

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, March 27, 2023**

Members Present: Ian Albinson, Joel Bouvier (Vice-Chair), Peeker Heffernan (arrived 6:53pm), Michelle Perlee, Darla Senecal (Chair)

Members Absent: None

Staff Present: Mark Bouvier (Lister), Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Anthony Delmonaco (Treasurer), Patty King (Lister), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meridith McFarland (Rec Director), Bruce Nason (Police Chief)

Others Present: Sally Burrell, Alison Dabica (ARPA Committee), Bob Donnis, Porter Knight (ARPA Committee), Dan Mallach (DuBois & King), Jill Marsano (VTUMS), Steve Palmer (VTM Engineering), Michael Perpall (Cushman Design) Diane Cushman (ARPA Committee), Kris Perlee (ARPA Committee), Betsy Blair (ARPA Committee)

I. Call to Order. Darla Senecal called the meeting to order at 6:33pm.

II. Executive Session re personnel matters per 1 V.S.A. §313(a)(3)

MOTION: Michelle made a motion to enter Executive Session in order to discuss personnel matters per 1 V.S.A. §313(a)(3). Joel seconded. The motion passed unanimously.

The Selectboard met in Executive Session at 6:35pm and returned to open session at 7:02pm. No action was taken.

III. Call to Order. Darla Senecal called the regular meeting to order at 7:02 pm

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

Valerie clarified that the Consent Agenda item regarding the water service connection for Firehouse Drive, if approved, includes approval of the conditions recommended by the water system operator. That item was removed from the Consent Agenda and included as Item 5A on the agenda. Joel pointed out that this approval would be in the purview of the Water Commission.

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

IV. Public Forum.

Sally Burrell provided information regarding the timing of installation of thermal energy networks, indicating that an optimal strategy is to couple installation with water line installations and providing further information about this new type of heating/cooling system.

V. Department Head Roundtable.

Mark and Patty (Listers):

- Inspections due by April 1 are being completed so that data entry can be finished.
- Legislation has been introduced that would establish a statewide reappraisal system. There are questions regarding how grievances would be handled and what the full impact on the services provided by local listers would be.
- Met with Aylth Hescock and had some questions answered regarding appraising large municipal buildings.
- Doug has been a great addition to the team.

Anthony (Town Treasurer):

- Has been closing the circle on the revolving loan fund.
- Working on rewriting the credit card process.
- Spoke with auditor on Friday, provided the final list of items to be clarified.

Meridith (Recreation Department):

- Zac's training will start on Monday.
- Contra dance this past weekend was well attended. the next one is tentatively to be held on May 6.
- Outlined upcoming events schedule – blood drive, CPR class, human power parade, town-wide yard sale.
- Seeking lifeguards and setting up classes for training.
- Swim sessions will be available during April break.

Brett (Fire Department):

- Requested to be placed on April 10 agenda (early in meeting if possible) to discuss training.
- Reported on a statewide Fire Department recruiting initiative; WCAX has interviewed Bristol as part of the media outreach; and an Open House is scheduled as part of recruitment efforts.
- Department is hosting an Addison County CPR training.

Bruce (Police Department):

- Warm weather means more traffic, more bicycles, more pedestrians – offered a speed limit reminder.

Eric (Public Works Department):

- Potholes are being addressed.
- Winter maintenance work is ongoing, equipment being prepared for spring/summer work.

- Investigating the possibility of changing from Alliance drum delivery of diesel to a new company that would install a permanent tank on site and fill it at a lower cost per gallon.

Sharon (Town Clerk):

- Water bills are going out this week.
- Lister closings are due by April 1.
- Current priorities include voting checklist work, overweight permits, dog licenses, tax due date.

Jill (VUMS):

- The annual CCR has been sent with the most recent water bill.
- A water line inspection is planned for determining where 100K gallon excess use is happening.
- State has approved funding for the service line inventory scope of services, leaving three more steps before the loan agreement can be finalized.

VI. Consent Agenda

MOTION: Joel made a motion to approve the Consent Agenda consisting of the following items:

- Acknowledge the VTrans Rule 118-4 Weight Limit notice.
- Approve Gran Fondo request for use of Bristol roads for annual bicycle event Saturday, June 24, 2023, beginning 6:00am.
- Approve annual Fire Station stormwater inspection contract with VTM Engineering for \$400.
- Approve annual Bristol landfill inspection contract with VTM Engineering for \$800.
- Approve annual wastewater system inspection contract with VTM Engineering for \$1600.
- Approve annual contract with Homeward Bound Humane Society for \$600 flat rate.
- Approve curb cut/driveway access application #DA2023-01 for 118 Firehouse Drive, AllEarth Renewables, per the Public Works Foreman's recommendations.
- Approve grant application authorization request retroactively of \$266.29 to Neat Repeats for "No Mow May" signs.
- Approve grant application authorization request of \$15,000 to the United Way for Teen Center operations funding.
- Approve grant application authorization request of at least \$175,000 to VTrans for paving of Lincoln Road.
- Approve grant application authorization request of \$1,500 to VLCT PACIF for Public Works Department personal protective gear.

Ian seconded. The motion passed unanimously. Information regarding 'No Mow May' was clarified for Board members.

VII. Regular Business

1. Munsill Avenue Sidewalk Scoping Study final report presentation: DuBois & King.

Dan Mallach reviewed the report that was prepared for the Town, providing a high level view of technical feasibility, costs, and public feedback that was received. He highlighted information regarding existing conditions, alternatives studied, and project implementation, noting utilities and structures along the route, stormwater management needs, tree management that would be part of the project, and other constraints along the route. The report outlines four alternatives that were studied – a curbed sidewalk on west side of the road, a curbed sidewalk on east side of the road, a buffered sidewalk on the east side of the road, and advisory lanes on the road surface.

Dan then outlined the public engagement efforts undertaken; the evaluation of alternatives that was completed, including intersection considerations; and a review of funding opportunities available for moving forward with the buffered east-side walk, which the Board had indicated at a prior meeting is the preferred alternative. There was some discussion regarding keeping the cedars as well as adding some light-blocking fencing at the intersection of Munsill and Pine Street.

Valerie noted that an associated Certificate should be provided to VTrans.

MOTION: Ian made a motion to confirm that the Scoping Study has been approved, and to provide VTrans with a Certificate noting this approval. The motion was seconded by Michelle. All voted in favor.

2. Bristol Police Station building concept site plan alternatives review: Cushman Design.

Michael Perpall reviewed the plans that have been developed for the two options as part of the feasibility study. He explained that a one-story building for the Police Department would be a separate structure with a covered walkway between the buildings, would be 5,000 square feet in size, and would accommodate a total of nine employees. He then outlined that a two-story structure would include a second-story connection between the buildings in order to make use of the existing elevator in the Fire Department building. It would have a 3,000 square foot footprint on the first floor and could accommodate twelve employees. Michael noted that the interior spaces he included are conceptual at this point, and answered questions related to new parking areas and septic capacity at the site.

Next steps to be taken by the Board were discussed. It was agreed that a rough idea of cost/square foot for each option would be helpful, which Michael agreed to provide. There was some discussion regarding whether a continued discussion of the expansion of the Police Department should be part of further consideration of this review or if the two topics might be addressed independently. It was agreed that once some financial information is available, the Board can have a detailed discussion on all aspects of these changes.

3. ARPA Funding Advisory Committee recommendations for use of ARPA funds.

Porter Knight provided information related to the recommendations which had been provided by the Committee, explaining some of the community outreach efforts behind the proposals made. She noted that childcare and housing concerns consistently rose to the top of priority lists. Porter explained that the Committee requests that the projects be addressed in the order presented, as they have been ranked by the group. She acknowledged that grant money may be used for some projects in order to stretch the ARPA dollars, and that in some cases an ARPA award may help to leverage other grant requests. The group also provided a Tier Two list. The Committee requested that these projects stay on the Board's radar for future consideration.

Bob Donnis explained that Turning Point hopes to move into a new space and will need help with items such as a heating system. Their request is for \$55K.

Ian noted there are some items on the list with a low cost and simple implementation and that more detailed proposals are needed from some groups. The need to set up a system for documenting the spending and confirming accurate accountability was also brought up.

There was some discussion regarding funding a Town grant management position, to prepare applications and manage grants received, as grant awards would help to provide additional funding for some of the projects. It was agreed that this would be an important request on the list to be addressed right away, although some of the smaller awards could be granted while that position is created and filled. It was agreed to get more information from the requesting organizations for further discussion at the next Board meeting, and to divide the list into Town and non-profit categories.

Porter explained that the group, through its outreach efforts, realized that some services already exist for residents that are not well-known or accessed as much as they might potentially be if there was more awareness. She suggested that related community engagement efforts be continued on a somewhat regular basis moving forward.

4. Consider proposal to apply for DWSRF Step II design funds for a phased approach to the 1905 water line replacement starting with the western side of the village: Steve Palmer, VTM Engineering.

Steve Palmer presented a written update report, beginning with a recap of an earlier Board discussion and answering questions that were raised at that point.

There was some discussion regarding the possibility of phasing the project. Steve explained that there are no limits on the amount of funding requested, but that awards given are generally associated with a two-year time for completion of a project. Jill explained the intent to have the design and permitting approved in phases, with a two-year construction time for each. Steve also explained that it might prove difficult to solicit bids on projects that cannot be handled in a reasonable time. They then presented a proposal for a revised, segmented approach to the project, with all the design and permitting for the west side addressed in one application, with the construction portions broken into two-year projects. Subsequently, the same process would be followed for the east side. The proposed schedule would allow for beneficial timing of bid solicitation.

A question arose regarding some east side segments and whether they are indeed 1905-era portions of the line. Steve will look into this.

The logistics of borrowing, bonding, and grant funding were clarified.

It was agreed that next steps should include a more detailed outline of the order of work for the west side streets.

MOTION: Joel made a motion to request that VTM Engineering provide a contract proposal for the subsequent work to be completed for this project. The motion was seconded by Peeker. All voted in favor.

5. Update on the status of the Pine Street water line replacement project: Steve Palmer, VTM Engineering.

Steve reported that approval has finally been received from the Vermont Department of Environmental Conservation (DEC) to proceed with this project, and a waiver issued which allows for a shorter waiting period before going out to bid. He noted that the upcoming project schedule includes bids due on June 9 and anticipation of confirmation of placement on the Project Priority List by the end of June, at which point funds will become available; Steve expressed confidence that this project will be funded.

5A. Approve new water service connection for 118 Firehouse Drive, AllEarth Renewables.

MOTION: Michelle made a motion to approve the connection with conditions as outlined. The motion was seconded by Ian. All voted in favor.

Jill clarified that sprinkler systems do not need to be metered, which should be included in the final approval documentation. Peeker pointed out that site plans for the property do not include some of the water/power lines that cross the lot.

6. Continued appointment and/or reappointment of Town officers or representatives.

A listing of those interested in being reappointed was provided and Board members confirmed their continuing membership on several committees/positions. This included Slim Pickens on the Planning Commission, John Moyers on the Development Review Board, Peter Grant on the Addison County Regional Planning Commission and Transportation Advisory Committee, Dave Sharpe as a Fence Viewer, Peter Bouvier on the Equipment Committee, John Sweptson as Tree Warden, Valerie Capels as Emergency Management Director, and Peter Coffey as Deputy Emergency Management Director. Valerie reported Diane Cushman is willing to serve another year as Health Officer while the Selectboard looks for another candidate. Valerie is still waiting for confirmation from several individuals regarding their positions.

MOTION: *Michelle made a motion to reappoint the individuals who had responded in the affirmative but have not yet been reappointed. The motion was amended by Peeker to appoint Diane Cushman as Town Health Officer for a one-year term and search for another appointee for March 2024. The amended motion was seconded by Joel. All voted in favor.*

7. Review and approval of the March 13, 2023 meeting minutes.

The minutes of March 13, 2023 were edited.

MOTION: Ian made a motion to approve the minutes of March 13, 2023 as amended. Michelle seconded. The minutes were approved unanimously.

8. Authorize accounts payable warrant and any liquor or tobacco licenses.

The warrant was for the amount of \$6190.54.

MOTION: Ian made a motion to approve the following License applications. The motion was seconded by Peeker. All voted in favor.

- Hogback Brewery – Special Event Permit for Pocock Rocks Music Festival 6/17/2023
- Walgreen’s – Second Class License and Tobacco License
- Bristol Beverage – Second Class License, Tobacco License, and Tobacco Substitutes License

- ZG Holdings (Zero Gravity) – Special Event License

9. Selectboard Roundtable

Ian provided an update on the bus shelters offered by Yestermorrow. He explained that the Town would be responsible for site preparation and snow removal, and that Tri-Valley Transit (TVT) would take on upkeep and maintenance. There was discussion of whether these are the best design, as some models block visibility to the interior and others may not provide adequate weather protection. Ian indicated that the associated property owners have approved the designs and that TVT is also interested in this type of wooden structure. It was noted that a maintenance agreement among the Town, TVT, and property owners would need to be established if it is decided to move ahead with these installations.

Joel inquired about the possibility of opening the Town Office five days a week, as he hears often from residents that this would be preferred. Sharon explained that staffing makes this difficult, as she does not have any assistants scheduled to be in on Fridays.

Darla acknowledged the passing of Lauris Kilborn, noting that she is going to be greatly missed.

Peeker reported that the dog barking related to the hearing held on March 13 has been satisfactorily reduced at this point.

10. Town Administrator's Report.

Valerie had nothing to add to her written report.

VIII. Other Business.

1. Correspondence/reports received were reviewed.

IX. Adjourn.

The meeting adjourned at 10:11 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator