

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, April 10, 2023**

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**Members Present:** Ian Albinson, Joel Bouvier (Vice-Chair), Peeker Heffernan, Michelle Perlee, Darla Senecal (Chair).

**Members Absent:** None.

**Staff Present:** Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meridith McFarland (Rec Director), Bruce Nason (Police Chief), Kris Perlee (Zoning Administrator).

**Others Present:** Callie Brynn, Richard Butz, James Goodyear, Steve Palmer, Jim Quaglino, Anthony Robideau, Caleb Rockwood, Alicia Standridge.

**I. Call to Order.** Darla Senecal called the meeting to order at 6:30 pm.

**II. Executive Session** re potential real estate negotiations per 1 V.S.A. §313(a)(2) and personnel matters per 1 V.S.A. §313(a)(3)

**MOTION:** Michelle made a motion to enter executive session in order to discuss potential real estate negotiations per 1 V.S.A. §313(a)(2) and personnel matters as per 1 V.S.A. §313(a)(3). Joel seconded. The motion passed unanimously.

The Selectboard met in executive session from 6:30pm to 7:00pm. Upon entering open session, no action was taken.

**III. Call to Order.** Darla Senecal called the regular meeting to order at 7:00 pm.

**IV. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**  
No adjustments were made to the agenda.

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

**IV. Public Forum.**

Richard Butz asked if anything could be done to reduce the dust created during street/sidewalk sweeping. Eric explained that the sidewalk equipment is not able to use water to keep the dust down, that the sidewalk work would be completed in the morning, and that the roads will be swept in May, with equipment that is able to use water in the process.

Callie Brynn asked about planting a tree on the green in memory of her aunt. Valerie advised that she reach out to the Tree Warden and Recreation Director for consultation and then present her proposal to the Board. It was noted that trees may only be planted as replacements, but that some have recently died and a new planting may be approved.

**V. Department Head Roundtable.**

Brett (Fire Department):

- A group is headed to Michigan soon to do a final inspection of the new pumper. The pumper will then be delivered by the end of May.

- An Open House will be held at the Fire Station on May 13 as part of a statewide media campaign for recruit firefighters. Several activities are planned for those attending.

Meridith (Recreation Department):

- Holley Hall rentals are very active.
- Summer programs have mostly filled up.
- Parks are being cleaned up from winter.
- Port-o-let is being installed on May 1 at Sycamore Park.
- Zac is doing a great job.

Eric (Public Works Department):

- Sidewalk sweeping underway as noted earlier in the meeting.
- Winter equipment is being cleaned for storage.
- Some road ditching is taking place; mud has mostly resolved.

Kris (Planning and Zoning):

- The office is getting busier this time of year, there are a couple of larger subdivisions in process.
- The new roles he has taken on – Assistant Clerk and Assistant Treasurer – are going well.

Sharon (Town Clerk):

- Water bills will be going out shortly. They are still looking into meter reading problems.
- Tax payments are due by Monday, April 17.
- Dog registrations are still coming in.
- She will be reviewing the voter checklist for updates and corrections.

Bruce (Police Department):

- Spoke of the proactive strategies used by the Department to address mental health issues for both residents and visitors to town.

(Sharon and Bruce reported later in the meeting, as they were not available during the roundtable.)

## **VI. Regular Business**

### **1. Bristol Fire Department Conex box prop training proposal: Fire Chief Brett LaRose, Kris Perlee, et al.**

Brett introduced the group of firefighters that has been working on establishing a new fire training facility: Caleb Rockwood, Anthony Robideau, James Goodyear, and Kris Perlee.

Caleb explained that ways to provide more effective and efficient training were reviewed, and the group selected the strategy of using shipping containers to create a 'building' that may be used for regular trainings. Brett explained that that this training format is more realistic and will help to fill the training needs that are no longer able to be set up through the use of 'acquired' (i.e., abandoned) structures. Kris provided a presentation of the proposed container structure, with depictions of the building itself, its placement on the site, and outlining features and advantages of this training strategy. It was noted that this plan will allow for more frequent trainings and may even allow the Department to host

trainings for other fire departments. Kris outlined the costs and challenges as well. It was confirmed that the structure's condition will be maintained, with any repair work and painting completed directly after each training session. The structure will be moveable if necessary in the future, and will be constructed according to appropriate national standards. Brett anticipates that trainings will be held twice per month, and that noise should not be an issue, although there will be lighting in place during the sessions. Ian suggested that neighbors be contacted individually in order to make them aware of the plans to install this facility and to answer any questions/concerns.

**MOTION:** Ian made a motion to approve the Fire Department's moving forward with this project. The motion was seconded by Michelle. All voted in favor.

