

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, July 10, 2023**

Members Present: Ian Albinson, Joel Bouvier (Vice-Chair), Peeker Heffernan, Michelle Perlee

Members Absent: Darla Senecal (Chair)

Staff Present: Valerie Capels (Town Administrator), Anthony Delmonaco (Treasurer), Meridith McFarland (Rec Director), Bruce Nason (Police Chief)

Others Present: Richard Butz (Energy Committee), Garland Gates, Tyler LaBrie (Evernorth), Jill Marsano (VTUMS), Steve Palmer (VTM Engineering), Jim Quaglino

I. Call to Order. Joel Bouvier called the meeting to order at 6:30 pm.

II. Executive Session

MOTION: Michelle made a motion to enter executive session to discuss personnel matters per 1 V.S.A. §313(a)(3) and potential contract negotiations per 1 V.S.A. §313(a)(1)(A). Peeker seconded. The motion passed unanimously.

The Selectboard met in executive session from 6:30 pm to 7:00 pm.

III. Call to Order. Joel Bouvier called the regular 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).

There was agreement to consider approval of the purchase of a sewer composite tester for the wastewater system as Item VI – 6A.

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

IV. Public Forum.

Garland Gates of Ohio, who will be moving to Bristol next May, was introduced to the Board by Richard Butz.

V. Department Head Roundtable.

Bruce (Police Department):

- Third and Fourth of July were successful, with no major incidents.
- No local impacts of significance in the immediate Bristol area due to the day's rain event.
- Sent an Officer to Middlebury to assist with a situation there.

Meridith McFarland (Recreation Director):

- The Rec Department and Hub have been very busy. Some camps were cancelled today due to the rain and saturated soils.
- Fourth of July participation was successful.
- Recently held events - movie, laser tag, and The Grift - were all successful.
- Roller skating on hockey rink, other camps, and swim programs are all ongoing or upcoming.
- Taylor has placed a bid on a 15-passenger van, waiting to hear the outcome.

Anthony Delmonaco (Treasurer):

- Currently working on year-end and beginning-of-year tasks, working to ensure accuracy.

- Some procedures, such as reconciliation, may be restructured.
- Has been talking to the bank re a tax anticipation note so funds will be available if needed.

Jill Marsano (VTUMS):

- Thank-you to connected users for their response to the inventory request.
- Water levels looking ok at pump house, as of now have seen no damage from the current storm system.

VI. Regular Business.

1. Reconsider the Selectboard's motion to accept Munson Earth-Moving's bid for the Pine Street waterline project to remove the loan funding contingency and authorize execution of the contract.

Valerie explained that it is confidently predicted the loan will be received, but unclear when approval will be in effect. In the meantime, funds are available to begin the work, which if put off will not be able to be completed this year.

MOTION: Peeker made a motion to award the Pine Street waterline project to Munson Earth-Moving for \$617,850, remove the requirement for the loan funding contingency and authorize Town Administrator to execute the contract. The motion was seconded by Michelle. All voted in favor.

2. Update on the Basin Street Improvement Project.

Valerie explained that her written report has more details, but that three grants have been received for this project and the pre-construction and construction services expenses will all be covered. There will be funds remaining to apply to construction, and as this is a multi-year project, there will be future grant opportunities to potentially aid with the remaining construction costs.

3. Consider acceptance of DuBois & King's proposal for the Basin Street Improvement Project design, engineering, bidding, and construction services.

Valerie noted that all background documents are available online, that Dubois & King ranked highest among the five responses received for the request for qualifications (RFQ), and that she, the municipal project manager, and the VTrans supervisor are all comfortable with the bid received. The bid is for a not-to-exceed amount of \$246,763.

MOTION: Ian made a motion to accept DuBois & King's proposal for the Basin Street Improvement Project design, engineering, bidding, and construction services. The motion was seconded by Michelle. All voted in favor.

4. Consider a grant application authorization request to apply to the Vermont Community Chargers Grant Program for a Level 3 charging system.

Richard Butz provided an overview of the Energy Committee's plans to pursue grants for the installation of vehicle chargers in Town. They are soliciting estimates for both level 2 and level 3 chargers. Ian expressed some caution regarding level 3 chargers, as the infrastructure required (pole, pads, 3-phase electric access) is more substantial. Richard noted that there are some newer, faster charging level 2 systems available now.

There was some discussion regarding where to locate the chargers. Ian reminded the group of past discussions and the earlier decision to place them at the park, across from the Post Office.

MOTION: Michelle made a motion to authorize the Energy Committee to apply for a grant for up to three charging stations. The motion was seconded by Ian. All voted in favor.

5. Consider a grant application authorization request to apply to the Municipal Energy Resilience Program (MERP) for energy assessments of municipal buildings.

Richard provided some written information about this program, which may result in up to \$500K for weatherization work, heating system upgrades, and other energy-saving strategies for municipal buildings. He explained that the proposal will concentrate on Holley Hall and the Library, and that the assessments would be completed by consultants, who would then outline what is needed and the best approaches to be taken. Those plans will then be presented to the Selectboard for approval. After some discussion, it was agreed to include Howden Hall in the proposal that is submitted.

MOTION: Michelle made a motion to apply for participation in the MERP for energy assessments. The motion was seconded by Ian. All voted in favor.

6. Consider how to resolve a water billing issue associated with a suspected leak at the American Legion and a water meter mix-up with the associated rental property.

This item was postponed.

6A Sewer Composite Tester

Jill explained that this tester will supply the material samples from the manholes that can be tested to determine what level of BOD, TSS, and FOG are being sent into the system from each establishment. The original data gathered can be used to establish limits of these materials and pretreatment requirements that must be followed, and further testing will reveal when those parameters are being exceeded. She indicated that the related testing costs will be \$75 per location for the original samples, and then periodic testing for the locations where pretreatment requirements are put in place. These testing costs are included in the recently approved budget. Jill also explained that there would be no additional charges incurred for VTUMS' services in gathering the samples and sending them for testing.

MOTION: Ian made a motion to authorize the purchase of a Sewer Composite Tester, using available Water Department capital reserve funds. The motion was seconded by Peeker. All voted in favor.

7. Authorize use of the Technology Reserve Fund for the purchase of a new desktop computer for the Listers Office.

Valerie indicated that the cost of a new computer would be approximately \$2,000, for either a desktop or laptop, and that there is \$8,000 available in the Technology Reserve Fund. Board members all expressed that a laptop would be a more practical purchase, particularly as there is already a monitor available to connect to while in the office.

MOTION: Ian made a motion to approve the purchase of a computer for the Listers Office, using the Technology Reserve Fund. The motion was seconded by Michelle. All voted in favor.

8. Consider approval of the subgrant agreement between the Town of Bristol and the Addison County Community Trust (ACCT) for the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project.

Valerie explained that the grant was awarded to the Town, and therefore the subgrant agreement is necessary. Michelle asked questions regarding any potential impact on the Town should ACCT not fulfill all the related obligations. It was noted that the document contains a delineation of which parties are responsible for what aspects, and Valerie confirmed that the documents had been reviewed by the Town's attorney.

MOTION: Michelle made a motion to approve, and to authorize the Town Administrator to sign, the subgrant agreement between the Town of Bristol and the Addison County Community Trust for the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project. The motion was seconded by Peeker. All voted in favor.

9. Consider approval of the Contract for Administrative Services and Program Management between the Town of Bristol and the Addison County Community Trust for administration and management of the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project.

Valerie provided an explanation of the work that she will need to complete as part of this management.

MOTION: Michelle made a motion to approve the Contract for Administrative Services and Program Management between the Town of Bristol and the Addison County Community Trust for administration and management of the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project, and to authorize the Town Administrator to sign the related documentation. The motion was seconded by Ian. All voted in favor.

10. Consider approval and authorization of the mortgage loan documents related to the Community Development Block Grant for the Firehouse Apartments.

MOTION: Michelle made a motion to approve, and authorize the Town Administrator to sign, the mortgage loan documents related to the Community Development Block Grant for the Firehouse Apartments. The motion was seconded by Ian. All voted in favor.

11. Review and approval of the June 26, 2023 meeting minutes.

These minutes were not yet available for review.

12. Authorize accounts payable warrant and any liquor or tobacco licenses.

The warrant was for the amount of \$ 95,577.53.

There were no liquor or tobacco license applications to be approved.

13. Selectboard Roundtable

Joel spoke of the old foundations at Sycamore Park, indicating that it might be best to have them filled in and seeded. Peeker noted this has been discussed in the past, but could not recall why the work was not approved.

Joel reported that Parent Construction would like to be included on the bidder list for any upcoming projects.

Joel explained that he would like to establish a protocol where all members are present in the room for executive sessions.

14. Town Administrator's Report.

Valerie said she had nothing to add to her written report.

Tyler LaBrie joined the meeting, and thanked the Board for their support for the Firehouse Apartments project. He indicated that all the units have been leased, and that people will likely be moving in during September.

VII. Other Business.

1. Correspondence/reports received were reviewed.

VIII. Executive Session

MOTION: Michelle made a motion to enter executive session 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). Ian seconded. The motion passed unanimously.

The Selectboard met in executive session from 8:21 pm to 9:10 pm. Upon returning to open session, Ian made a motion to approve the compensation adjustments for municipal employees as discussed. Michelle seconded. The motion passed unanimously.

VIII. Adjourn.

The meeting adjourned at 9:12 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator