

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, May 13, 2024**

---

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

**Members Absent:** Jessica Teets

**Staff Present:** Justin Bouvier (Town Treasurer), Valerie Capels (Town Administrator), Eric Cota (Public Works), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Bruce Nason (Police Chief)

**Others Present:** Bruce Beeken, Doug Corkins, Dale Dingle, Cecil Foster, Lucy Kimball, Jill and Cyrus Marsano, Peter Marsh, Matlak Mayforth, NEAT TV, Lance Perlee, Jim Quaglino.

**I. Call to Order.** Michelle Perlee 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).**

No adjustments were necessary.

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

**II. Public Forum.**

Doug Corkins shared some information regarding the bandstand, including that there may be pertinent requirements related to its being an historic structure. He suggested some alternative solutions to the problems outlined at the previous Board meeting regarding height and accessibility.

**III. Department Head Roundtable.**

Brett LaRose (Fire Chief) reported the Department has been invited to a walk-through of the new solar farm for an orientation of the fire suppression equipment at the site. A local firefighter will be attending a national training. All permits are in place for the new training structure; a site walk-through has been completed. The Department has been trained on battery powered extrication tools. Brett has solicited quotes for a new utility pickup truck and will bring information to an upcoming meeting. There was recently a statewide recruitment initiative; Brett met with a potential applicant today. The Department is working with the Town Treasurer to come into compliance with direct deposit.

Jill Marsano (VTUMS) inquired of Brett about potential foam use at the solar site, which is above the water supply. Brett confirmed that no suppression materials containing PFAS are used by the Department.

Bruce Nason (Police Chief) reported that warmer weather means the Department is busier.

Eric Cota (Public Works) reported that work on the Mack is nearly complete. The wings are washed and put away. Spring work is underway. Notch Road has been hydroseeded.

Sharon Lucia (Town Clerk) reported she is waiting to hear when the next school budget vote is to be scheduled. Dog registration numbers are low; she will be sending reminders. The sewer bill is almost ready. Water will be sent next month.

Justin Bouvier (Town Treasurer) reported that he is learning about the position and all is going well.

#### **IV. Consent Agenda.**

- Approve use of up to \$1,000 from the Technology Reserve Fund to purchase a new computer, monitor, and Web cam for a new Assistant Town Clerk/Assistant Town Treasurer workspace.
- Approve the Bristol Rescue Squad's Coin Drop application for July 3, 2024 in the vicinity of 63 East Street, vicinity of 76 West Street, and 45 Monkton Road per the Police Chief's condition.
- Approve grant application authorization request from the Recreation Department to the Vermont Community Foundation for a \$3,000 request to support the Elder Eagles.
- Approve grant authorization request from the Town Administrator to the VTrans Bicycle and Pedestrian Program for up to \$48,000 to conduct a West Street sidewalk scoping study from South Street to the Creeme Stand at Maple Street.

**MOTION:** Ian made a motion to approve the Consent Agenda. The motion was seconded by Peeker. There was a brief discussion of some of the items included. The coin drop request was clarified to be on July 3 from 4:30pm to 7:30pm. Ian suggested that 'assistantclerk@bristolvt.org' be used as the email address for the Assistant Clerk/Treasurer. **VOTE:** All in favor.

#### **V. Regular Business**

##### **1. Consider request to install two banners on Main Street to promote Fourth of July celebrations, one between Cubbers and the Bobcat Café and one between Snap's and Kimball's.**

**MOTION:** Peeker made a motion to approve installation of two banners on Main Street to promote Fourth of July celebrations as requested. The motion was seconded by Ian.

There was some discussion regarding logistics of the installation, which will likely take place around June 22. Concerns were expressed regarding the smaller size of the 'Bristol Fourth of July' text on last year's banner compared to the sponsor's. Valerie noted there does not appear to be a banner policy adopted by the Town. There was consensus that there should be a more thorough consideration of parameters to apply to all banner requests.

