

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, August 14, 2023**

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

**Members Absent:** Ian Albinson

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

**Others Present:** Felicia Beauchaine, Nick Gaudreau (Munson Earth-Moving), AlishaJane Kelley, Porter Knight, Ted Lylis (Historical Society), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Steve Palmer (VTM Engineering), Jim Quaglino, Tyler Raymond, Roy Schiff, Trevor Wilson

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

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

The upcoming loader purchase had been authorized at a previous meeting. Discussion of which option to select was added to the agenda as item 5A.

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

**II. Public Forum.**

Jim Quaglino requested that the Selectboard make ARPA funding infrastructure spending decisions that will benefit the largest number of people.

**III. Department Head Roundtable.**

Bruce (Police Department):

- Reminder that Pocock is happening on Saturday and Main Street will be closed accordingly.

Eric Cota (Public Works):

- Culvert work has been completed in order to assist drainage of future heavy rainfall.
- Most of the other work being completed is part of the summer routine.
- Briggs Hill has been stabilized for now, a long-term approach is still being determined. Valerie noted that procedures necessary for FEMA reimbursement are being followed.

Jill Marsano (VTUMS):

- All customer services have been located, and the only ones which haven't been dug up are there under the pavement.
- All valve boxes cleaned up as well.
- About 25% (160) of the customer line inventories have been received; a deadline of one month after the form is sent should be set for future noticing in order to plan for next year's work. Valerie will post accordingly on Front Porch Forum.
- A septic clean out is scheduled for next week, which means a large payment will be due. Valerie suggested that neighbors be notified due to the likely odor.
- New meters have been or are being installed; replacement of the school meter is scheduled for Indigenous Peoples' Day.

Anthony Delmonico (Town Treasurer):

- Communication has been received related to the annual audit; he and Valerie are reviewing for necessary adjustments.
- The Treasurer's Office space has been reorganized.

#### **IV. Public Hearing Regarding Dog Complaint.**

Michelle recused herself from this hearing as she is a resident of Stonewall Drive.

Valerie explained that copies of the reports and other documentation regarding these incidents have been provided to Selectboard members and the parties. Bruce outlined the sequence of events, beginning with an incident in 2020 involving the dog Stella and another dog being reported by Felicia Beauchaine as having accosted her while walking on Stonewall Drive. Bruce noted that the dogs reported in the more recent incidents are Stella and Captain. In August 2022, Felicia reported that Captain knocked her down and also attacked her dog, which she was walking on leash. In July 2023 the same two dogs came toward the road; Stella stayed in the yard but Captain came out into the road. Bruce noted that neither dog is currently registered with the Town and that citations have been issued.

Tyler Raymond and AlishaJane Kelley explained that the dogs do get loose at times, such as when their children leave a door open. They stated that the one incident noted is the only report of Captain being aggressive. They also stated that both dogs are fully vaccinated.

It was explained to Tyler and AlishaJane that the policy followed in this type of situation is the issuance of a requirement that the dog(s) be either leashed or fenced, and if found to be running at large the dog(s) will be seized. It was also pointed out that the dogs will both need to be registered or a violation will result. It was agreed that registration of both dogs should be completed by August 23.

Tyler stated that other dogs will no longer be allowed on his property. It was confirmed that the right-of-way on Stonewall Drive extends twenty-five feet (25') to either side of the center line.

Valerie explained that she will be providing a letter outlining the decision to require that the dogs be registered and either fenced or leashed when outside the house.

#### **V. Consent Agenda Items.**

Regarding the new Rolling Meadows Road name request, Valerie explained that the request for a phone number in an existing outbuilding created the need for a third address and triggered the need to assign a name to the driveway where there are already two independent residences.

The Selectboard reviewed the proposed tax rates and read them aloud: General Fund at \$0.2619, Highway Fund at \$0.2197, Recreation Department at \$0.0711, Special Articles at \$0.2516, Local Agreements at \$0.0043, and the Police District at \$0.3274. The overall residential tax rate is \$2.6566.

**MOTION:** Joel made a motion to approve the Consent Agenda, consisting of the items outlined below. The motion was seconded by Peeker and passed unanimously.

- Approve the updated ARPA funding resolution to reflect all allocations to date.
- Approve the proposed Jackman's Pre-Buy fuel contracts for Holley Hall, the Fire Station, Town Garage, Pottery Kiln, Pottery Meter, Pump House, and Hub Teen Center.
- Approve a road name request from Eric and Monica Carter: Rolling Meadows.
- Approve a proposed resolution to recognize September as Prostate Cancer Awareness Month.
- Approve the Town Treasurer's proposed tax rates: Residential \$2.6566; Non-resident \$2.5233; Police District: Residential \$2.9840; Non-resident \$2.8507.
- Authorize Town Treasurer to submit a tax anticipation note (TAN) loan application to the National Bank of Middlebury.

Valerie noted for Trevor Wilson that the resolution included above had been approved.

## **VI. Regular Business.**

### **1. Pine Street Waterline Replacement project overview, schedule, traffic plan, and other details: Nick Gaudreau (Munson Earth-Moving), Steve Palmer (VTM Engineering), and Jill Marsano (VTUMS).**

Steve Palmer provided a presentation outlining:

- The project team;
- Condition of existing components;
- Work undertaken to reach the decision to replace the lines;
- Explanation of funding sources and loan forgiveness, including Drinking Water State Revolving Fund information; and
- The bid process and award.

Nick Gaudreau then explained some of the logistics of the project:

- There will be minimal water service interruption until the actual switch to the new main line takes place, which is expected sometime in October.
- Efforts are being made to minimize impacts to residents, generally by focusing on one block at a time, where traffic will be rerouted from 7 am to 5 pm
- Valerie will be posting information and updates on the Town website, Front Porch Forum, and social media; she will also be serving as the central contact point.

Questions and comments from Board members were addressed. Traffic control will be provided to assure the safety of students and others walking to and from school along the road. Jill explained that that it will not be logistically possible to coordinate improvements to individual service lines in conjunction with this project; it is only feasible to address the Town side of the lines at this point. Anything on the customer side can be addressed in the spring. Jill acknowledged that there may be a greater need for the financial programs currently in place in order to assist homeowners with any needed line replacements.

Steve and Eric confirmed that they will address the logistics of appropriate placement of signage for the project.

**2. Consider bids for three different flood repair projects involving ditching, restoring the banks, laying stone, and improving shoulders on the Lower Notch and Upper Notch Roads.**

Eric reviewed the three bids received for the work needed in five areas on Upper Notch and one area on Lower Notch Roads due to the July 10 rain event: 802 Excavating at \$11,388, Driscoll at \$21,460, and Masterson at \$34,000. He confirmed that the Town will be supplying materials and the bids are for equipment and time. Potential FEMA funding is being addressed, possibly for all six locations.

**MOTION:** Joel made a motion to accept the bid of \$11,388 from 802 Excavating, provided that the work will be completed by the end of September 2023. The motion was seconded by Michelle and passed with Peeker abstaining.

**3. Continued consideration of the Lincoln Road River Restoration Project bids and potential award of a contract.**

Roy Schiff reported that he contacted Masterson and the firm is willing to honor their bid for the Fishing Platform work separately from the Lincoln Road bid; they will be able to schedule the Platform work for the end of October.

Roy also explained that Masterson will honor the bid they provided for the Lincoln Road work until next year, with a proposed increase of \$15K maximum to account for any cost increases from suppliers and the additional mobilization necessary related to both jobs not being completed at the same time to allow the Town to seek additional funding sources. Roy cautioned that the situation at the site may be different in the spring, after any future rain events, ice-out, etc. He also noted that he can present information for FEMA at this point, demonstrating what the impacts of this summer's storms have been on the site.

Valerie raised the option of using ARPA funding, noting that it would likely preclude other funding options for that money. Board members agreed that it would best to look for other sources at this point and not impact the planned ARPA allocations. It was acknowledged that, even should the Resilient Communities grant applied for be awarded, the paperwork process would likely preclude the work being done this year.

Valerie thanked Roy and his team for their efforts related to these projects, noting that they had gone above and beyond in gathering information and keeping the project moving. Board members echoed her thanks.

**4. Consider Howden Hall sign replacement proposal from the Bristol Historical Society: Ted Lylis.**

Valerie noted that the Board members had received both the updated design proposal and an email from Ian Albinson expressing his concerns with the proposed design.

Ted Lylis asked if a decision had been made regarding the sign design at a previous meeting. Peeker explained the decision made was to include an arch at the top of the sign in order to match other Town signage.

Ted explained that the design proposed by the Historical Society is intended to honor Reg Dearborn, as he designed the graphics, which include an image of the building, an adjacent shed, and a large tree. He reiterated the Society's offer of taking on full financial, installation, and maintenance responsibilities.

There was some discussion regarding whether the graphics of the sign were too busy, and that it might be easier to read the text with no background image. There was agreement among members that there should be an arch added to the top of the sign, and that an 'Established' date should be included in the arch.

**MOTION:** Joel made a motion to approve the design with the shed removed, and with a top arch added, to include the established date. The motion was seconded by Michelle.

Further discussion ensued, with most Board members agreeing that the tree makes the sign too busy, and that the building may also provide too much graphic background. Ted acknowledged that he would take this input to the Historical Society for review, and to determine if changes agreed upon by the Selectboard could be agreed upon by that group.

**AMENDMENT:** Joel amended his motion to also include removal of the trees and telephone pole from the graphic, leaving just the building as a background. Michelle seconded the amendment. All voted in favor of the amended motion.

The Selectboard expressed their thanks for all that Reg has accomplished and noted that they would like to honor him by using this revision of his original design.

It was noted that the sign may need to go before the DRB for design review due to its intended location.

##### **5. Receive update from Porter Knight about the "Health Equity and Community Design Technical Assistance Pilot Project" and creation of a vision of accessibility on town parks.**

Porter Knight provided a presentation regarding accessible town parks and the benefits they provide to residents. She explained that the Health Equity and Community Design Technical Assistance Pilot has provided money from the Center for Disease Control and Prevention (CDC) to the Vermont Department of Health in order to address health disparities, and that this program will provide towns with access to information on related topics. Several town wide surveys have indicated that the Town's parks are important to residents, and that accessibility is a prohibiting factor for some. The Pilot program was able to provide a visualization of accessibility at Eagle Park, and three main needs for each park were indicated to be accessible parking, accessible paths, and appropriate signage. Porter presented the graphics of the design developed for Eagle Park. If further study is approved by the Selectboard, Porter explained that accessibility plans would be developed for Eagle, Sycamore, and Memorial Parks. The actual work at each park would be phased. Porter also noted that further discussions would include the Recreation Department as well as other appropriate parties.

**MOTION:** Michelle made a motion that the Board make a resolution committing to a vision of genuine accessibility at Eagle, Sycamore, and Memorial Parks and to authorize Porter Knight to reach out to various townspeople regarding this proposal in order to gather information necessary to bring an

appropriate ARPA request to the Board. The motion was seconded by Peeker. The motion passed, with Joel opposed due to his concerns regarding implementation at Memorial Park.

Porter also reported that the Vermont Community Fund is providing further funding for Diversity, Equity, and Inclusion work by the Town, in the amount of \$10K.

**5A Consider the purchase of a loader.**

Eric provided information regarding quotes he had received on four loaders, and outlined details related to the two best options. The Caterpillar option under consideration is priced at \$193,200 and the John Deere at \$188,500. These two quotes are for comparable accessory options, including a pickup broom, the purchase of which would potentially eliminate the annual rental of a street sweeper. Both quotes also are based upon trading in the machine currently owned by the Town. The John Deere is available, and has 119 hours of use; the Cat would need to be ordered and it is unknown when it would arrive. Both options come with a 7-year warranty, with the John Deere covering more hours.

Valerie noted that there is \$218K available in the Equipment Reserve Fund, and it was reviewed that this purchase had been estimated to be \$175K; the pickup broom was discussed as a potential capital expense.

**MOTION:** Peeker made a motion to purchase the John Deere as outlined, but without the pickup broom, provided that the funds are confirmed to be available in the Equipment Reserve Fund. The motion was seconded by Michelle. All voted in favor.

**6. Consider allocation of National Opioid Settlement funds to The Turning Point.**

Valerie reported that the amount currently available is \$9,355. She was not sure when the next disbursement of settlement funds will be received. Bruce noted that he is on the Turning Point Board of Directors. Valerie acknowledged receipt of a written request from The Hub Teen Center that some of this payment be allocated to their activities which are run by a certified Recovery Coach.

**MOTION:** Michelle made a motion to split this payment evenly between Turning Point and The Hub. The motion was seconded by Joel. All voted in favor.

**7. Review and approval of the June 26 and July 24, 2023 meeting minutes.**

**MOTION:** Michelle made a motion to approve the minutes of June 26 and July 24 as amended. The motion was seconded by Joel. All voted in favor.

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

The warrant was for the amount of \$ 113,383.67.

No approval of license applications was necessary.

**9. Selectboard Roundtable**

Darla thanked Police Officer Frances Smith who personally had returned her lost wallet.

Joel asked about an upcoming bike/ped meeting, and Michelle confirmed that it is scheduled for September 25.

Joel noted that he continues to meet with the appropriate parties regarding the Mountain Street light.

Joel also noted that he is continuing to work on having a Purple Heart sign installed at the entrance to town to honor the 17 Purple Heart veteran residents.

**10. Town Administrator's Report.**

Valerie noted that she had sent around an update to her schedule, but otherwise had nothing to add to her written report.

**VII. Other Business.**

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

**VIII. Executive Session**

**MOTION:** Michelle made 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). Pecker seconded. The motion passed unanimously. The Selectboard met in executive session from 10:24 pm to 10:55pm. Upon returning to open session, no action was taken.

**IX. Adjourn.**

The meeting adjourned at 10:55 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator