

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, October 30, 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), Zac Farnham-Haskell (Rec Coordinator), Meridith McFarland (Rec Director), Bruce Nason (Police Chief)

**Others Present:** Eric Carter, Dustin Corrigan, Jennifer Corrigan, Jackie Gorton, Kathleen Gorton, Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Bill Mount, Kristi Mount, Brian Penatzer, Kourtney Penatzer, Kristen Underwood (Conservation Commission), Helen Young (Conservation Commission)

**I. Call to Order.** Darla Senecal called the 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).**

Eric requested time to provide an update on the Freightliner repair that is needed and to determine next steps. This was added as item 4A.

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

**II. Public Forum.**

Kourtney and Brian Penatzer each offered comments related to construction of a residence on the 0.7 acre parcel that is adjacent to their property on Hardscrabble Road, expressing concern that the parcel's size is less than what is required for a dwelling according to the current zoning regulations and disappointment that such grandfathering is allowed.

Ian acknowledged the passing of Tom Wallace.

**III. Department Head Roundtable.**

Jill Marsano (VTUMS):

- Pine Street portion of water line construction is complete.
- Lawson Lane work will commence shortly.
- Some winterization tasks are being wrapped up.
- Service line inventory work is being completed as time allows, with the focus currently on the west side as that will be the next construction area.
- Pine street generally went well – Jill hopes there will be even fewer service interruptions in the next phase.

Bruce Nason (Police Chief)

- Offered Halloween safety reminders.

Eric Cota (Public Works):

- Crushing complete.
- Thanks to Starksboro and New Haven for their assistance in hauling material.
- Winter prep is in progress.

Meridith McFarland (Rec Director)

- 3<sup>rd</sup> annual scooter competition went well.
- Pumpkins in the Hall was a great event, thanks to all for their support.
- Focus is now on upcoming December events.

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

##### **1. Recreation Department proposal to transfer the Bristol Youth Sports program and establish a Recreation Programs Fund.**

Zac and Meridith provided an overview of what aspects of the Youth Sports program will be transferred to the Bristol Recreation Department, including funds, sports programs, and equipment. They noted that this is all done in coordination with Troy Paradee (Recreation Club), and that the two organizations have always worked well together. They explained that no major changes will be seen from the participants' aspect (sign-ups, payments, locations, etc.), but the changes will provide for more efficient staff organization and safety coverage. Meridith reviewed some details of the Recreation Programs fund and explained the current insurance coverage will be in effect until the end of 2024. Future coverage possibilities are being explored in preparation for budget development.

It was discussed that a conversation with the organizers of Little League might be beneficial at some point; at this time that will continue to be a separate organization.

**MOTION:** Joel made a motion that the Bristol Recreation Department support the Bristol Youth Sports Program by taking on the administration of that program. The motion was seconded by Michelle. All voted in favor.

##### **2. Consider approval of proposed management plans for Sycamore Park, Eagle Park, and Memorial Park: Conservation Commission.**

Kristen Underwood provided an overview of the management plans for Sycamore Park, Eagle Park, and Memorial Park. She noted that an earlier version of the plan for Sycamore Park was previously approved, and that the other two have previously been presented in draft form. All three are now available as redlined versions for Board review. She explained that there is no definitive timeline for the plan adoption, but that they are outlined as tasks to be accomplished in the Town Plan.

Joel asked about potential bridge installation at Memorial Park. Kristen explained that several options had been investigated, and nothing was indicated as possible at this point. An engineering report was provided about this work, and Kristen noted that the Commission is always on the lookout for potential funding for improvements at the site such as this.

The issue of maintenance needs for improvements such as pavement was raised, and Ian noted that maintenance is part of the ongoing conversation regarding park improvements.

**MOTION:** Ian made a motion to approve the management plans for Sycamore Park, Eagle Park, and Memorial Park, as presented by the Conservation Commission. The motion was seconded by Peeker. All voted in favor.

**3. Water Commission: review and approval of the Lawson Lane financing and construction agreement.**

Valerie provided the Board with three documents related to this topic: A temporary financing agreement, a construction easement agreement, and an estimate of the cost for the project from Munson. This most recent estimate was slightly lower than what was previously quoted.

All of the affected homeowners were present and indicated that the documents as outlined were clear to them.

The length of the repayment for the loan from the Town was discussed, and it was agreed that there should be one repayment period length established, with no penalty for early payment. A five-year term was agreed by all involved to be reasonable.

There was some discussion regarding how to address late payments. The financing agreement includes the option for a lien on the property possible at the end of the term if the loan has not been fully repaid, but Board members felt that some interim late fees should be part of the agreement. The frequency of scheduled payments was also discussed. It was agreed that the details regarding payment frequency and late fees/penalties would be established by Valerie in consultation with Sharon; the following points were noted to be considered:

- The agreement follows the model used for late tax payments, and so could follow the same late fee/penalty structure
- It might be easier for Sharon to bill this quarterly rather than monthly
- It might be simpler to assess any penalty/interest at the end of each year for any of the annual amount due but not paid

**MOTION:** Michelle made a motion to approve the temporary loan agreement document and construction easement, with payment details to be finalized as discussed, and to ratify the contract with Munson for the Lawson Lane water line work. The motion was seconded by Joel. All voted in favor.

Jill indicated that the work will begin as soon as the rest of the necessary materials are available, likely in the coming week, and should only take a couple of days.

**4. Consider approval of curb cut driveway access permit application 2023-07DA for new parking area access at 8040 Plank Road – Amanda Faust.**

Eric noted that the access applied for is straightforward. He had provided some conditions related to the application.

**MOTION:** Ian made a motion to approve the access permit for 8040 Plank Road, including the conditions outlined by Eric. The motion was seconded by Joel. All voted in favor.

**4A. Consideration of Freightliner repair options.**

Eric reported that the ball joints and other parts of the front end on the 2018 Freightliner need to be replaced. The following information was available and discussed:

- The parts alone cost between \$8K and \$9K, it is unknown when they will be available, and there is no option to return any parts that are ordered and subsequently not used.
- The cost for a total new front end would be \$17,900.
- A new front end would not be built until ordered, and lead time could be anywhere from six weeks to six months.
- The labor cost for installation of a new front end would be less than that for replacing individual parts.
- It is unknown whether a replacement front end would subsequently have parts available if needed.
- The truck is on the capital plan for replacement in 2027-28 at a cost of \$190K.
- Four-wheel drive is regularly needed for plowing some streets (Briggs and Basin).
- The truck is currently safe to operate, and tradeable, but likely will not be after another winter's use.
- The rest of the truck is in good shape, and repairing/replacing the front end might extend its life beyond 2027-28.

**MOTION:** Peeker made a motion to order an after-market front end for the 2018 Freightliner, with funds to come from the Capital Equipment Fund. The motion was seconded by Michelle. All voted in favor.

Joel asked for an update on the Orchard Terrace work taking place in the ROW. Eric indicated that some ROW still needs to be completed (ditching/berm), and that he is continuing his attempts to reach the property owner.

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

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

**6. Consider approval of the Attestation of Support for Bristol CORE for the Downtown Vibrancy Fund.**

Ian and Valerie provided some background information regarding how this approval demonstrates continued support from the Town for CORE and its work and not reducing its funding allocations in light of increased state funding for downtown areas.

**MOTION:** Michelle made a motion to approve the Attestation of Support for Bristol CORE for the Downtown Vibrancy Fund. The motion was seconded by Ian. All voted in favor.

**7. Review and approval of the September 25 and October 16, 2023 meeting minutes.**

Approval was postponed, as some Board members had not yet had an opportunity to review the minutes.

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

The warrant was for the amount of \$189,893.98.

### **9. Selectboard Roundtable.**

Joel noted that it is time for Sharon to send notices regarding removing basketball hoops from roadways.

Joel asked about seeding along Pine Street. Valerie confirmed that the disturbed areas will be hydroseeded.

There was brief discussion about the readiness of the sidewalk plow.

Joel asked about progress of the work to be completed at Eagle Park. Valerie noted that this work is expected to begin in early November.

Joel noted that the Notch Road paving looks good.

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

Valerie reported that some of the streetlights on Firehouse Drive are not working. There was discussion regarding work that took place in the past months during construction of the apartments to address issues such as a leaking valve that might be where a break in the line might need to be repaired.

### **V. Other Business.**

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

Valerie reviewed the communications and reports available.

Jill provided an update on the water line inventory currently under way. Strategies were discussed for gathering inventory information for those properties for which a survey hasn't been returned. It was agreed that a reminder will be posted on Front Porch Forum and that Jill should go ahead with creating a Google form for gathering the information online. Jill noted that visits to some properties may be necessary in order to obtain the needed information regarding existing water line materials.

### **VI. Executive Session**

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

The Selectboard met in executive session from 8:49pm to 9:15pm. Upon returning to open session, no action was taken.

### **VII. Adjourn.**

The meeting adjourned at 9:15 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator