

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, August 22, 2022**

Selectboard members present: Chair Ian Albinson, Peeker Heffernan, and Vice-Chair Darla Senecal, Michelle Perlee

Members Absent: Joel Bouvier

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Board Clerk Sharon Lucia, Police Chief Bruce Nason, Police Officer Francis Smith.

Others present: Sally Burrell, Richard Butz, Cris DaBica, Marin Howell (*Addison Independent*), Shawn Kimball (NEAT TV), Porter Knight, Theresa \_\_\_\_, Thomas Lathrop, Jeffrey Lunstead, Jim Quaglino, Gerry Slager, Jessica Teets, Mary Yates.

**I. Call to Order. 7:01 pm**

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

Valerie Capels recommended that Section IV Public Meeting be framed as a preliminary hearing in preparation for formal public hearing.

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

**II. Public Forum. None.**

**III. Department Head Roundtable.**

Sharon Lucia, Town Clerk – Sewer invoices were printed today and will be mailed tomorrow. The new copier will be delivered Wednesday. A new liquor license process is going to be solely electronic and is expected to go live August 26, 2022. Selectboard won't have paper copies to sign; they will approve them in a meeting and the Clerk will enter the date of approval.

Elections – still need to enter voters from August election. Preparation has begun for November election. State of Vermont will be mailing ballots to all voters mid-September. It's more work on our end when voters come to vote in person.

Eric Cota, DPW Foreman – Two employees started CDL classes today. New truck is in service. Crosswalk signs in middle of road are usually removed in November. Ian asked if Eric had additional signs. The Creeme stand crossing could use one. Eric will order more in the spring.

Brett LaRose, Fire Chief (via written update read by Ian Albinson) – Greenwood Cemetery water tank has been filled eight times. The Fire Department has three perspective candidates (2 for paid and 1 junior). The new pumper from Lakes Regions Fire has made it onto the assembly line and should be assembled in September 2022. Two probationary firefighters have enrolled in Firefighter 1 and 2 programs starting this week. Vehicle extrication training by VT Fire Academy will be hosted by Bristol in September. The award ceremony is scheduled for

September 10. Bristol Fire Dept in conjunction with Bristol Rescue are looking into alternative options to place our antenna and store the repeater equipment. Hand Sanitizer is still available (62 cases remaining).

**IV. Public Hearing: Town of Bristol Village Vehicular Speed Ordinance Revision(s).**

- Proposal to reduce village street vehicular speed limits to 25 miles per hour (mph).
- Opportunity to consolidate other Bristol vehicular speed limit ordinances into a single document.

**Preliminary public hearing.**

Ordinance to Regulate Vehicular (Motor vehicle) speeds within the Town of Bristol.

Valerie recommends that all the ordinances pertaining to regulation of speeds be combined into a single ordinance. The current draft is based on model produced by VTrans in 2016 and adapted by many other Vermont municipalities. It includes sections, such as Loaded Vehicles, that do not pertain to speed regulations. There was agreement to list road names associated with different speeds because district boundaries could change but not road names. Gerry Slager noted that a lot of people walk on Plank Road to Burpee Road. There was agreement to extend the 25 mph to Burpee Road, North Street to Hazel Drive, and South Street to Rounds Road (pvt). High Street (TH 344) should be added. Section 5.5.a should read that 1.1 miles from Lord's Prayer Rock turns to 50 mph. Whether to call it Traffic Ordinance and broaden it to include other things than speeds was discussed. There was agreement to cross reference other ordinances that are not speed related. Lover's Lane & Hewitt Rd are 35 mph and right before Rounds Rd heading south. Gerry Slager confirmed that bicyclists can be ticketed for speeding and running stop signs.

Showed a draft Public Hearing Notice for September 14, 2022 to formalize the ordinance.

**V. Regular Business.**

1. Diversity, Equity, and Inclusion training initiative: Porter Knight.

Porter Knight reported that the Vermont Community Foundation grant funds have been received. We have one year to use grant funds. The program will have three parts: (1) provide education to town staff and all volunteers; (2) have consultant review forward facing documents (Town Report, job descriptions, Website, etc.) for non-inclusive language, and produce a decision-making framework—a quick checklist for decision makers and dept and committee heads; and (3) what else do we need to do? Is there more to do after the first year. Write plan. There are many models that other communities have done. State of Vermont has an IDEAL program – state program to share strategies. Bulk of the grant will be to pay outside presenters to do training, probably at least 60% of grant. There is no firm structure in the grant; it is flexible. Women Safe does LBGQ trainings at no charge. Another trainer has a focus on implicit bias. The trainers will be asked to provide each training twice, one during work hours and the other at night at least 90 minutes. No limits on participation. There was brief discussion whether the daytime session could be just for employees to create a safe space; the evening sessions could be

employees and volunteers. Valerie will explore that at a future staff meeting. Eric Cota expressed that no one from the Public Works Department wants to participate. Porter is volunteering to administer the grant unless Town wants or can do it. She will not be receiving any payment from grant. She contacted those on the list of potential consultants and most of them are already pretty booked. We have until next summer to expend the funds. She is confident they would grant an extension if we need more time. She will plan to work with Valerie regarding timing. If it does not come together this fall before the holidays, it will be moved to next year.

Peeker made motion to allow Porter to hire one or more of the trainers. Darla seconded. So voted.

2. Consider Curb cut application 2022-01DA: Thomas Lathrop, Hewitt Road.

Valerie reported this is for an agricultural access. Eric reviewed it and found the site distance is adequate and does not require a culvert as long as the driveway is pitches away from the road at no more than a 2% grade.

Peeker made motion to approve application per the Foreman's conditions. Darla Senecal seconded. So voted.

As aside, Tom Lathrop supports lowering the speed limit in the village area and on Hewitt Road.

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

Valerie reported that survey responses have been abundant as a result of outreach. Details are in place for the spaghetti dinner on Sept. 8. Committee members began to hone in on criteria for sorting and ranking funding requests. Events have been good.

Porter thanked the Selectboard for resisting the urge to spend the ARPA funds. The ARPA Committee has been an amazing team. Did focus groups in the summer. Housing, childcare, and transportation came up in each group. Well more than 100 ideas have been submitted through the different events and options. They will use the Venn Diagram approach to marry principles, ARPA eligibility, concepts, and actual projects. Spaghetti dinner will be final event. They are trying time their recommendations to the Selectboard until after Town Meeting. There are overlapping ideas. Some are project ideas and others are themes. Didn't want require too specific an idea as not everyone knows what would be needed.

4. Review draft and consider acceptance of a proposed consolidated Driveway Access and Work in Right-of-Way permit application.

Valerie pointed out that the work in the right-of-way permit only requires approval by the DPW Foreman; it does not require Selectboard approval, unlike the curb cut or driveway access application that does. This is an effort to consolidate the application process into one. The DPW Foreman can still approve just the work in the right-of-way application depending on which box

is checked. Selectboard approval for the curb cut/driveway access is likely because state statute requires Selectboard approval for access to a Town highway.

A provision for sidewalks was added to the work in the right-of-way application details to capture those situations when a sidewalk is obstructed.

Michelle recommended at least a \$50 fee should be charged for the work in the right-of-way to cover the administrative costs. Middlebury charges \$100 and does not ask for a deposit. There was consensus to eliminate the \$250 deposit and just require the applicant to fix anything that is damaged at their expense. The cost to fix something is likely to be more than \$250. There was discussion about raising both fees to \$100 each and ensure that the revenue goes into the DPW revenue budget.

5. Consider coin drop application: N.H. Munsill at 15 West Street for October 19, 2022.

Peeker Heffernan made motion to approve coin drop application with Bruce's condition that appropriate reflective clothing be worn while in the roadway for visibility. Michelle Perlee seconded. So voted.

6. Review and approval of the August 8, 2022, meeting minutes.

Peeker Heffernan made motion to approve minutes with changes. Darla Senecal seconded. So voted.

7. Authorize accounts payable warrant and any liquor licenses. \$107,305.82. Special event permit for Bristol Fireman's Banquet on September 10, 2022.

8. Selectboard roundtable.

Darla – none.

Michelle – wants update at Vermont Tree Goods. Valerie said she recently sent an e-mail to John Monks but has not received a response.

Peeker – none.

Ian – none.

9. Town Administrator's report.

Valerie reached out to the Preservation Trust of Vermont to see if they could help with assessments of Lawrence Library and Holley Hall. Turns out they did an assessment of Holley Hall in 2006 and identified repairs needed in the bell tower that we completed just last year. Ted Lylis stopped by and asked about the warranty on the Howden Hall 2019 paint job. Three years. He reported that the paint is cracking, peeling, and separating. She noted that she skipped the week of September 5 in her Town Report schedule. Monday is a holiday; she plans to be in

office the rest of that week. FEMA came through with funding on universal fishing platforms. Municipal share will be almost \$18,000. Feds pay 90% about \$159,000. Should receive final approvals this week.

**VI. Other Business.**

1. Correspondence, reports, correspondence received.
  - [Bristol\\_RLF\\_status\\_report\\_thru\\_2022-05-31.pdf](#).
  - [Bristol\\_RLF\\_status\\_report\\_thru\\_2022-06-31.pdf](#).
  - [Bristol\\_RLF\\_status\\_report\\_thru\\_2022-07-31.pdf](#).

Valerie noted that the RLF reports reflect that the Treasurer's office is succeeding in catching up on a lot of the backlog left as a result of the transition in the Treasurer's office and the audit process. Have not received final management letter from auditors. Regarding the audit, we have not yet received the final management letter.

**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).

Michelle Perlee made motion to go into executive session finding that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding labor relation negotiations per 1 V.S.A. §313(a)(1)(A) with Police Chief Bruce Nason invited to participate. Peeker seconded. So voted.

The Selectboard met in executive session from 8:38pm to 9:25pm. Upon returning to open session, Peeker Heffernan moved to ratify the Bristol NEPBA Union Contract. Darla Senecal seconded. So voted.

There was agreement to include discussion of the future location of the Police Station on the next agenda.

**VIII. Adjourn.**

At 9:30pm, Michelle Perlee made a motion to adjourn. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator