

Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, June 13, 2022

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

Members Absent:

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

Others present: Elizabeth Blair, Theresa Gile, Steve Palmer, Ben Skolazdra.

I. Call to Order. 7:04 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. None.

III. Department Head Roundtable.

Meridith McFarland, Recreation Director– Swim program is for one week July 11-15 with two swim instructors. Offering certification Lifeguard class on June 20, 21, 22. Phenomenal training with Summer Assistant Counselor Zooey. There is a bike class (6/15-17). Working out of hub for the camps. All programs are pretty much full.

Bruce Nason, Police Chief – Bike thefts from Church & Maple St. Church Street bike recovered. Reminder to write down serial number and take pictures. Working to get automated service like the town office on their phones.

Brett LaRose, Fire Chief (update read by Ian) – Flag-pole project is complete. Thanked DPW crew, Selectboard and others. Special thanks to Pike Industries (donated bluestone), J.P. Carrara (donated concrete), Nathan Booska Excavation (use of excavator), Post 19 (\$800 to cover shortfall and donated a 5x8 American Flag for 30-foot pole). Thanked the Bouvier Family for making the memorial funds (\$2,500) in the names of Jim, Eric, and Hub (Jeffrey) available for this project. Shout-out to Bristol firefighters who gave up better part of the last two weekends - Joel Bouvier (foreman), Mark Bouvier, Peter Bouvier, Jim Whitcomb, Peeker Heffernan, Lance Perlee, Terry Farr, Kevin LaRose, James Robideau and Peter Coffey. Fire Department looking forward to the 4th of July parade and will be on standby for the July 3 fireworks. Greenwood Cemetery water tank has been filled twice this season. As of June 13, there have been 68 calls for service. Fire Department still has hand sanitizer if anyone is interested in some.

Sharon Lucia, Town Clerk – State election ballots coming next week for August election. There is also a local ballot for Starksboro to leave MAUSD. Still working on hiring an assistant. Land records are still behind.

Jill Marsano, Water Contractor – Full water read is going on. Reader gun died. Consumer Confident Report will go out with water bills.

Eric Cota, DPW Foreman – Brett Bassett started today. Starting the mowing on roads today.

Anthony Delmonaco, Treasurer – Waiting for Audit. Discussion about lengthy process this year on Audit. Working on grant files and chart of accounts. He is working on Homeowners Assistance program (taxes) through Vermont Housing Finance Agency. The Town has onboarded with the State. He will be sending out letters with the delinquent notices with instructions to delinquent taxpayers to get them to apply to the program to try and catch them up on taxes.

IV. Regular Business.

1. Review and approval of updated Recreation Department Coordinator job description.

Changing “assistant director” to “coordinator” in job description as it’s a better fit for the type of work now. Salary of between \$18-20 per hour plus competitive benefits package. Prior position was integrated and with this one, the job description has been segregated with more emphasis on parks responsibility and the committees associated with the Parks. Suggested work hours could be either 9-5 or 10-6. The later time would allow two people to be at Hub at closing time. Want to try to focus on the Arts part and bring more activity to the department. Would also like the person to attend the Conservation Committee meetings and be on and attend the Bristol Tree Committee.

Peeker Heffernan made motion to approve job description. Joel Bouvier seconded. So voted.

2. Review and approval of the Public Works Assistant Foreman job description.

Adapted from the Foreman job description. Range of salary normally is on the job posting not the job description. Leave it off to hopefully get more applicants.

Peeker Heffernan made motion to approve job description. Joel Bouvier seconded. So voted.

3. Water and Sewer Commission: consider proposed 3-year service contract from Vermont Utility Management Services (VTUMS).

Peeker reviewed equipment rates and they are comparable or a little low to the current economy. The biggest increase in costs is for fuel and labor. Discussion about the larger piece of equipment they now own instead of renting out from larger contractor. If possible, the DPW should be notified in advance to see if they can do the work. Joel had questions on VTUMS invoices in Warrant. Truck charges are part of labor charge. Mileage is separate. Clarify in contract.

Peeker made motion to accept the contract with changes for three (3) years. Darla seconded. So voted.

4. Water Commission: new connection application for 81 Cottage Park.

The service is already installed. Tracer wire needs to be contiguous from meter to curb box when line is installed for it to work. Conditions - need to give water department 48 hours so the service can be inspected, witness any repairs and payment of fee. Francis Place has new services going in. Make sure that tracer wire is inducted on plastic line when Francis Place services go in. Joel thinks copper line should be in ordinance instead of plastic which is cheaper.

Peeker made motion to approve connection with the conditions. Joel seconded. So voted.

5. East Street Sidewalk Replacement Project: status review.

Storm last week revealed water ponding on sidewalk. Eric suggested putting a swale in green space which would hopefully alleviate water issues. Ian and Valerie took pictures. Butz property (East and Mountain St) – water sits in driveway. The road is higher, so it puddles in driveway. Discussion about solutions for moving water westerly to catch basin. Would have to cut pavement as grass is higher and reshape.

Contractor is coming back Tuesday to finish project and clean up. Didn't do edging. Selectboard doesn't see any issue and it doesn't need to be done. Did a very good job overall. Homeowners had good things to say about contractors. Discussion about grass seed. Ask to use conservation mix and minimum 2" top soil. Eric is providing soil. First section from sign – just clean up their dirt where the swale will be. Town will finish. Joel – ask for refund because no edging? Peeker doesn't believe it's a deal breaker but bring it to their attention. In the future make sure contractors know about edging.

6. Ratification of approval of MAUSD banner application for graduation event.

West Street banner currently installed. This approval will be retroactive for this year. MAUSD wanted a perpetual approval. Michelle stated that if regulations and/or rules change we shouldn't make it perpetual.

Joel Bouvier made motion to ratify. Darla Senecal seconded. So voted.

7. American Rescue Plan Act (ARPA) Funding update.

US Treasury regarding updates to reporting guidelines. Focus groups have all completed their sessions. Next steps are to reach out to broader community; for e.g. have a spaghetti supper; do a mailer to households; or do surveys at local places. Committee agreed that some of the ARPA monies could be spent for some of these outreach events. Valerie Capels has authority up to \$1,500. Anything higher would need Selectboard approval.

8. Appointment or reappointment of Town officers.

- ACRPC Delegate: Peter Grant
- ACRPC Alternate Delegate: Bill Sayre
- ACRPC Transportation Advisory Council: Peter Grant
- AC REMC – Emergency Management Director: Valerie Capels
- AC REMC – Emergency Services Representative: Peter Coffey

Joel Bouvier made motion to accept all appointments. Darla Senecal seconded. So voted.

9. Grant application authorization request: VTrans Grants-In-Aid program.

Annual Program. VTrans is now administering it (previously ACRPC) – implement best management practices on hydrologically connected road systems to bring into compliance with permits. Bristol is eligible up to \$15,000. A 20% match is required (\$3,750 if spent whole amount). The match would come out of roads capital funds or highway budget.

Joel Bouvier made motion to approve the grant match. Peeker Heffernan seconded. So voted.

10. Review and approval of the August 23, September 13, 2021 and January 17, January 24, February 7, February 21, February 28, March 14, March 28, April 11, April 25, and May 9, 2022, May 23, 2022 meeting minutes.

Discussion ensued. Put drafts up to start filling the holes on website.

Joel made motion to approve all minutes listed in final form. Peeker seconded. One for; four against. Motion failed.

No minutes to approve for this evening. For next meeting remove all minutes listed here and only list ones that are ready to be approved.

11. Authorize accounts payable warrant and any liquor licenses. \$321,293.48.

12. Selectboard roundtable.

Michelle – none.

Darla – none.

Joel – Fire Station – Lincoln Fire Department wants to plant a tree in memory of Darwin Kimball, and we need permission from Selectboard. Have had two Christmas trees donated to plant in front of Fire Station to decorate at Christmas time and needs Selectboard approval. Joel thanked Eric and highway department for getting blue stone from Pikes. The Fire House drive trees have gypsy moths – Joel can put tape around trees to try to stop them. Brett sent pictures of last two (2) Catch Basins showing the pavement is sinking. Don Weston has been notified. Peeker said that the pavement didn't get compacted when it was backfilled. Town need to be knowledgeable about driveway's being paved so we can look at green space. Homeowners should be obtaining a work in the right of way permit when driveway paving is done and we should require that it be swaled properly to drain in the green space. Discussion on sidewalk swales. Eric will communicate with homeowner (Richard Butz) about fix and adding a swale. Eric to fix. Also do swale at Dentist office where water builds up.

Peeker – None.

Ian – None.

13. Town Administrator's report.

West Street Stabilization Project update. There has been truck and excavator activity at the site taking debris off the site. Will take about 3-4 days to complete. Next, they will work down below at Lathrop site. The top needs to be stabilized before work down below can begin.

V. Other Business.

1. Correspondence, reports, correspondence received.

- [E-mail_and_Bristol_Lister_30-Day_Ext._Request_signed_2022-05-31.pdf.](#)
- [Bristol_Allocation_Letter_LaRose_Survey_for_Letersky_and_LeFlam_139_North_St_2022-06-08.pdf.](#)
- [E-mail_Knight_and_BTN_Plank_Rd_trail_information_2022-05-26.pdf.](#)
- [E-mail_Slager_BPAC_resignation_2022-06-10.pdf.](#)
- [DTF_Basin_Street_Improvements_Bristol_VDHP_Comment_2022-06-01.pdf.](#)
- [E-mail_VT-CCB_License_SCLT0005_Issued_2022-06-08_redacted.pdf.](#)

- [Letter_Sylvia_Coffin_to_Selectboard_thanks_2022-05-28.pdf](#).
- [Bristol_Tree_Committee_Meeting_Notes_2022-06-03.pdf](#).
- [E-mail_Ross_leaving_Addy_Indy_2022-05-25.pdf](#).

Michelle asked about the Cannabis Rules done by State. Do we need to do anything? Bruce will review and get back to Board.

VI. Executive Session. Contract negotiations per 1 V.S.A. §313(a)(1)(A) and personnel matters per 1 V.S.A. §313(a)(3).

At 8:56 pm Michelle Perlee made motion to go into Executive Session for personnel matters per 1 V.S.A. §313(a)(3) and to invite Sharon Lucia and Anthony Delmonaco. Pecker Heffernan seconded. So voted. The Selectboard met in Executive Session until 9:38pm. Upon returning to open session, no action was taken.

VII. Adjourn.

Michelle made motion to adjourn and Joel seconded. So voted. The meeting at adjourned at 9:40 pm.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator