

**Town of Bristol, Vermont**  
**Selectboard Meeting Minutes of**  
**Monday, November 28, 2022**

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

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Recreation Director Meridith MacFarland, Police Chief Bruce Nason.

Others present: Erin Bent, Dan Mallach (DuBois & King), Jim Quaglino, Nancy Skidmore.

**I. Call to Order: 6:30 P.M.** Due to technical difficulties, the meeting was not called to order at this time.

**II. Executive Session** re personnel matters per 1 V.S.A. 313(a)(3). Various technical difficulties required that this item be postponed.

**III. Call to Order: 7:00 P.M.** Chair Ian Albinson called the meeting to order at 7:01pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). No additions. Valerie Capels noted there will be some clarification for agenda item VI.5.

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

**IV. Public Forum.** None

**V. Department Head Roundtable.**

1. Recreation Director Meridith McFarland reported that coming up will be a busy holiday season and listed several upcoming planned events. Holley and Howden Halls have been booked up. Freddie Cannon is doing great. The Hub is up to 50 kids at times. The Clay Studio is booked up. Public swim has been booked up except the early morning slot.

2. Police Chief Bruce Nason reported that they are still learning the new database and there have been some hiccups. In the month of October, the Police Department responded to 389 incidents. They are currently investigating a vicious dog incident.

3. Public Works Foreman Eric Cota said there is not much to report. They completed the Notch Road grant project (part 1). They are trying to get roads ready before they freeze. The two new department members did well with their first plowing.

4. Valerie Capels reported that Jill and Cyrus Marsano (VTUMS) representing the Water Department will not be able to attend but passed along the following report: "The radio upgrade will be completed Wednesday. The generator is working well with the VFD and pump 2. We

should be able to get the VFD for pump 1 installed in the coming weeks. The Q4 water read starts mid-December and will begin touchpad notices.”

**VI. Regular Business.**

1. Munsill Avenue Sidewalk Scoping Study: Discussion of the preferred alternative with Dan Mallach, DuBois & King. Dan Mallach reviewed the steps taken since the September 26, 2022 Selectboard meeting where the various alternatives were reviewed.

Dan Mallach provided a summary of what he heard at the meeting:

Selected Preferred Alternative: East Side Buffered Sidewalk, with 4-foot wide grass strip.  
Reasons for this selection:

- Pedestrian safety due to setback distance from roadway;
- Consistency with the buffered sidewalk configuration on similar village streets;
- Lower cost for sidewalk construction (separate from any drainage improvement needs)
- Greater plowing efficacy;
- Maintains on-street parking availability;
- Opportunity to shift utility poles to buffer strip (i.e., further away from residences), wherever feasible and where necessary for sidewalk construction; and/or
- Aligned with the public's expressed preference for a sidewalk on the east side rather than the west side of the street.

Also:

1. Tighten radius at southeast corner of Munsill and Pleasant;
2. Adjust design at Thad's to tighten east radius at West Street, but with new drainage feature/extension only at the upper/north side of Thad's Munsill Ave driveway opening;
3. Indicate a potential drop inlet at east radius at West Street; and
4. Initial cut back of cedars at Bristol Works!, while fencing remains a later option.

DuBois & King will move forward with completing the scoping study report based on the above, and provide the final draft to the Town and VTrans for review in 2 to 3 weeks.

After all of the comments from Bristol and VTrans are in and addressed, they will submit and present the completed document to the Selectboard-- that will be their final presentation.

2. Park Use Application: Outdoor Live Nativity at the Town Green, Sunday, Dec. 11, 2022, 1:00pm – 6:00pm. Erin Bent and Nancy Skidmore explained that this year's application is essentially the same as last year. They estimated closer to 200 people visited last year over the course of the event. Eric said he will monitor the weather to determine if the sidewalk will need to be sanded.

MOTION: Michelle Perlee made a motion to approve the application with the conditions that the Fire Department be notified, that the animals and the site be cleaned up after the event, and a

certificate of insurance be provided with the Town listed as an additional insured. Peeker Heffernan seconded. So voted.

3. Grant authorization request for approx. \$43,000 from the VT Dept. of Homeland Security to replace 4 older mobile radios and vehicle repeaters: Police Dept. Bruce Nason explained this will be the same grant process as last year that was not funded. There was discussion about whether digital equipment should be considered instead. Bruce said he looked into it but they are more expensive. He would like to go forward with replacing the current equipment and perhaps be ready for digital equipment in 4 or 5 years.

MOTION: Joel Bouvier made a motion to authorize submission of the application. Michelle Perlee seconded. So voted.

4. Grant authorization request for up to \$20,000 through the Better Roads Grant program to widen and stone line Notch Road: Public Works Dept.

5. Grant authorization request for funds through the Building Resilient Infrastructure and Communities (BRIC) program to update Bristol's Hazard Mitigation Plan. Valerie Capels explained that the letter of match commitment from last year was the application for the 2021 round and it is still in effect for updating the Local Hazard Mitigation Plan (LHMP). We have not heard more about it because FEMA has not released the funds yet. Other communities were also confused. This year the application would be for a scoping study or specific project. Valerie recommended adapting the non-funded 2019 VTrans Better Roads application to address the intake on Mountain Street near the Elementary School that has contributed to flooding down Spring Street and elsewhere. There would be a 25% match. There was discussion about the location of 6-inch (6") and 3-inch (3") sized culverts there. Peeker wondered if a centrifuge in the culvert would help.

MOTION: Peeker Heffernan authorized applying for up to \$20,000 for the Mountain Street scoping study. Joel Bouvier seconded. So voted.

6. American Rescue Plan Act (ARPA) funding update. Valerie reported there is not much new information since the last meeting. Selectboard members reported that some have been interviewed by UVM students through Jessica Teets' class study. The next ARPA Committee meeting is Dec. 5, 2022, 5:30pm, preceding the Selectboard meeting.

7. Review and approval of the September 14, September 26, 2022, November 7, and November 14, 2022 meeting minutes.

MOTION: Michelle Perlee moved to approve the November 7, 2022 minutes. Peeker Heffernan seconded. So moved.

8. Authorize accounts payable warrant and any liquor licenses.

9. Selectboard roundtable. No Selectboard members had reports.

10. Town Administrator's report. Valerie Capels reported that VTrans will be turning their attention the Rocky Dale bridge lights this week to repair them. She mentioned to VTrans about addressing the missing lamp.

**VII. Other Business.**

1. Correspondence, reports, correspondence received. The following items were referenced:

- Zubow work in the right-of-way permit for work under the sidewalk on Garfield Street;
- Letter from Lee Beckwith with concerns about plowing on Mountain Terrace. Eric has addressed most of the concerns.
- Article from the *Addison Independent* regarding the extended and evening hours at the Hub; and
- The Addison County Regional Planning Commission (ACRPC) November 2022 newsletter.

2. Ian brought up the correspondence received from Police Officer Josh Turner who was approached by Peter Marsh regarding safety concerns at the Park Place and School Street crosswalks. Ian forwarded the e-mail to the Selectboard. He mentioned the possibility of an electric vehicle (EV) charger there. Various alternative locations, alignments, and consequences were discussed, including the loss of parking places. A stop sign would need to be included in the Traffic Ordinance and a parking space would need to be removed.

Valerie mentioned that an item might be on the December 19 Selectboard agenda regarding bus shelters. Yestermorrow has offered three rather unconventionally designed bus shelters to Bristol and this location across from the park is being considered. Other locations could be alongside the Walgreens wall in the garden area and at Lovers Lane and Stoney Hill Road on the side of the family center. She has not contacted any of the property owners yet. There would also need to be agreements with the property owners, maintenance agreements, liability agreements, and zoning permit approvals.

**VIII. Executive Session. None.**

**IX. Adjourn.**

MOTION: At 9:15 p.m. Michelle Perlee moved to adjourn the meeting. Joel Bouvier seconded. So voted.

Respectfully submitted,

Valerie Capels  
Town Administrator