

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, September 13, 2021**

Selectboard members present: Chair Peeker Heffernan, Vice-Chair Ian Albinson, Joel Bouvier (Arrived during Regular Business item #2 – Lincoln Road), Michelle Perlee, and Darla Senecal.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Fire Chief Brett LaRose, and Police Chief Bruce Nason.

Others present: Craig Allen, Jenny Austin (DuBois & King), Isabella Clark, Samantha Dunn (Evernorth), Ruth Farmer, Paul Forlenza, Suzanne Germain, Mary Holland, Alan Huizenga (Green Mountain Engineering), Brian Ladeau, Ron LaRose, Jim Quaglino, Christopher Ross (*Addison Independent*), Elise Shanbacker (Addison County Community Trust), Matt Sharpe, Will Sipsey, Oakley Smith, Kevin Tillotson, Josh Turner, Mike Winslow (Addison County Regional Planning Commission).

I. Call to Order. Chair Peeker Heffernan called the meeting to order at 7:00 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). None.

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

II. Public Forum:

1. Jim Quaglino gave a shout out to the Selectboard, Town Administrator, and the office staff for doing an excellent job on getting the Business Park off the ground.

2. Paul Forlenza, a resident of Lincoln, said the report does mention the limited line of sight at the intersection of 116 and Lincoln Rd, but he feels that it did not take into consideration of how the sight gets worse during the winter when there is a snowbank against the guardrails, hindering further the line of sight. Peeker Heffernan said this is an agenda item and would be addressed then.

III. Department Head Roundtable:

1. Police Chief Bruce Nason said Ian Albinson set up a compliment and complaint form on the Bristol website. Valerie Capels added the forms are still in a testing phase.

2. Fire Chief Brett LaRose said the Fire Department had their recognition and awards night on August 28, 2021. They celebrated 2020 and 2021 recognitions since they could not recognize in 2020 due to the pandemic. The following firefighters received their number of years service pins: Anthony Robideux (5 years), Nathan Booska (5 years), Nathan Bouvier (20 years), Lance Perlee (25 years), Bryan W. Wendel (25 years), Jim Whitcomb (30 years), Peter J Ryan (30 years), Joel Bouvier (35 years), Peter Coffey (45 years), and Edward Shepard (50 years). James Goodyear received the Training Hour Award. Brett mentioned James has received the Training Hour Award 5 times. Mark Bouvier received the Outstanding Service Award. Peter Coffey received the Firefighter of the Year Award. Eric Forand and Kevin LaRose received the Outstanding Contributing Awards.

3. Public Works Foreman Eric Cota said they started the crushing last week. 802 excavating is finishing stone lining the ditches. The two new employees are coming into it. Harvey Road has been completed. Brett LaRose asked how people request overgrown sidewalks at intersection, etc. to be taken care of. Brett said the brush at the intersection of Pleasant and North Street needs to be taken care of. Eric said it usually is addressed in October however Brett LaRose commented that it needs to be addressed now.

IV. Regular Business.

1. Firehouse Apartments VCDP application public hearing and application resolution: Evernorth and Addison County Community Trust. Samantha Dunn explained that, as part of the Community Development Block Grant application process, the Selectboard must adopt a resolution authorizing the application and designating someone to be the Town's representative. The project is also scheduled to appear before the Bristol Development Review Board on Tuesday, September 14, 2021. Samantha and Elise Schanbacher provided details about the project, including that there will be four units set aside for the homeless community. The start date (if everything goes as planned) will start March 2022 depending on weather. Anticipated construction time is 10-12 months. Michelle Perlee moved to adopt the resolution and designate Town Administrator Valerie Capels as the contact person and authorized official to sign the agreement. Ian Albinson seconded. So voted.

2. Lincoln Road intersections and Bartlett Falls parking study final report and recommendations. Jenny Austin provided an update to the Lincoln Road intersection study. Signalization of the intersection was another option that was not given at the last meeting. There were 138 surveys filled out. She is currently in the process of finalizing the Scoping Report for this project. Concerns noted by residents at meetings and through the outreach survey that are unrelated to the specific project scope but relevant to the project area will be noted in the Report. Paul Forlenza mentioned the snowbank does hinder further the sight lines by the bridge and wondered if the Road Crew could remove that. Eric Cota noted the bridge is part of the State highway and is taken care of by VTrans. The State does look at it occasionally, but not after every snowstorm.

3. Bristol Water System Preliminary Engineering Report presentation: Green Mountain Engineering. Alan Huizenga presented a brief overview of the water system line replacement preliminary engineer report, which was produced with a State DWSRF loan and is necessary to qualify for DWSRF design and construction funds. The report looks at all of the 1905 cast iron pipe in the village area. They identified 10 to 15 projects that total close to \$10 million if all done at once. The lead-packed joints likely leak at every street. The report acknowledges that the water line replacements will need to occur in phases. The Town has done a good job replacing the main arteries on North and West Streets but needs to keep going. The report includes hydraulic analyses to ensure the lines are replaced with the correct size. The projects they identified are Pine Street, Munsill Avenue, the reservoir to Rocky Dale line, Liberty Street, Maple Street, and other village streets listed in the report. Liberty Street came up high because of the size of the pipe and hydraulic study analysis. Replacement of the Pine Street water line is recommended to be replaced first at an estimated cost of \$772,000.

Peeker introduced the idea of making Pine Street and alternate streets one-way to achieve traffic calming and accommodate pedestrians. Valerie suggested there could be additional funding sources to leverage while the street is torn up for the water line, but there would need to be design plan to

accommodate it. Joel suggested that reducing the village speed limit to 25 miles per hour would address a lot of concerns. Ian expressed support for the speed limit reduction.

Alan said the next steps for the water line replacement would be to include design and permitting of the Pine Street water main (estimated timeframe: November 2021 – June 2022), bidding, and construction (estimated time frame: July 2022 – December 2022). The design and construction phase would require additional funding through the DWSRF. Construction would require voter bond approval. Alan said he is waiting for the State's approval of the report and recommended the Town not wait for the loan to keep things moving. The Town would need to do it regardless whether a grant or loan is given. There was brief discussion about the idea of incorporating drainage solutions in with the water design plans. Alan said the report needs to be done before January 2022 and he is waiting for the state to approve the agreement but can't wait that long if the State doesn't sign off. Alan requested permission to allow GME to do the survey while there is time to get it done and he would bill once the funding comes from the State. Valerie said the State might not cover it if the work is done before the State approves the agreement, but it will be paid by the Town no matter what. There was a consensus of the board to authorize GME move forward with the survey.

4. Consider Lawrence Memorial Library building maintenance needs: roof ice, stair painting, and more. Following discussion about the problem of ice and snow on the roof, the Selectboard agreed to have Rooster Construction look at the work that needs to be done and provide an estimate.

5. Consider coordination with the MAUSD Board regarding appointment of a Bristol representative to fill vacancy. Peeker explained MAUSD now does the interviewing and selection with input from the Selectboard. There are three candidates. The interview process is Tuesday September 14, 2021. Darla Senecal and Ian Albinson will try and attend via Zoom.

6. West Street slope repair project: updates, change order request. Valerie reported that Lathrops will require \$20,000 compensation for access through their Lumber Yard. If added to the construction contract as a change order, 75% of the cost would be covered through the grant program. Valerie received some feedback from the property owners who feel it was an oversight and they shouldn't be responsible for the cost. There was discussion about the fence the engineers recommend but would not be required or paid for by the grant. The intention of the fence is to prevent future material from being put over the bank. The affected property owners do not want it. Valerie noted that the property owners have been concerned that the project numbers have fluctuated in recent weeks as new or different information has been received. The contractor does not expect any financial surprises. Valerie proposed that the Town agree to incur the legal, financing, and administrative expenses so the property owners will not have those variable expenses to be concerned about. There is also the \$3,000 expense for the trail reconstruction. Details of the finance agreement with the property owners were discussed. Ron LaRose expressed concerns about the moving financial figures, that the contractor or somebody did not do their homework regarding the access fee, and the consequences if one of the property owners does not participate. Kevin Tillotson reported that they are not going to move forward with the project. Discussion ensued about whether the project could move forward from the engineer's perspective without that last property. Valerie will follow up on that and the question of the fence. Michelle Perlee moved to authorize Valerie to do the contract change order up to \$20,000 for the access fee if the project

moves forward and for the Town to absorb the legal, financing, and administrative costs. Ian Albinson seconded. So voted. Ian noted that the expense for the trail can likely be fundraised.

7. Stoney Hill Business Park infrastructure project update. Valerie noted that most of the information she wanted to share is in her Town Administrator report . Things are going smoothly, monthly project team meetings have begun, and no action is needed from the Selectboard. Ian showed drone photos of the construction site.

8. Review of West Street crosswalk design quotes; select contractor. Valerie reported that three proposals were submitted that varied in their attention to detail and approach. There was agreement to move this item to executive session.

9. American Rescue Plan Act (ARPA) funding update, begin discussion of potential projects for funding, next steps. Because of the late hour and the volume of information, Valerie recommended holding off on an in depth discussion. She noted that in her Town Administrator’s Report she begins to list some of the potential projects, costs, and other potential funding sources. There are other entities and citizens that also have their ideas. Ian recommended supporting Maple Broadband pending an updated number from them.

From the Town Administrator’s Report:

Bristol was allocated \$402,210.35 in the first round; the county allocation amounts to \$746,263.45, for a total ARPA allocation of \$1,148,473.79. The distributions will be made in two installments, with 50% distributed this year and 50% next year. Town Treasurer Jen Myers will (or has) set up a new account through which to track the revenues and expenses.

Project	Estimated Cost	Other Funding Sources
Pine Street water line replacement	\$772,000	Bond, DWSRF loan(s)
Basin Street/slope/stormwater	\$700,700	State stormwater grant, State transportation alt. grant, bond
Core Area sewer upgrade	+/- \$650,000	CWSRF loan(s), bond, NBRC
Sidewalks improvements	TBD	Bike Ped program
Broadband investment	TBD	
Revenue replacement	TBD	
Others		

10. Consider renewal of the A. Johnson bequest investment. Valerie reported that Town Treasurer Jen Myers recommends that the principal be reinvested into the same 48 month CD at the current bank and the interest earned be deposited into a fund to be used for tree work. Valerie noted there is not a revenue fund to earmark this expense; it would be a miscellaneous revenue. She reiterated her suggestion from a while ago that the Selectboard consider establishing a reserve fund be established for ongoing tree investments. Ian Albinson moved to accept Treasurer’s recommendation. Darla Senecal seconded. So voted. Joel Bouvier would like to see the other banks we use what the 48-month interest rate would look like.

11. Consider request from Bedard family for internment of ashes and placement of gravestone in the Briggs Hill Cemetery. Michelle Perlee moved to allow Bedard family to inter Brad Bedard's ashes in the Briggs Hill Cemetery. Ian Albinson seconded. So voted.
12. Grant application authorization request: Recreation Dept. for RiseVT grant. Ian Albinson moved to approve submittal of the application. Joel Bouvier seconded. So voted.
13. Authorization to purchase computer screen through the Capital Technology Fund. Valerie explained this is for the Lister's office to have a monitor that has a camera and a microphone. Ian Albinson moved to approve. Joel Bouvier seconded. So voted.
14. Designation of Bristol delegate for VLCT PACIF annual meeting. Valerie explained a representative only needs to be there if the Town wants to be involved in policy discussions and vote. She is not able to attend. No Selectboard member will be attending.
15. Review and approval of the June 28, July 12, July 26, August 9, August 16, and August 23, 2021, meeting minutes. Michelle Perlee moved to approve August 9, 2021, meeting minutes with corrections. Joel Bouvier seconded. So voted. The rest of the meeting minutes will be moved to the next meeting.
16. Authorize accounts payable warrant and any liquor licenses. \$135,361.39.
 - The Tillerman Inn & Restaurant new liquor license
 - Snap's liquor license renewal
 - Catering permit: Woodbelly Pizza

Valerie reported that the Town Clerk already approved the Woodbelly Pizza catering permit because the event was to occur prior to the Selectboard meeting. Peeker questioned whether the Selectboard needs to be involved in approving catering applications because the Town Clerk knows who has licenses and who doesn't. Joel felt strongly that the Selectboard should know. Valerie recommended this be a future agenda item.

17. Selectboard roundtable.
 - Ian Albinson asked Eric Cota if there is a potential to store the picnic tables at the Public Works facility until the spring of 2022 until they can be built. Eric said they could be stored outside by the salt shed with tarps over them. Regarding the trash cans, two need to be removed so the new salt barrels can be installed. Ian also asked why the sidewalk on Mountain Street by the Bushey property was not completed. Selectboard members speculated it was because of the steepness and because there was no house there.
 - Joel asked Ian if he needs another salt barrel. Ian said no. Joel asked Eric if he will be doing sidewalk trimming. Eric said yes. Joel expressed concern about the lack of visibility at the corner of River Road and Route 116. Eric said the boom mower is being delivered Wednesday morning. Joel offered to take the lead on working with Efficiency Vermont regarding changing controls for heating systems so they all can be put on computers, paid for up to 90%. He will follow up with more information. Ian noted the Library would be a

great candidate for that. Joel down drove Church Street and two basketball hoops are right out on the edge of the road.

18. Town Administrator's report. Valerie said she had nothing to add to her written report.

V. Other Business.

1. Correspondence, reports, correspondence received. Valerie noted that there is a good list online of correspondence and other information the Town has received on different projects.

VI. 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 negotiations per 1 V.S.A. §313(a)(1)(A). Joel Bouvier seconded. So voted. The Selectboard met in executive session from 10:15 p.m. to 10:35 p.m. Upon returning to open session, Joel Bouvier moved to select the bid from Otter Creek Engineering for the West Street crosswalk. Ian Albinson seconded. So voted.

VII. Adjourn.

At 10:37 p.m. Michelle Perlee moved to adjourn the meeting. Ian Albinson seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator