

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, April 8, 2024**

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

Staff Present: Valerie Capels (Town Administrator), Eric Cota (Public Works), Sharon Lucia (Town Clerk), Bruce Nason (Police Chief)

Others Present: Chirs Lathrop (Dubois & King), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Amos Martin, Jim Quaglino

I. Call to Order. Joel Bouvier 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 clarification was needed for the number of lots involved in Regular Business Items #3 and #4, that Regular Business Item #5 is a Water Commission issue, and that for Regular Business Item #6 an additional grant proposal was available for review and approval.

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

II. Public Forum.

Nobody at the meeting requested time to address the Board.

III. Department Head Roundtable.

Bruce Nason (Police Chief) reported that the post-eclipse traffic is slow but steady. The new Police Office position has been filled and the employee started today.

Eric Cota (Public Works) reported that work on the Notch Road project has begun. One side has been done. The remaining work will be completed on April 11. He will check on the school bus schedule for timing of the road closure. Minor truck repairs are being addressed. He would like to propose beginning the summer four 10-hour-days schedule for the first full week of May. This will be on the Selectboard's next agenda. They are still working on the Firehouse Drive streetlight and trying to find a matching light to use as a replacement.

Sharon Lucia (Town Clerk) reported that next Monday is tax day and Tuesday is the MAUSD Budget revote. She also noted that Justin is taking a fund accounting class through Champlain College.

Brett LaRose (Fire Chief) reported (through communication with Ian) that a significant incident involving the State Department of Environmental Conservation (DEC) and the state HazMat team is being addressed.

Jill Marsano (VTUMS) reported that the leach field splitter box and four external grease traps in town have been pumped. Test results will be available in June to potentially learn if more frequent pumping has been helpful. They are still working on acquiring a composite sampler. Freezing temperatures are generally over, so the blowoff valve in Rockydale will be shut off. Fifteen additional service line inventory (SLI) responses have been received; about 180 left to go.

Joel asked about the Park Place/School Street project. Cyrus noted this is located under a private drive and is currently in the owner's court to move forward with the project.

IV. Consent Agenda.

1. Approve grant application authorization request: Public Works Department for a VTrans Class 2 Roads grant for paving Monkton Road.
2. Approve letter of intent to participate in the FY2025 VTrans Municipal Roads Grants-in-Aid Program.
3. Approve use of parking spaces on Park Place for ELP Clothing Swap on the Town Green for Friday, April 12 and Saturday, April 13.

MOTION: Ian made a motion to approve the Consent Agenda. The motion was seconded by Peeker. There was some discussion of the past and upcoming shimming/paving schedule for Monkton Road. Eric and Valerie provided information regarding grant timing and paving strategies. There was also some discussion of the location for parking a trailer during the clothing swap. Board members requested that it be in the back of the park. All voted in favor.

V. Regular Business

1. Basin Street Improvement Project presentation of alternatives.

Chris Lathrop provided an overview of planning for the Basin Street project, with the following information presented:

- Project development process – Chris noted that a scoping study in 2008 was the beginning phase of the project, which at this point has been awarded a grant with certain requirements outlined; the initial local concerns meeting was completed in 2023.
- Purpose and need – the project is intended to improve safety at the intersection of Basin Street with Main and East Streets as well as address the adjacent unstable slope and stormwater drainage needs.
- Schedule – Chris outlined the review and permitting steps needed as the project moves forward, noting that preliminary plans will likely be developed beginning in April 2025, with final design and construction in 2026.
- Alternatives – Currently two alternative designs have been sketched out to present to the Board; these are preliminary concepts, for which details will be worked out once an alternative is selected by the Board.

Chris then outlined the two proposed alternatives, providing some details for each:

- On alignment – no change to the location of where Basin Street intersects the roads at the top of the hill. Installation of catch basins and other drainage details were explained. Projected cost estimate of just over \$1M.
- Realignment – the intersection of Basin Street to be moved about 30 feet to the west. This alternative has less impact in some respects, and provides potential for another catch basin, which is beneficial. Projected cost estimate of just under \$1M.

Chris explained that the next step will be to develop a conceptual design of the selected alternative. Valerie reviewed the available funding for the project, as well as mentioning possibilities for new applications/eligibility for additional funding sources, such as the Northern Border Regional Commission and Congressionally Directed spending programs, formerly known as earmarks. Now that we have more information to work with, we will apply to be on the Addison County Regional Projects Priority List.

Discussion led to agreement for a preference to pursue the realignment alternative. Valerie noted that the Basin Street residents who have offered an opinion favor the realignment option as well.

MOTION: Peeker made a motion to request that Dubois & King proceed with further development of the realignment outlined in Option 2 as presented. The motion was seconded by Ian. All voted in favor.

2. Consider grinding and paving quote from Pike Industries, Inc. and schedule for Pine Street and Lincoln Road projects.

Eric provided the bid information, which totaled \$470,935.20 for grinding and laying down both a base and top coat to both Pine Street and Lincoln Road (from Route 116 to the town line). He suggested, however, that the grinding and base coat be undertaken this year, and application of a top coat be held off for a couple of years. It was agreed to follow this protocol, and to review an updated bid, along with a report of available funds, at the next Board meeting.

Eric also reported that he is working to get bids for drainage work on Pine Street. He noted that bases and tops may be needed for this work, and that if ordered, they will definitely be put to use in some upcoming project. Board members approved Eric's ordering of these pieces.

3. Water Commission: Consider water connection request by the Heffernan Family Trust for new water connections for seven new residential units off of Jay Drive.

There was agreement there are seven lots associated with this proposed subdivision. Two lots already have curb stops along Plank Road. . There was considerable discussion about what extension of water connections outside of the public right-of-way and what criteria and standards need to be established so that requests can be handled administratively and then approved by the Water Commission once the specifics are in place. Jill noted that standards are particularly important in this type of situation, where a 'quasi distribution' line is proposed.

It was agreed to table this agenda item until after a meeting of the Water Commission takes place where the issues raised can be discussed and related decisions made. It was suggested that Jill, Cyrus, Steve Palmer, Eric, Brett, and Kevin Brown all be asked to attend. The meeting was tentatively scheduled for Monday, April 15.

4. Consider road name requests for two new roads off of Jay Drive: Russell Drive and Mason Way.

The proposal to name one of the new roads as Mason Way had been updated to request the use of the name Sisters Way. Valerie noted that she was not aware of any conflicts with other road names in Town.

MOTION: Ian made a motion to approve the names Russell Drive and Sisters Way for the two new roads to be developed off of Jay Drive. The motion was seconded by Michelle. All voted in favor.

5. Consider approval of the loan documents for DWSRF loan RF3-477-3.0 related to the Pine Street waterline replacement project.

Jill, Valerie, and Board members expressed their consternation regarding the decision by the DWSRF program to deny a grant/loan forgiveness for the Pine Street water line work recently completed. The understanding is that the formulas in place for granting these monies serves as a disincentive for the Town for being cost effective and fiscally responsible when putting the project together. Jill and Valerie explained that there has been related communication provided to State officials and lawmakers. It was

decided to pursue these avenues of communication further in an attempt to gain some financial relief before approving the loan documents.

6. Review and approval of the ACRPC municipal mini-grant proposals.

Board members reviewed the proposals which Valerie had provided, and after some discussion agreed that three should be submitted:

- Web site redesign
- PWD building feasibility study
- Guardrail study

It was further agreed that the Web site redesign should be given top priority.

Related documents were signed.

7. Continued appointment and/or reappointment of Town officers or representatives.

MOTION: Michelle made a motion to appoint Bill Sayre to the Planning Commission, Bill Sayre as the ACRPC Delegate, and Carolyn Dash to the Conservation Commission. The motion was seconded by Ian. All voted in favor.

MOTION: Michelle made a motion to appoint Carol Wells, Fred Baser, and Dan Werme to the Revolving Loan Fund Committee. The motion was seconded by Ian. All voted in favor.

8. Review and approval of the February 12, February 26, March 4, and March 11, March 25, and April 1, 2024 meeting minutes.

MOTION: Michelle made a motion to approve the minutes of March 4, March 11, and March 25, 2024. The motion was seconded by Ian. Joel provided Valerie with several corrections to the March 11 minutes. All voted in favor.

Approval of other minutes was postponed until the next Board meeting.

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

The warrant was for the amount of \$ 157,520.28.

The following liquor licenses were up for renewal:

- Tillerman First Class, Third Class and Outside Consumption Licenses – no Town conditions
- Hogback Mountain First Class and Outside Consumption Licenses – no town conditions
- South Mountain Tavern First Class, Third Class and Outside Consumption License – Town Conditions (current)
 - Cannot serve alcohol on the porch outside after 10 pm
 - The establishment must close by midnight with customers out. Exception: New Year's Eve can stay open until 1:00 am
 - The overhead door must be closed by 10 pm if there is music.
 - Outdoor consumption rules for the side porch, including no service after 10 pm, will be the same as for the front porch, with no alcohol to be carried between the two outdoor areas by patrons.

MOTION: Peeker made a motion to approve the liquor licenses as outlined. The motion was seconded by Ian. All voted in favor.

10. Selectboard roundtable.

Joel raised the matter of the Firehouse Drive light that isn't working, noting he would like to look into the matter further. Peeker advised that it is unlikely that any liability will be able to be attributed.

Joel noted that the sidewalk along Airport Drive is fully funded.

Joel reported that he was present at the recent MAUSD meeting, where two good candidates for Board members were appointed.

11. Town Administrator's report.

Valerie highlighted a couple of items included in her written report and some of the correspondence received.

V. Other Business.

1. Correspondence/reports received were reviewed.

VI. Adjourn.

The meeting adjourned at 10:21 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator