Coordinator appointment: Freddie Cannon.

Freddie Cannon was introduced and would start Tuesday (9/6). Doing similar duties as Alex including programming, parks, 20/20 at the Hub/Rec. Freddie provided an overview of his experience at Otter Valley, Barstow, Boys and Girls Club in Brandon, Fair Haven, and others. He loves programs and to show kids out.

Asked how the Bristol Rec Dept. can keep kids there instead of going to ELP (Extended Learning Program), Meridith explained ELP can take care of more than 100 kids and is in every

school. The Rec Dept. and Hub offers more specialty-type camps, a niche in the community. They have partnered with ELP and work well together.

Joel Bouvier made motion to appoint Freddie Cannon as Recreation Coordinator. Peeker Heffernan seconded. So voted.

4. Memorial Forest Park Final Management Plan: Bristol Conservation Commission.

Kristen Underwood provided an over of the final changes: reworded some language related to a driveway and removed reference to a right-of-way (ROW); removed comments on right hand side; added a paragraph about the review performed by Alan Huizenga, P.E. regarding accessibility. She said Alan Huizenga determined the temporary bridge from Middlebury was too short. The current bridge has about a five-year life span. Budget in mind is \$50,000 to \$80,000 for bridge improvements.

Peeker Heffernan made motion to approve Park Plan. Joel Bouvier seconded. So voted.

5. Consider Eagle Park Draft Management Plan: Bristol Conservation Commission.

Members did not have a chance to review the draft. A quick review was provided. The universal fishing platform was discussed. Valerie reported that FEMA just approved repair and mitigation that includes a new concrete walkway with rebar and removing the rails at the end of the season and physically closing the platform. Kristen Underwood said the next plan is for Sycamore Park. There was agreement to hold off taking action on this plan and to combine it with review of the Sycamore Park plan.

6. Pump house Kohler generator installation update; possible request for additional expenses.

Valerie explained that we were initially under the impression a new transformer needed to be installed at the pump house in order for it to accommodate the new generator and VFDs. Learned today that Green Mountain Power will upgrade electrical/transformer at no cost. However, it will take a few weeks to schedule. We are told the current system does not meet code, is not grounded, and Pioneer would not warranty the VFDs unless these improvements were made. It probably would have been necessary when we replace the control panel.

7. Consider line striping proposal from L&D Safety Markings for North Street bicycle lanes.

Valerie and Eric would like the Selectboard's input on the scope of markings included with L&D's proposal, that include symbols, arrows, and markings at the Main Street intersection. There was consensus of the Selectboard to first have the Bicycle and Pedestrian Committee look at it and to hold off to paint it until next spring. Eric will call L&D to postpone. The designs should be forwarded to the committee to review.

8. Consider lowering the village area speed limited to 25 miles per hour.

Joel Bouvier made a motion to lower the speed limit in the former village (current Police District) from 30 miles per hour (MPH) to 25 MPH. Peeker Heffernan seconded. So voted. Regarding the question whether and to what degree the State needs to be consulted, it was noted the speed limits were lowered to 30 MPH in the village. There was agreement to hold at least two public hearings to amend the 1957 ordinance. Signs would be posted after the 60 days pass and the ordinance becomes effective.

There was discussion whether the Town has authority to change the speed limit on Class 1 highways. Mike Winslow thinks it might need to be a joint effort. Peeker pointed out that the ordinance adopted in 2014 regarding speed limits on State highways means that Bristol gets all or a portion of the traffic fines. Mike said VTrans recommends “warning” signs be posted in advance of the new speed limit if it is changing by more than 10 MPH.

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

Valerie reported that ARPA Committee members are in full swing soliciting public input through a survey, postcards, one-on-one contacts, and getting into gear for a free spaghetti dinner on September 8 at the school. Details are falling into place. Porter Knight volunteered to compile all the responses. They have also begun to develop criteria by which to funnel all of this public input into something to present to the Selectboard for a recommendation. This will be continued at their next meeting.

- 9.1 Review and approval of the June 13, 2022 meeting minutes.

Joel Bouvier made motion to approve June 13, 2022 minutes. Peeker Heffernan seconded. So voted.

10. Authorize accounts payable warrant and any liquor licenses. \$89,843.75.

Liquor licenses: Sharon reported there was supposed to be a special event in the Park but got cancelled due to rain. It will now be next Monday.

11. Selectboard roundtable.

Darla – none.

Peeker – none.

Joel – The tree Kevin Hanson trimmed on Pleasant St was a good start. There is debris to be picked up. Another tree is dead. Eric plans have it taken down this year.

Ian – none.

12. Town Administrator's report.

Valerie had nothing to add to her written report. She noted that Brett emailed a report at 7:00pm related to Department Head Roundtable to her and Ian. There was consensus to append the report to the minutes.

**VI. Other Business.**

1. Correspondence, reports, correspondence received.

- [E-mails BRD McFarland high praise 2022-07-25.pdf.](#)
- [E-mails Aegis trash cleanup completed 2022-08-02/pdf.](#)
- [E-mail ACEDC Western Cental VT CEDS public review 2022-07-26.pdf.](#)
- [VLCT Town Fair notice 2022.pdf.](#)

Valerie highlighted the kudos to Meridith and Rec Dept for programming and the feedback received from AEGIS regarding the clean-up and trash removal at the solar field.

Ian noted that people who have some of the solar panels received an e-mail regarding some of the panels being hit by baseballs.

Joel noted that there are pay orders that still need Ian and Darla's signatures.

**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).

Valerie noted that Michelle has been an active participant in the Police Union proposed contract. Without her present, she would not feel comfortable proceeding. There was agreement to continue consideration at the next meeting.

**VIII. Adjourn.**

At 9:30pm, Joel made motion to adjourn. Peeker seconded. So voted.

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator