

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, July 24, 2023**

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

**Members Absent:** None

**Staff Present:** Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Meridith McFarland (Rec Director), Bruce Nason (Police Chief), Kristen Underwood, Taylor Welch (Teen Center Director),

**Others Present:** Brian Cote, Ted Lylis (Historical Society), Jill Marsano (VTUMS), Roy Schiff

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:30 pm.

**II. Executive Session**

**MOTION:** A motion to enter Executive Session in order to discuss personnel matters per 1 V.S.A. §313(a)(3) and potential contract negotiations per 1 V.S.A. §313(a)(1)(A) passed unanimously.

The meeting entered Executive Session at 6:30 pm; the Executive Session ended at 7:00 pm.

**III. Call to Order.** Joel Bouvier 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).**

The items to be approved through the Consent Agenda were removed so that they could be considered individually; one item was added to the Water and Sewer Commission Consent Agenda.

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

**IV. Public Forum.**

Ted presented information regarding the new sign that the Historical Society would like to install on West Street. He explained that the Historical Society will undertake the work involved for installation and future maintenance, and would also like to be assigned full financial responsibility for the project. Valerie recommended contacting the Zoning Administrator to determine if a permit is necessary. Joel indicated that the matter can be placed on the agenda for the first August Selectboard meeting.

**V. Department Head Roundtable.**

Meridith McFarland (Recreation Director):

- Swim program is active, roller event was well attended, some music and theater shows are coming up
- Camps are still underway, and all spaces are sold out
- Holley Hall steps project is almost complete
- Planning for Harvest Fest has begun
- Memorial Park sign is ready to be hung, Meridith has it available
- Pocock will be on August 19, Town permitting is all set, Meridith will follow up re liquor licensing

Eric Cota (Public Works):

- Rain-related road work is ongoing, although most roads got through the recent rain event OK
- Mowing continues

Taylor (Teen Center Director):

- Hub is open, camps are running
- Found a van, at cost - 2019 Ford Transit for about \$43K in good shape with no rust

Bruce (Police Department):

- A new dog complaint will be coming in

## **VI. Consent Agenda Items**

- Approve grant authorization request from Kristen Underwood's proposal for a Flood Resilient Communities Fund grant to conduct a scoping study/alternatives analysis of the New Haven River from the Hewitt Road bridge to the Saunders River Access to improve flood resiliency, improve water quality, and enhance habitats. No matching funds are required.

Kristen provided an overview of recent and regularly occurring flood damage. She indicated that she has consulted with ANR/DEC regarding permit requirements, and has been pointed to Vermont Emergency Management's Flood Resilient Communities Fund (FRCF). Kristen also noted that she has been in touch with the area's landowners, who are in support of applying for an engineering study through the FRCF. The ACRPC is able to help with the application and serve as grant administrator, these services would add 5% to the grant amount required, which would be approximately \$42K. The application is due by July 31.

**MOTION:** Michelle made a motion to approve applying for a grant through the FRCF program, and to have ACRPC serve as the grant administrator and authorize Kristen to serve as the primary contact. The motion was seconded by Peeker. All voted in favor.

- Approve curb cut driveway access permit application 2023-03DA for the Masonic Libanus Lodge #47 for a new ADA entrance on North Street per DPW Foreman Eric Cota's recommended conditions.

It was outlined that this new drive will be ADA access only, and is planned to provide better vehicle access to the elevator area. A new driveway will be created, and there was discussion of the sidewalk and water system impacts of the new access point. Jill proposed a solution for integrating the water supply curb stop at the site, and it was agreed that any cracked sidewalk tiles resulting from the project will be replaced. Joel expressed some concerns regarding water runoff that may ice up; a closer look at images of the property relieved some of that concern.

**MOTION:** Peeker made a motion to approve the new access permit, incorporating both the Road and Water Department conditions as outlined. The motion was seconded by Ian. All voted in favor.

- Approve curb cut driveway access permit application 2023-04DA to relocate a driveway at 605 Cove Road per DPW Foreman Eric Cota's recommended conditions.

Eric explained that this move is planned so that the new driveway will be less steep than the existing one. He noted that there is good site distance at the proposed location, that undergrowth at the road will be cut back, and that a culvert and hidden drive signage will not be necessary. The old drive will become unusable, as the culvert will be removed.

**MOTION:** Peeker made a motion to approve the access permit with the Road Department conditions incorporated, including removal of the culvert and loss of access at the current site. The motion was seconded by Ian. All voted in favor.

### **VII. Water and Sewer Commission Consent Agenda**

**MOTION:** A motion to approve the Water and Sewer Commission Consent Agenda, consisting of the items outlined below, passed unanimously.

- Authorize submission of the Step III construction loan application to the DWSRF program for the Pine Street waterline replacement and designate Town Administrator Valerie Capels as the authorized representative. Will require Selectboard signatures on the Certification form.
- Authorize submission of the Step II loan application to the DWSRF program for the Bristol West waterline replacement design and designate Town Administrator Valerie Capels as the authorized representative. Will require Selectboard signatures on the Certification form.
- Approve new residential water connection application for 65 W. Pleasant Street per Water Operator's recommended conditions.
- Approve minor modification to the previously approved Sewer Department budget so it is level-funded with the previous year rather than decreased.
- Adding number 5 approve town clerk/assist treasure to adjust some water bill

It was noted that 65 West Pleasant Street has broken sidewalk tiles and still requires an access permit.

### **VIII. Regular Business**

**1. Consider Lincoln Road River Restoration Project bids and award of contract.** *May include deliberation in executive session regarding contract negotiations.*

Valerie noted that three bids had been received, and that details were included in her written report. Roy Schiff and Brain Cote were available to review the project. They noted that they have met with Jim Cota of VTrans regarding the options possible for this work, and he indicated that the Agreement may be extended by a year if necessary, and that the amount available may be increased to \$200K, which is the maximum allowed. The bids received were all over \$500K, and it was discussed that either adjusting the scope of work or seeking further funding would push the project out until next year. Additionally, the low bidders were consulted, and they expressed concerns regarding the cost of materials increasing in the coming months and potentially needing to adjust the bid price accordingly if delayed.

There was some discussion of the necessity for pinning at both sections of the proposed project, and it was confirmed that the placement of rip-rap alone would not be as effective or provide as long-term a solution as will inclusion of the pinning in the work to be completed. It was explained that because the two sections to be addressed are only half a mile apart, they should be addressed as one project.

It was agreed to investigate other funding possibilities, and make a final decision regarding this work at the August 14 Selectboard meeting.

**2. Consider Eagle Park Universal Fishing Platform Project bids and award of contract.** *May include deliberation in executive session regarding contract negotiations.*

**MOTION:** Michelle made a motion to award the bid for this project to Masterson and Son for the amount of \$70,600 with the caveat that this project may be decoupled from the Lincoln Road River Restoration project. The motion was seconded by Peeker. All voted in favor.

**3. Discussion of potential long-term options to stabilize the Briggs Hill Road slope failure.**

Eric reported on current conditions, noting that there are two sections of the road that need to be addressed. Part of slope has washed away and the road is partially undermined in at least one of the locations. He explained that he has been exploring different approaches for repair with contractors, for both temporary stabilization and subsequent long-term solutions. He indicated that it will be necessary to work through potential assistance and necessary procedural steps with FEMA representatives.

The temporary work includes the use of concrete blocks to stabilize the slope, Eric confirmed that these should provide a year's time to get the longer term work completed, and that the blocks will become Town property once installed. He noted that another temporary option is to rip-rap a larger area of the slope, and that there will be additional work and costs associated with a decision to use the concrete block solution.

Areas in Town that potentially could see issues with more rain were discussed, with Peeker noting one section of Lower Notch Road to watch.

**4. Consider applying to the ACRPC Transportation Advisory Committee for a scoping study for upgrading LaFrance Road from Class 4 to Class 3.**

Valerie reviewed this program, and that it might be made use of in addressing the recent damage to LaFrance Road. She explained that this would be an information-gathering study. Eric indicated that the town is responsible for bridges and culverts on Class 4 roads, and that the cost of a new culvert will need to be incurred whether or not the road classification is changed. However, a Class 3 road qualifies for FEMA reimbursement. Board members explained that the upkeep costs – plowing, grading, etc. – outweigh the costs associated with the current repair needs, and did not feel that the potential for reimbursement was worth taking on the road maintenance.

Valerie reminded the Board of past uses made of this RPC funding, and Ian offered to look into other potential projects for the funds.

**5. Consider options for updating the Town-owned Seth Hill Waterworks (Lincoln, VT) Forest Conservation Plan that expires April 2024.**

The scope of work for the proposed update had been received, with an estimated cost of \$1750 for re-inventorying the area, assuming all objectives remain the same. Peeker explained the history of the 113-acre property, and Jill indicated that it would be best for the Town to maintain ownership as the land does provide a back-up water source.

**MOTION:** Michelle made a motion to hire David Brynn to update the Forest Conservation Plan for an amount not to exceed \$1750. The motion was seconded by Ian. All voted in favor.

**6. Review and approval of the June 26 and July 10, 2023 meeting minutes.**

**MOTION:** Michelle made a motion to approve the July 10 minutes with suggested changes incorporated. The motion was seconded by Peeker. All voted in favor.

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

The warrant was for the amount of \$ 268,022.72

**MOTION:** xxx made a motion to approve the Liquor License for Cubbers. The motion was seconded by xxx. All voted in favor. No motion on this.

**13. Selectboard Roundtable**

Ian reminded the group that he had presented Howden Hall sign design options at a recent meeting, and that his involvement in the project was meant to ensure that the new sign is visually compatible with other signs in town.

Joel asked for an update on the bus shelters; Ian indicated that two have been received, one permit is in place, and that the bell box conundrum at the old high school site is still being sorted out.

Joel noted that he is waiting for a response from the school regarding the blinking sign at the top of Spring and Mountain.

The kick-off meeting with Jill and others is scheduled for the coming week. Dig Safe markings are in place, and service information from residents is coming in (about 25% have been received). Jill noted that there are potentially some lead lines to be removed, for which there is funding available for replacement.

Ian suggested a sidewalk scoping study at the Post Office area might be suitable for Transportation Planning Grant from the RPC; Valerie noted that a Bike/Ped Grant might be more suitable there, as there are several needs that should be addressed in that area.

**14. Town Administrator's Report.**

Valerie had nothing to add to her written report.

**IX. Other Business.**

**1. Correspondence/reports received** were reviewed.

**X. Executive Session**

**MOTION:** A motion to enter Executive Session in order to discuss potential contract negotiations per 1 V.S.A. §313(a)(1)(A), real estate negotiations per 1 V.S.A. §313(a)(2), and personnel matters per 1 V.S.A. §313(a)(3) passed unanimously.

The meeting entered Executive Session at 9:19 pm and returned to open session at **xxx** pm.

**X. Adjourn.**

The meeting adjourned at **xxx** pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary