

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, June 27, 2022**

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**Members Present:** Ian Albinson (Chair), Joel Bouvier (Vice-Chair), Michelle Perlee  
**Members Absent:** Peeker Heffernan, Darla Senecal (Chair)  
**Staff Present:** Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Anthony Delmonico (Town Treasurer), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Bruce Nason (Police Chief)  
**Others Present:** Gary Kessler, Tyler Labrie (Evernorth), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Jim Quaglino, Jacob Zubow

**I. Call to Order.** Ian Albinson 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).**

Peeker noted an additional item will be raised during the Executive Session.

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

**II. Public Forum.**

Nobody present requested time to address the Board.

**III. Department Head Roundtable.**

Sharon Lucia (Town Clerk):

- Ballots in for August election, waiting on school warning
- New staff member has been hired

Bruce Nason (Police Chief):

- Reminder to park considerately for July 3 fireworks and July 4 parade, not blocking drives, hydrants, handicap spaces
- Has issued 6 -8 tickets/day in recent days at Bartlett Falls – most folks have learned to not park on pavement
- Some of the bicycles recently stolen have been located, but not the ones from Pine Street
- It is up to property owners to manage towing of cars parked in their private spaces

Anthony Delmonico (Treasurer):

- Preparing for end of FY, planning some restructuring for next year
- Auditors hopefully to provide report by end of week

Brett LaRose (Fire Chief):

- Some purchasing activity due to end of year – have waited to make sure funds available
- Several recent repairs needed, but should still end in the black
- Thanks to Sharon for support when needed, also to Anthony and Valerie
- Met with representative today for FEMA grant awarded to complete a monitoring review
- 70 calls so far this year
- Fireworks safety notice posted, will be on standby on July 3
- Working to meet Friday's deadline for recognition of members by VT State Firefighter's Association

Eric Cota (Public Works):

- Crosswalk painting delayed due to rain
- Mac still being repaired
- Car travel and bike/ped lanes to be painted on Pine and North Streets
  - Will start after July 4
  - Eric and Board members have concerns re confusion over new road markings
    - Education/awareness of public needed – FPF and other ways to disseminate information
  - More comfortable with North Street being completed, as it is wider
  - Ian will reach out to bike/ped committee for input
    - Noted that Jerry has resigned from committee
  - Potential of Munsill as test area for this was not agreed to; too much truck traffic

Jill and Cyrus Marsano (VTUMS)

- Significant portion of properties (25%) don't maintain access to the water reader
  - Jill will create a flyer depicting typical accessible and inaccessible situations
    - Place in next water bill
    - Will place copy on doorknob when encountering obstacles to reading

**IV. Public Hearing Continuation - Water and Sewer District Annual Meeting**

Valerie indicated that the most recent drafts of both budgets were provided prior to the meeting, and noted that some of the numbers which were not included in the last iteration have been added; the one number that may still need adjusting is the Personnel/Labor line, but the others have been researched and provided by Sharon and Anthony.

**Water System Budget**

At the meeting, some changes were made, including:

- Sharon reported that \$86,515 was billed for water in the most recent cycle
- This brings the total income to \$337,698
- Bond and note payments included at \$62K, originally proposed at \$68,125
  - Current year expenditures approximately \$55K
  - Anthony still has some final input to review
  - Holley Hall loan payments are complete
- Meters and touchpads at \$10K
  - Replacement equipment currently at \$650-750; Town responsible for replacing if failure is not due to fault of user
- The resulting amount of income over expenses was added to the Capital Reserve line

It was discussed that rates should not be increased for the upcoming year, as other income (additional users, connection fees) would likely cover costs of running the system.

It was confirmed that the connection fee was raised four years ago to \$500 plus the cost of the meter, not from \$500 to \$750.

The budget as amended at the meeting reflects a 3.3% increase, with no increase in user rates/fees.

Jill clarified that building and maintenance expenses may be taken from the Reserve line if necessary repairs go above what has been budgeted.

Jill reported that the generator which has been ordered is still on hold, due to supply chain issues. The amount to come out of Capital Reserve for this is already included in the budget.

**MOTION:** *Peeker made a motion to approve the Water System budget as proposed. The motion was seconded by Joel. All voted in favor.*

### **Sewer Budget**

Ian reiterated his earlier sentiment that tracking software would be a wise investment.

The budget presented included actuals through the current date, indicating that revenues have exceeded expenses. Sharon confirmed that the revenue amount of \$55,587 reflected the final read of the year.

Jill explained that an increase in rates should still be considered, as there are several projects on the horizon, including the leach field work which has been scheduled. She also noted that income had come in higher than she anticipated for the year.

Jill made the following points:

- Whether or not to incorporate a rate increase
  - Zero capacity left for the system
    - Pretreatment likely to become necessary to handle additional customers
  - Rates have not been raised for several years
  - Capital expenses on the horizon
    - Incremental increases easier than sudden large increases
  - Disposal costs have risen 14%
    - 2.5% rate increase reasonable
  - Could also carry \$55,500 as revenue amount for next year
    - Higher than anticipated for the current year
- Maintenance and septic line at \$21K likely adequate for maintenance and upgrades needed

There was some discussion regarding the frequency of pumping grease traps, and whether an increase would help prevent BOD buildup. Jill noted there are other sources of BOD as well, so increasing pumping may not be as helpful as anticipated. There was also some discussion of whether to change the fee structure for pumping of outdoor traps to include a charge to the users.

Jill noted that she has a meeting scheduled with ARCAP to tour and learn more about grant funding for pretreatment options.

It was agreed to implement a 2.5% rate increase, which led to a \$1500 difference between revenues and expenditures, which was put into Capital Reserve.

**MOTION:** *Joel made a motion to approve the budget as presented and amended. The motion was seconded by Peeker. All voted in favor.*

It was agreed to review the Sewer Ordinance and consideration of fees for grease traps on an upcoming agenda.

## **V. Regular Business**

### **1. Water Commission: new water service connection application for Firehouse Apartments (Firehouse Partnership).**

Valerie reported that the plans for these connections were made available to Steve Palmer and to Jill and Cyrus, and that all their recommendations had been accepted by the applicant.

Tyler Labrie clarified that there is a 4" line serving the larger building, and that the domestic line will route off this line once past the meter. He also confirmed that there will be a T from the smaller line, which will serve to provide a line to each of the duplexes. He confirmed that the exterior lines will be copper. Final plans will be submitted to indicate this information; it was confirmed that the application is for two taps from the line at the road, and three meters to be installed.

**MOTION:** *Peeker made a motion to approve these connections as agreed upon. The motion was seconded by Joel. All voted in favor.*

### **2. Water Commission: new water service connection application for 34 Garfield Street.**

This request for an extension of the current connection from the existing duplex through the property to serve the new ADU was discussed at length.

First, it was determined that, according to the specifications provided by the applicant's engineer, there should be enough pressure supplied through the existing  $\frac{3}{4}$  inch line to allow for the required 30 psi of pressure at the new dwelling unit. Jill indicated that the pressure does not need to be tested when the line extension is complete, but cautioned that the system must meet this minimum pressure requirement for all dwellings.

Discussion then centered on the need to be proactive regarding this type of situation when any further subdivision of a property goes through. At that point, a separate meter would be needed for each building, and there is currently nothing in the Town's Water Policy or Subdivision Regulations that addresses the situation. It was agreed that work should be undertaken on the Water Policy to include such a requirement, and/or to establish a requirement that every dwelling constructed must be served by its own line/meter.

It was then concluded that, because no new connection is being applied for, an application/approval is not necessary in this case. It was discussed that, when updating the Policy, an allocation approval and related

administrative fee be incorporated for this type of situation. It was noted that a similar occurrence was addressed regarding a property on North Street. During the meeting, there was consideration of attaching a condition regarding future subdivision requiring a separate line/meter to this approval; this was realized to not be possible once it was agreed that no approval would be required/issued for this extension. It was confirmed that the meter fee which had been paid by Jacob Zulow was not required.

A letter had been provided to Jacob, committing to the water being available for this additional use. It was noted that a record of all additional allocations needs to be maintained in order to allow for providing current information regarding the system's available capacity.

**3. Request for use of Town roads: Green Mountain Stage Race (Kessler).**

Bruce confirmed that his Department has no specific concerns, things are in place as necessary. Gary confirmed that insurance coverage is in place as necessary.

**MOTION:** *Joel moved to approve the request for use of Town roads during the Green Mountain Stage Race. The motion was seconded by Peeker. All voted in favor.*

**4. Consider acceptance of Kingsbury Construction job estimate for sorting trash at solar array site for removal.**

Valerie explained that this type of expense was discussed when the project initiated, and it was realized there was a potential need for this work, but that there will also be revenue from the project to offset the expense. The funds will likely be taken from the Landfill Maintenance line item. This was the only estimate received due to time constraints, but Valerie indicated that she has determined that this is a reasonable estimate.

**MOTION:** *Darla made a motion to accept the quote from Kingsbury Construction for completion of the trash sorting work. The motion was seconded by Michelle. The motion passed, with Joel opposed.*

**5. Set date for annual Public Works road trip.**

It was decided to schedule this for July 14.

**6. American Rescue Plan Act (ARPA) funding update.**

Valerie indicated that there were not substantial updates to report – more public input is being solicited, and she is working towards completion of the matrix of requests received.

**7. Appointment or reappointment of Town officers.**

- Planning Commission: Fred Baser
- Planning Commission: Slim Pickens

**MOTION:** *Joel made a motion to appoint Slim Pickens to the Planning Commission for the term ending March 2023, and to appoint Fred Baser to the Planning Commission for the term ending March 2024. The motion was seconded by Michelle. All voted in favor.*

**8. Review and approval of the August 23, 2021 and January 24, February 21, May 9, and May 23, 2022 meeting minutes. (+/- 5 min.).**

The minutes from these meetings were amended where necessary and then all were approved.

**9. Authorize accounts payable warrant and any liquor licenses.**

The warrant was for the amount of \$771,318.06

No approval of licenses was necessary.

**10. Selectboard Roundtable.**

Michelle noted the traffic/parking difficulties during the town wide yard sale. It was agreed that enforcement is not easily implemented, but that reminders will be included in future publication of such events.

Joel asked about the possibility of expanding issuance of a CO to include checking on suitable completion of driveway work. Eric noted that he is regularly in communication with Kris (ZA) regarding these.

Ian noted that a move to twice weekly trash pickup for the park and other public spaces might be necessary. Sharon will look into what schedule is possible.

**11. Town Administrator's Report.**

Valerie had nothing to add to her written report.

**VI. Other Business.**

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

Landfill mowing – Eric noted he was working on obtaining a quote for this work.

Meeting schedule – a conflict with Fire Department training and Selectboard meeting was noted, a decision will be made at a later date regarding potential rescheduling.

**VI. Executive Session.**

**MOTION:** *A motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3), inviting Road Foreman Eric Cota to join, passed unanimously.*

The meeting entered Executive Session at 9:27 pm.

**VII. Adjourn.**

Respectfully submitted,  
Carol Chamberlin, Recording Secretary