

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, October 16, 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), Kris Perlee (Zoning Administrator)

**Others Present:** Dustin Corrigan, Teresa Gile, Nicholas Guilbeault, Paul Hansen (EcoPixel) Christopher Lathrop (DuBois & King), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Bill Mount, Kristi Mount, NEAT TV, Jim Quaglino, Jessical Teets, Pat Travers (GPI), , Keely Weening.

**I. Call to Order.** Darla Senecal called the meeting to order at 6:35 pm.

**II. Executive Session**

**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 per 1 V.S.A. §313(a)(3). Peeker seconded. The motion passed unanimously. Meridith McFarland was invited to participate. The Selectboard met in executive session from 6:35 pm to 6:55pm. Upon returning to open session, no action was taken and the executive session was continued at the other end of the meeting.

**III. Call to Order.** Darla Senecal called the meeting to order at 7:01 pm.

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

Valerie noted that the September 25, 2023 minutes are not ready for review.

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

**IV. Public Forum.**

Nobody present requested time to address the Board.

**V. Department Head Roundtable.**

Eric Cota (Public Works):

- Winter preparation tasks are underway.

Brett LaRose (Fire Department):

- The recent coin drop was a success – Brett thanked the community for their support.
- The annual five-town food drive will take place on Saturday, October 21.
- The 2007 pumper tanker is still under repair.
- They welcomed Greg Swain back from his leave of absence.

Sharon Lucia (Town Clerk):

- Tax bills have been sent out.
- Water bills have also been sent out; the new hand-held device is working well.

Kris Perlee (Zoning Administrator):

- Provided a Zoning update, including DRB and PC activities.
- The PC is wrapping up its proposed bylaw amendments.
- Working on ways for better communication and public outreach related to permitting.

Jill Marsano (VTUMS):

- Pine street project is nearing completion, which means the most disruptive aspects now underway.
- Old service lines were cut, which went very smoothly.
- Some folks were unexpectedly without water on Pine Street and Lauritsen Lane. They determined where the problems were on and fixed them.
- All unknown lines/connections are now mapped and documentation is available.
- All who may be affected in the next few days by the Taylor Street, Maple Street, and Liberty Street tie-ins have been notified.

## **VI. Regular Business**

### **1. Bristol Fire Department: Fire Chief Brett LaRose and Firefighter candidate Nicholas Guilbeault.**

Brett introduced Nicholas and recommended his appointment as a firefighter. Board members thanked Nicholas for his interest in serving with the Department.

**MOTION:** Ian made a motion to appoint Nicholas Guilbeault to the Bristol Fire Department. The motion was seconded by Peeker. All voted in favor.

Nicholas then officially signed the Fire Department's Historical Signature Book.

### **2. Basin Street Improvement Project Local Concerns Meeting: Patrick Travers (Municipal Project Manager) and Christopher Lathrop (DuBois & King).**

Pat Travers outlined that this project is being undertaken in order to fix the geometry of the intersection, improve stormwater drainage, and stabilize the adjacent failing slope. He noted that VTrans is funding a major portion of the project, and so a series of Local Concerns Meetings is required.

Chris Lathrop provided a project overview and outlined various aspects of the proposed work. He reviewed the project development process, beginning with a 2008 scoping study, and noted the input received from residents at a kick-off meeting earlier this year.

Jill pointed out that there is both wastewater and water supply infrastructure running through the project area. Of particular concern is 8-inch water main located directly under Basin Street that connects the pump house to the water tank. Any digging or changing the elevation of the road will need to take the location and depth of the pipe into consideration. Valerie noted that the wastewater infrastructure is further over to the west from this site and should not be affected. Chris explained that there should be no impacts to either system.

Options for alternatives which could be used for addressing reduction of the slope in the area were discussed, and related questions answered. Keely Weening expressed concern about impacts to the drainage affecting her property. Jim Quaglino suggested making Basin Street one-way down hill and constructing a bridge over the river.

Chris outlined that the next steps to be taken will be development of a purpose statement, an evaluation of alternatives (2 – 3 months will be needed for this), and a presentation meeting followed by a decision regarding which alternative to pursue. The final project design would then begin.

**3. Consider the Planning Commission’s upcoming public hearings on proposed bylaw amendments, the Selectboard’s public hearing, and options for adoption**

Valerie pointed out aspects of the adoption process to consider, noting that the PC plans to hold two public hearings in November and that if the Selectboard schedules its hearing in December it will allow for adoption by the end of December, allowing for forgiveness of the associated grant’s 10% match requirement. Although State Statute requires the legislative body to hold only one public hearing, she recommends holding two, one on Dec. 11 and the other on Dec. 18. She explained that the changes to the bylaws are generally geared toward allowing for increases in housing; Kris provided some further information about the proposed changes. Valerie explained that currently Bristol’s approval process provides for direct voter approval, but that all towns are now authorized to allow the Selectboard to approve updates to bylaws.

There was consensus that the Selectboard will schedule public hearings for the bylaw adoption on December 4 and December 11, with December 18 as an additional/alternate date.

**4. Water Commission: Consider Lawson Lane water connection to Pine Street proposed financing and construction agreement and next steps.**

Valerie explained that a quote had been received from Munson Earth-Moving (Munson) for the installation of a water line on Lawson Lane to serve the homeowners who are part of a 2014 easement agreement requiring that water will be routed to Pine Street when the system is upgraded. Fulfillment of this requirement has been triggered by the Pine Street water line work. She also indicated that, because the water supply line layout was changed through a decision made by the developer, it is unclear what role the Town played in the reconfiguration and thus has any responsibility to participate in the remedy, although it was acknowledged that an employee from the Highway Department excavated the line for the connection to Liberty Street. The current quote provided by Munson is for \$23,300, and includes all the work necessary for the water line and connections to the residences affected by the easement. It was noted that it is not critical to complete this work at the same time as completion of the Pine Street work, as the curb stop for the proposed Lawson Lane line will be in place for a future connection; however, the quoted amount will increase if completed in the future, due to the need for a remobilization charge.

Board members agreed that the residents could be offered an interest-free loan through the Water Department Capital Fund for the cost of this work, using a letter-based agreement as explained by

Sharon, and some of the related logistics were discussed. Peeker suggested a term of up to five years for repayment, the property owners in attendance stated that 'the longer the better' was agreeable, and that they could not speak for those who were not present.

**MOTION:** Peeker made a motion to accept the quote of \$23,300 provided by Munson and approve a contract amendment for the Lawson Lane work outlined; also, to authorize the Town Administrator to proceed with developing a payment agreement for the impacted Lawson Lane residents under the terms discussed. The motion was seconded by Ian. All voted in favor.

**5. Water Commission: Consider retroactive approval of a water connection application for Ed and Whitney Germon at 73 Pine Street.**

**MOTION:** Michelle made a motion to retroactively approve the water connection application for Ed and Whitney Germon at 73 Pine Street and to waive the connection fee. The motion was seconded by Joel. All voted in favor.

**6. Consider approval of a letter for the tax sale of for multiple properties in Bristol that are at least 3 years behind in property taxes.**

Sharon provided some further details regarding the proposed sale of several properties, noting that two are now under contract for payment and will not need to be part of the tax sale process, and that some parcels are land only with no development.

Michelle outlined the tax sale process for those who had not yet gone through the related steps.

**MOTION:** Peeker made a motion to proceed with the tax sales as outlined and authorize Valerie to sign the Brennan engagement letter. The motion was seconded by Ian. All voted in favor.

**7. Consider award of a contract for update of Bristol's Local Hazard Mitigation Plan.**

Valerie explained that Andrew L'Roe with the Addison County Regional Planning Commission (ACRPC) assisted in the review of the proposals received. She provided a summary of those responses along with her recommendation that SEAM Solutions be selected based upon the details they provided.

**MOTION:** Joel made a motion to award a contract to SEAM for the update of Bristol's Local Hazard Mitigation Plan. The motion was seconded by Ian. All voted in favor.

**8. Consider retroactive grant application authorization from the Hub Teen Center to the Vermont Community Foundation.**

**MOTION:** Ian made a motion to retroactively approve the Vermont Community Foundation grant application submission from the Hub Teen Center. The motion was seconded by Peeker. All voted in favor.

**9. Consider approval of the Listers Errors and Omissions Report.**

**MOTION:** Joel made a motion to approve the Errors and Omissions as outlined by the Listers. The motion was seconded by Ian. All voted in favor.

**10. Review and approval of the September 11 and September 25, 2023 meeting minutes.**

The minutes of September 25 were not yet ready for approval.

**MOTION:** Michelle made a motion to approve the minutes of September 11, 2023, with the changes she had suggested incorporated. The motion was seconded by Ian. All voted in favor.

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

The warrant was for the amount of \$462,384.22.

**MOTION:** Michelle made a motion to approve the renewal of a 3<sup>rd</sup> Class Liquor License for the Mad Chef. The motion was seconded by Peeker. All voted in favor.

**12. Selectboard Roundtable.**

Darla thanked Eric for cleaning culverts in her area of Town.

Other Selectboard members did not have updates or reports at this time.

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

Valerie had nothing to add to her written report.

**VII. Other Business.**

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

Valerie reviewed the communications and reports available, most of which provide information for the Board.

Eric provided additional updates for the Board:

- Some of the Freightliner repairs have been completed, but it has been difficult to obtain front-end parts, and it may turn out that the entire front end will need to be replaced.
- Eric and Peeker looked at the areas on Briggs and Lincoln where work is needed to prevent further erosion and have a plan to be presented to those doing the engineering work as another option to be considered.
- Addressing the Briggs Road situation for the winter was discussed. It is likely that Jersey barriers will be needed to keep traffic from the washed-out section and solutions will be needed for plowing and bus routes. It was agreed this should be an agenda item for an upcoming meeting.

**VIII. Executive Session.**

**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 per 1 V.S.A. §313(a)(3). Peeker seconded. The motion passed unanimously. The Selectboard met in executive session from 9:15 pm to 10:10pm. Upon returning to open session, Peeker made a motion to accept the Recreation Director's proposal regarding the Recreation Program Coordinator.

**VII. Adjourn.**

The meeting adjourned at 10:15pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator

DRAFT