**2. Consider proposal for repair of the Holley Hall front steps and use of Capital Building & Maintenance Reserve Funds: Recreation Department.**

Meridith, along with Ted Lylis, provided a presentation of the repair work planned, noting that most of this work is meant to address safety issues. Plans include replacing the stair surfaces, the stair stringers if found to be necessary, and raising one side of the cement pad in front of the stairs to make it level again. It was agreed by the Board to include replacement of the deck as part of this project. There was some discussion of the materials to be used for each portion of the stair reconstruction. It was agreed to use the materials outlined in the proposal, including TimberTech for the stairs. Meridith presented an outline of the costs and noted that the work is anticipated to be completed between May 8 – 12.

Valerie indicated she had consulted with the Preservation Trust of Vermont regarding the materials proposed to be used and had not yet received a definitive answer regarding its impact on the building's historic character. Because no state or federal funds will be used, there is no restriction on the use of the material. Meridith noted that this building has already made use of these materials on the porch outside her office, so there will likely not be any impact on requests for future historic building funding.

It was confirmed that the building maintenance fund has a sufficient balance for this project, and Kris confirmed that the change in stair materials is allowable according to the zoning regulations.

**MOTION:** Michelle made a motion to hire Ted Lylis to complete this project, and to complete all the work necessary to have the steps and deck repaired. The motion was seconded by Ian. All voted in favor.

**3. Consider Recreation Department request for the 2023 Human Powered Parade proposed for Saturday, May 13, 2022, 10:00am – 1:00pm.**

Meridith confirmed that there should be no conflict with the Fire Department open house scheduled for the same day. She explained the proposed parade route and indicated that appropriate traffic control will be in place.

**MOTION:** Ian made a motion to approve the request to hold the Human Powered Parade as proposed. The motion was seconded by Peeker. All voted in favor.

**4. Consider request from Bristol CORE to close Main Street on Saturday, June 17, 2023, 1:00pm to 9:00pm, for the Pocock Rocks Music Festival.**

Ian outlined the plans for this event, which will be taking place from 3:00 – 8:00 pm on June 17. He and Michelle indicated that in recent years the clean up and street reopening has been complete before 9:00 pm.

Ian confirmed that he has appropriate signage available, and plans for notification/alternate routes for affected property owners. The logistics of the closure and associated detours were discussed; no changes were made. Alicia Standridge, Bristol CORE Executive Director, was also present to answer questions.

**MOTION:** Michelle made a motion to approve the Pocock Music Festival and the associated closing of Main Street as proposed. The motion was seconded by Peeker. All voted in favor.

**5. Consider draft amendments 1 and 2 to the DWSRF Loan No. RF3-477 engineering services agreement (ESA) with VTM Engineering related to the Pine Street water line replacement: Steve Palmer, VTM Engineering.**

Valerie explained that the first amendment to the VTM Engineering contract is to include the \$900 application fee, which has already been paid, so that it can be reimbursed through the loan.

Steve Palmer provided information related to the various phases of the water line replacement project, noting that the second amendment outlined is to cover the costs associated with the Construction Phase of the project.

The bid process and associated timing was discussed. Steve explained that the bid request will be published this week, with the closing date in early June. This will give him time to vet the bids and the Board to review the information prior to learning at the end of June if the construction loan will be awarded by the Department of Environmental Conservation (DEC).

Steve conservatively estimated the cost of his services associated with this phase of the project to be \$121K. He explained that these amendments are related to the logistics put in place by the DWSRF program. A lot will also depend on the contractor selected and the duration of the project. He estimates it to be at most a 10 to 12 week construction project but based his estimates on 14 weeks.

The work to be included in the bid request was discussed. Steve explained that the water line replacement will be from the main line to the curb stops. He indicated that the permitting necessary to do work between the curb stop and the building connection is too involved to be completed in the timeline allocated for this project. He confirmed that, should the project go later in the year than expected, all necessary repaving will be complete before the cold weather sets in.

**MOTION:** Peeker made a motion to approve the amendments to the contract as outlined. The motion was seconded by Joel. All voted in favor.

**6. Authorize issuance of a request for qualifications (RFQ) for selection of an engineering firm to prepare an updated preliminary engineering report (PER) for pre-treatment improvement alternatives for the Bristol Core Area Septic System.**

Valerie explained that the wastewater system needs attention in order to extend its useful life and the expand the system's capacity. The work completed by the firm chosen after review of the RFQs will provide the information to be evaluated before completing necessary improvements to the septic system. Financing through the state clean water revolving loan fund (CWSRF) was discussed, and it was confirmed that there is potential for the Department of Environmental Conservation (DEC) to cover 50% of the cost. Steve Palmer explained that there are many new technologies available to be considered, and this would provide that information as well as allow for the Town to be qualified for future federal funding.

**MOTION:** Joel made a motion to authorize the issuance of this RFQ. The motion was seconded by Ian. All voted in favor.

**7. Approve and sign Loan RF3-498-1.0 loan documents for the DWSRF water line inventory project.**

**MOTION:** Michelle made a motion to approve and sign Loan RF3-498-1.0 loan documents for the DWSRF water line inventory project. The motion was seconded by Joel. All voted in favor.

**8. Continued appointment and/or reappointment of Town officers or representatives. May include deliberation in executive session to discuss appointments.**

**MOTION:** Michelle made a motion to appoint the following representatives: Ted Desmond to the DRB, Jim Weening to the DRC, Joel as Fence Viewer, Carolyn Dash as Green Up Day Coordinator, and Dan Sonneborn to Maple Broadband CUD. The motion was seconded by Peeker. All voted in favor.

**9. Review and approval of the March 27, 2023 meeting minutes.**

Joel made suggestions for several edits to the minutes. Their approval was put off until the next meeting, as most Board members had not yet had an opportunity to review the draft.

**10. Consider amendment to the March 13, 2023 meeting minutes regarding appointment of Town officers.**

**MOTION:** Michelle made a motion to approve the amended version of the March 13, 2023 minutes. The motion was seconded by Peeker. All voted in favor.

**11. Authorize accounts payable warrant and any liquor or tobacco licenses.**

The warrant was for the amount of \$39,493.50.

**MOTION:** Peeker made a motion to approve the following License applications, with the same conditions applied to the licenses for South Mountain Tavern. The motion was seconded by Michelle. All voted in favor.

- Snap's Café – First Class License, Third Class License and Outside Consumption Permit
- American Legion Bristol Post #19, Inc. – First Class License, Third Class License, Outside Consumption Permit and Tobacco License
- South Mountain Tavern – First Class License, Third Class License, and Outside Consumption Permit

South Mountain conditions in the past have been:

- Tavern cannot serve alcohol on the porch outside after 10 pm (condition on Outside Consumption Permit)
- Tavern must close by midnight with all customers out. Exception: New Year's Eve the establishment can stay open until 1:00 am. (on 1<sup>st</sup> & 3<sup>rd</sup> License)
- Tavern must close the overhead door by 10 pm if there is music (all 3 licenses).

## **12. Selectboard Roundtable**

Michelle thanked the Road Department for their grading work.

Joel noted that water system leak detection is ongoing and asked that anybody noticing water surfacing report it.

Joel asked about sidewalk repairs. Valerie explained that the sidewalk replacement plan developed several years ago needs to be updated. She is working with the bike/ped committee, with help from the Addison County Regional Planning Commission (ACRPC) and Middlebury College students to clarify which work should be scheduled next. Joel suggested that Peter Coffey, who helped with the original plan, might be able to provide insight. He also suggested holding off this year since it is so late and plan to do a large batch in 2024.

Peeker asked about tree care at the Varney Cemetery on Hardscrabble Road. Joel said he would call Job Corps again tomorrow. Peeker said the dead trees need to come out of the cemetery before planting season starts.

Ian noted he continues to organize the bus shelter installations. He learned that the bell tower at the Wells property is actually on Town land (School District land). There is an ongoing discussion regarding where on that site to place the shelter. Joel expressed his continuing discomfort with the wooden structures. Other Board members felt that the minimal cost associated with site preparation, TVT's interest in these shelters, and the property owners' willingness to install these structures indicates that they should be put in place and monitored, with replacement as an option if for some reason the wooden shelters do not work out.

Darla was contacted by Nancy and Russ Luke regarding the meter serving the flashing light near their property on Mountain Street. Joel offered to look into connecting power to the light in another way, possibly through the streetlights. He will bring back information regarding possible configurations and associated costs.

**13. Town Administrator's Report.**

Valerie noted that she received confirmation that the dog barking situation at the Mulligan property continues to improve.

Joel asked if the minutes should reflect who attends the meetings via Zoom. There was agreement to not include that notation. There was also discussion whether executive sessions should have a separate Zoom link. Ian suggested using the breakout room feature.

**VII. Other Business.**

**1. Correspondence/reports received** were reviewed. Valerie referenced the list in her Town Admin Report or the documents listed on the Web site.

**VIII. Executive Session** (continued) re. potential real estate negotiations per 1 V.S.A. §313(a)(2) and personnel matters per 1 V.S.A. §313(a)(3).

**MOTION:** Michelle made a motion to enter executive session in order to discuss real estate negotiations per 1 V.S.A. §313(a)(2) and personnel matters as per 1 V.S.A. §313(a)(3). Joel seconded. The motion passed unanimously. The Selectboard met in executive session from 9:33pm to 10:00pm. Upon returning to open session, no action was taken.

**IX. Adjourn.**

The meeting adjourned at 10:00 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary

Valerie Capels  
Town Administrator