

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, September 11, 2023**

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

**Members Absent:** Michelle Perlee

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

**Others Present:** Sasha Ball (Willowell), Colby Gile, Theresa Gile, Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), NEAT TV.

**I. Call to Order.** Darla Senecal called the meeting to order at 7:03 pm.

**1. 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.**

**II. Public Forum.**

Sasha Ball provided an update on the Willowell project for which Bristol ARPA funds were allocated, noting that necessary permitting is moving slowly, but moving. She noted that plans may change or the project may be completed in stages, as full funding has not yet been acquired.

**III. Department Head Roundtable.**

Brett LaRose (Fire Department):

- Brett had provided a written report prior to the meeting (appended to these minutes).

Bruce Nason (Police Department):

- Thanked Will Elwell for assisting with a person in crisis.

Eric Cota (Public Works):

- Working to keep up with all the rain damage, flushing culverts, etc.
- ROW work on Lovers Lane by a local individual was reviewed.

Jill Marsano (VTUMS):

- Pine Street – putting in a tie for future development on North Meadow Road.
- Two unmarked services have been encountered, resulting in shutoffs.
- Jill was informed that the expense related to these incidents will need to be addressed in a future change order, which was unexpected, so she has taken steps to identify any further unmarked (inactive) lines.

Meridith McFarland (Rec Department):

- Holley Hall stair repair scheduled for next week, then that project will be complete.
- After school programs starting.

#### **IV. Regular Business**

##### **1. Consider moving forward with preliminary paving estimates for Pine Street, Cartersville on Lower Notch Road, and Upper Notch Road.**

Paving bids for this project were summarized in the Town Administrator's report totaling \$121,000. Eric explained that the Pine Street work is proposed for next spring along the full length of the street. The Cartersville and Notch Roads work is planned for this fall. Details of the work to be completed were discussed, and Eric indicated that if the Board would like to move forward with this work, that Pike will prepare a more detailed agreement for signing.

Other potential stormwater and paving work was discussed for Munsill Avenue and Pine Street. Peeker and Eric will look into storm tech chambers and Eric will be working with Freeda to determine if there might be grant money available for drainage improvement work. Ian asked if paving of the intersection of Lincoln Road and Route 116 might be included in the upcoming projects, as it might improve safety in that area. It was explained that this would not be the most suitable solution and including it in the fall schedule would be cost prohibitive.

**MOTION:** Joel made a motion to authorize Eric to get more detailed paperwork from Pike regarding the paving projects outlined for Pine Street, Cartersville, and the Notch Roads. The motion was seconded by Ian. All voted in favor.

##### **2. Approve the annual Harvest Festival plan on the Town Green: Recreation Department and Addison County Chamber of Commerce.**

Meridith confirmed that appropriate insurance coverage is in place, and that logistics will be the same as last year's festival, as those worked well. The one addition is a 5K run event, which will replicate the July 4<sup>th</sup> event.

**MOTION:** Joel made a motion to approve the Harvest Festival to be held on the Town Green on September 23. The motion was seconded by Ian. All voted in favor.

##### **3. Continued consideration of a plan to replace the Howden Hall sign: Ian Albinson.**

Ian presented four possibilities for a sign design based upon feedback received at the prior discussion. He also reviewed possible approaches for mounting the sign to the existing posts, including using four brackets allowing for visibility of the border on all sides of the sign. There was some discussion of use of materials and colors which might make the brackets less noticeable.

Ian noted that the permit for the sign has been issued, and that completion of the project will include manufacturing the sign, renovating the posts, and final installation.

It was agreed that the option (Option #1) with the solid green lower section with upper case gold lettering was the most attractive of the four presented.

**MOTION:** Peeker made a motion to approve Option #1 as the final sign design. The motion was seconded by Joel. All voted in favor.

**4. Review of the Selectboard's calendar and goals. Set date for Basin Street Local Concerns Meeting.**

Valerie had provided a draft of the upcoming calendar along with a list of projects completed, projects in progress, and those planned for future completion. She noted that Indigenous People's Day will always conflict with a Board schedule that includes the second Monday of each month and suggested adjusting October's schedule to meet on the 16<sup>th</sup> and 30<sup>th</sup> for this year. It was agreed to make that change.

Upcoming topics and projects were reviewed. Particular note was made of the potential creation of a social work focused position, which Bruce expressed would be extremely beneficial in providing support to local citizens and avoid crisis situations requiring Police Department involvement. The potential use of ARPA funds to establish the position and provide the necessary space/equipment was discussed. Ian noted that this item was included in the second tier of proposed projects, and that he will reach out to Porter Knight regarding any ARPA committee input on this topic. Further discussion will take place at an October Board meeting to coincide with review of a draft job description

There was general agreement on the topics outlined for upcoming meetings.

**5. Approve municipal tax anticipation note for up to \$2,105,689 through the National Bank of Middlebury and execute loan documents.**

**MOTION:** Peeker made a motion to approve a municipal tax anticipation note for up to \$2,105,689 through the National Bank of Middlebury and to execute the loan documents. The motion was seconded by Ian. The motion passed, with Joel abstaining.

**6. Review and approval of the August 14 and August 28, 2023 meeting minutes.**

Joel suggested a couple of edits to the August 14 minutes, and Michelle had provided edits to the August 28 minutes.

**MOTION:** Joel made a motion to approve the minutes of August 14 and August 28, 2023 as amended. The motion was seconded by Peeker. All voted in favor.

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

The warrant was for the amount of \$102,822.46

No approval of license applications was necessary.

**8. Selectboard Roundtable.**

Darla thanked Officer Frances for assistance with their dog. She also noted that she received a call from a resident regarding Pine Street runoff related to the water line work.

**9. Town Administrator's Report.**

Valerie mentioned that she had received concerns from a resident regarding water runoff from Pine Street. She said the project team did not believe that this runoff was not created by the water line work. Valerie explained that she had discussed with Eric some potential stormwater drainage solutions, including the installation of dry wells/chambers to divert and collect the water. There was further

discussion among Board members and Eric regarding this and other stormwater impacts in Town. Valerie noted that there may be grant funding available for some of the work that is necessary.

**V. Other Business.**

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

**VI. Executive Session**

**MOTION:** Ian 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 from 8:45pm to 9:38pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

The meeting adjourned at 9:38pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary  
Valerie Capels, Town Administrator

DRAFT

## **BRISTOL FIRE DEPARTMENT – Department Head Report**

Chief Brett LaRose

September 11, 2023

### **Calls for Service Report**

As of today, September 11, 2023, the fire department has been dispatched and responded to 95 calls for service (incidents). The following is the breakdown of incidents by type:

<b>Incident Type</b>	<b>Number of Incidents</b>
Building Fire	5
Cooking Fire	3
Fuel burner/boiler malfunction or other appliance fire	4
Medical Assist, assist EMS Crew	15
Motor Vehicle Crash	22
Hazardous Material Incident - Flammable Liquid Spill	1
Fire Alarm System Activation/Smoke Detector Activation/Carbon Monoxide	13
Power lines down	5
Unauthorized Burning	4
Dispatched and cancelled in route	5
Service Call	7
No incident found at dispatch address	3
Fuel Boiler/Malfunction	3
Cover Assignment, Standby	2
Severe weather-related incident responses	3

### **2023 Pumper (Engine 1)**

The Town's new Pumper was placed in-service Wednesday, August 16, 2023. As with any new custom manufactured vehicle, there are items that need to be addressed by the vendor. The FD is keeping a running list of those items and at the appropriate time, the pumper will be sent back to the Lakes Region dealership in New Hampshire to have them addressed. We anticipate additional items to surface as we continue exercise the vehicle at trainings and calls for service.

### **2007 Pumper-Tanker (Engine 2)**

Engine 2 received damage to the passenger side of the body during the December 2022 winter weather event. There are a little more than \$16,000 in damages to the vehicle in which an insurance claim was submitted for and rewarded. As the Town was waiting on delivery of their new pumper, the FD could not take Engine 2 out of service while this work is completed. Now that the new pumper is in-service and we are continue to capture items that need to be addressed, the decision was made to send the 2007 Pumper-Tanker back to the manufacturer that built the vehicle to complete the bodywork. Bulldog Fire Apparatus in New York picked up Engine 2 on Friday, September 1<sup>st</sup>. The expected timeframe to complete this work is 3-4 weeks. While the FD is down this frontline piece of apparatus, we have notified our mutual aid partners as this vehicle not only effects Bristol FD operations, but also effects mutual aid operations as other FDs depend upon Bristol's resources as we in-turn, depend upon their resources.

### **Vermont Fire Academy – Recertification**

FD has completed, submitted, and received our annual recertifications from the VT Fire Service Training Council. The State's training cycle is July 1<sup>st</sup> through June 30<sup>th</sup>.

### **Conex Box Training Structure Project:**

The FD has taken receipt of the conex boxes which are currently at an off-site location for modifications. Administrative tasks associated with this project that are currently in progress include:

- Local conditional use permit, and
- Act 250 amendment

### **Fire Station/Facility projects:**

- **One-way Drive** - The one-way drive project is all but complete. Due to the availability of equipment and staffing, the final portion of the project that included bringing in topsoil, raking, and seeding, was sub-contracted out to Scenic Valley. This was done in coordination with DPW and Heffernan Brothers Aggregate who performed much of the work on this project. The only outstanding item on this project is the installation of two reflective posts at one-way drive entrance. I would once again like to publicly thank Eric Cota, and Peeker Heffernan for volunteering their time to do this work.
- **Mezzanine Railing** - was fabricated and installed around this elevated platform in the fire station apparatus bay. This work was completed by Norton Fabrication and is a result of a facility risk assessment.
- **Kitchen Black Mold Mitigation** - the project to mitigate the black mold that was discovered underneath the kitchen floor tiles on July 5<sup>th</sup> was completed September 5<sup>th</sup>. This was a long-drawn-out project due to the availability of staffing and resources. The black mold was mitigated within days following the discovery but the work to repair the kitchen floor took time. Between flooding events, vacations, and many other competing priorities, the work is done, and it looks great. Joel Bouvier and Kevin LaRose planned and executed the project. Joel by far completed most of the work on his own time which included replacing five 4' x 8' sheets of lauan, most of the floor tiles in the kitchen and a few immediately outside of the kitchen, and finally, refinishing the floor.

As the Town is still unsure if the cost of the black mold mitigation work completed by [PureClean](#) will be covered by insurance, the fire department took it upon themselves to complete the remainder of the work which in total took approximately 20 hours of labor plus materials. The black mold mitigation work (\$4,276.21) more than depleted the annual facility repairs budget. Emails and letters received from VLCT indicated that the cost of repairs would most likely not qualify for a claim. Just this morning I had a conference call with a VLCT Manager for Property & Casualty Claims to plead a case on behalf of the FD. I feel good about this morning's meeting. It was productive and as a result, the claims manager is bringing this claim back to a larger group in which claims representatives discuss and evaluate each claim.

- **Facility Painting** - rooms painted by the department over the summer included:
  - Air Room (first floor)
  - Day Room (second floor)
  - Short Hallway (second floor)

Rooms scheduled to be painted before the end of the calendar year include the Exercise and Conference Rooms.

- **Chair Railing** - the FD will be installing chair rails in the Conference Room on the first floor to protect the walls from further damage. Thanks to Joel Bouvier, the materials for this project were donated by the A. Johnson Co. Bristol FF Carl Gile milled out the donated boards which are now ready to be cut and installed. We are currently working on recruiting a couple of our other very talented wood workers and cabinet makers on the department to do the installation.
- **Repeater/Antenna Project** - on-hold indefinitely.

**Capital Equipment Purchases:**

**Breathing Air Compressor** - the new air compressor that fills a firefighter's air cylinder has been installed and is operational. The vendor installed the compressor but the extensive pre-delivery and post-delivery that needed to be completed was completed by Bristol firefighters.

**BFD Employee Recognition:**

The fire department hosted its annual Family Gathering and Recognition & Awards event at the fire station Saturday, September 9<sup>th</sup>. It was an amazing afternoon full of fun, great food (thank you Kris Perlee), and comradery. The food and beverages associated with this event were paid for by the department's non-profit organization, the N.H. Munsill Hose & Hook & Ladder Co.

At this annual event, the FD presents years of service pins and special department awards.

Years of service recognition was presented to:

- James Robideau – 35 years
- Mark Bouvier – 50 years

BFD Special Awards:

- Training Hour Award – Brett LaRose
- Firefighter of the Year – Brian Wendel
- Outstanding Contributor – Kris Perlee
- Life Membership – Edward Shepard

**Annual Coin-Drop Fundraiser:**

Looking ahead, the fire department is planning to conduct our annual coin-drop fundraiser event on Sunday, October 8<sup>th</sup>. I have corresponded with the Town Administrator regarding this annual fundraiser and the Selectboard can expect to see an ask for support and approval on their 9/23 agenda.

**Assistance to Firefighters Grant (AFG) closeout:**

I would like to recognize and say thank you to Freeda for her assistance in closing out the FDs AFG and thank Valerie for connecting me with Freeda. I'm confident the task of closing out this grant was a very simple task for someone who knows these federal systems. Freeda asked me a few questions and before I knew it, it was done.

**End of Report**