**VOTE:** All voted in favor.

##### **2. Consider bids and total project cost for Pine Street stormwater drainage improvements and authorization to proceed.**

Eric reported that four bids had been received for the installation work, some indicating that the work cannot be scheduled until August. Eric confirmed that he needs to coordinate the work with the pavement grinding and that the August time frame is suitable.

Joel raised the matter of other drainage needs along the road, particularly near Munsill Avenue, and would like to see the entire area planned for. Further discussion led to an indication that one roof at Bristol Works appears to be the primary source of stormwater along one section of the road, and it was

agreed that putting in one additional dry well structure – with no outlet – would collect the majority of the runoff regarding which Joel expressed concern.

It was agreed to award a contract for the original work proposed, and to issue a separate bid request for the additional dry well installation at the corner of Munsill and Pine.

**MOTION:** Peeker made a motion to accept the bid from Driscoll Brothers to install the drainage infrastructure on Pine Street. The motion was seconded by Ian. All voted in favor.

Eric will order the materials needed and seek quotes for installation of the additional project.

**3. Water Commission: Update on efforts to address private water line concerns and water line extensions outside of public rights-of-way, including discussion of the School Street water line repair.** Valerie explained that there is more work to be completed on the Ordinance update. She, Jill, and Steve are working on edits. Kevin Brown also has edits he would like to make. The plan is to review the draft line-by-line with the Board when ready, with the intent to hold a public hearing in June.

Jill provided the details of what is required to address the School Street repair, including the difficulties encountered in determining line size and material, ownership of the line, and where it ties into the main line. Several of those present offered information and recommendations, but nothing definitive was determined.

Jill spoke of the number of private water lines in existence, with no appropriate language in the Ordinance that fits the various situations. She expressed that there should be a decision by the Water Commission addressing whether there should be private lines, and if so in what situations and how they should be managed.

It was agreed that Cyrus and Jill will meet with former Water Operator Lance Perlee to discuss his understanding of the line configuration in the area, then investigate through partial digging to determine if installing valves at the corner of School and Park might help in being able to perform appropriate shut off of lines in order to perform the work required on the School Street line.

Valerie will consult with Kevin Brown regarding the legal aspects of the matter, including obtaining a Town ROW along the road and taking over ownership of the School Street line.

**4. Water Commission: Continued consideration of loan documents for DWSRF loan RF3-477-3.0 related to the Pine Street waterline replacement project and review of draft letter to Governor Scott and his administration.**

The DWSRF RF3-477 loan document and how the \$34,003 annual loan payment would be allocated among the users was discussed. It was confirmed to be divided by usage; there will not be a set amount charged per user to apply toward loan payments. There was discussion about establishing a base charge or flat rate based on ERUs (equivalent residential units).

The draft letter to the Governor was discussed. There was consensus that simpler would be better, one page if possible, and to refer to more information being available if the Governor wants it. It was agreed the letter should outline that the Town had been operating under the belief that there would be 50% loan forgiveness and worked to keep costs down where possible, for which the Board believes the Town was penalized and that the resulting denial of forgiveness does not serve to meet the Governor's initiative regarding drinking water. It was agreed that the loan documents will not be signed until the letter has been acknowledged and a response received.

**5. Water and Sewer Commission: preparations for the upcoming annual Water and Sewer Annual Meetings, including budget preparations, ordinance revisions, and schedule.**

There was consensus to accept Valerie's recommendation that the Selectboard, in its capacity as Water and Sewer Commission, have a special meeting on Monday, June 3 in order to prepare for the public hearing on the budget and other matters on June 10. This will mean that the Board meets on June 3, 10, and 24.

**6. Continued review and possible approval of updated and revised Revolving Loan Fund policies, guidelines, and application materials.**

Michelle explained that the new document drafts are nearly complete, with two matters requiring Selectboard input. The current documents include a 0.5% closing fee, but Michelle indicated that this has never been paid by any participants in the program, and there is an existing clause establishing that the borrower must pay all associated fees. It was agreed to remove the reference to the 0.5% closing fee.

The other matter is the inclusion of a flat \$125 application fee, meant to pay for Treasurer's time needed to process these. It was discussed that most, but not all, applicants opt for increasing the payback time from five to ten years, which creates additional work for the Treasurer. It was agreed to ask Justin to look into the time requirements and provide input for any further revisions to the policy and application fee.

**7. Consider an alternative date for the Selectboard's next meeting, currently scheduled on Memorial Day, May 27, 2024.**

There was consensus to reschedule the Monday, May 27 regular meeting to Tuesday, May 28.

**8. Review and approval of the February 12, February 26, April 1, April 8, April 15, and April 22, 2024 meeting minutes.**

**MOTION:** Michelle made a motion to approve the minutes of April 1, April 8, and April 15, 2024. The motion was seconded by Ian. All voted in favor.

Approval of the other minutes was postponed until a future meeting.

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

The warrant was for the amount of \$100,455.41.

Sharon reported that Minifactory had applied for a renewal of their First Class and Outdoor Consumption Licenses and recommended the license approval should indicate that the furniture in the outside space on the sidewalk needs to be removed for the winter, as it interferes with snow plowing. Eric noted that that past practice has been to bring the furniture in at night during the winter. It was agreed to have the license indicate that no furniture will be allowed in the outdoor consumption area in the winter months.

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

#### **10. Selectboard roundtable.**

Ian reported that the Howden Hall sign installation has been completed.

Ian provided an update on the installation of EV charging stations, explaining that acceptance of the grant for the Level 2 chargers has been put on hold, as it is believed that the installation of Level 3 chargers will eliminate the need for the Level 2 equipment. He met with Pomerleau and with Tom Wells regarding installation on Tom's property; the next step would be for Norwich EV (installer of the system) to meet with Pomerleau or Tom Wells to move forward. The grant provides for vendors to work with private property owners for installation. Ian explained some of the logistics discussed with GMP and Tom regarding his property on Mountain View, the installation of a new transformer, and the permissions required from Pomerleau. Four new spaces would be created through this effort.

Peeker spoke of several complaints he had recently received regarding the new guardrail installation on Lower Hardscrabble Road. Pedestrians expressed it is no longer possible to quickly get off the road when vehicles approach. Eric explained the guardrail is needed because cars have gone off that side of the road and down into the persons' yard. He also noted that the rails provide an appearance of the road having narrowed, which should slow traffic speeds.

Joel asked about coordinating the Shaw's bus stop with the new shelter location. Ian explained that the asphalt is not in place yet and that he will work on having this resolved.

Joel reported that ten new meeting room chairs will be available within six months.

Joel inquired on the progress of receiving completed water line inventories. Jill noted about 125 are still outstanding, many of which are landlords. She will circulate a list in order to determine if Board members or staff have any current contact information for those properties that have still not responded.

#### **11. Town Administrator's report.**

Valerie highlighted that a deadline extension has been granted for the renewal application for Bristol's downtown designation, and that the Bristol Core Executive Director is putting application materials together. Valerie and Freeda will work on developing a document providing evidence that a municipal

capital budget and program is in place, as this is a required aspect of the application. Ian outlined the benefits of maintaining the designation including tax credits, Bristol Core grant funding, and priority ranking for grant applications. The goal is to have the materials available for preliminary review by the Agency of Commerce and Community Development (ACCD) in early July.

**V. Other Business.**

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

Valerie indicated that the Board might want to consider whether to retain ownership of the Lincoln water system parcel based on the new appraisal. Peeker recalled the voters not wanting to sell the land, it was agreed that no decision will be made until the tax impact of the reappraisal is known.

**VI. Executive Session**

**MOTION:** Michelle made a motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3). The motion was seconded by Peeker. All voted in favor.

The Selectboard met in executive session from 9:47pm to 10:10pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

The meeting adjourned at 10:10pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator