

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, September 23, 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); Kris Perlee (Assistant Treasurer and Town Clerk)

Others Present: David Flaschenriem (Energy Committee), Jill Marsano (VTUMS), Ashar Nelson (VIA), Steve Palmer (VTM), Jim Quaglino, Madison Shropshire (ACRPC), Grace Williams

I. Call to Order. Michelle Perlee called the meeting to order at 6:04 pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

Valerie noted that no minutes were available for review.

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

II. Public Forum.

Ian offered a reminder that there was one remaining upcoming Farmers' Market.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk):

- Preparing tax bills
- Water reading handheld reader replacements taking place
- Election ballots are being mailed, other election organization is ongoing

Kris Perlee (Assistant Clerk, Treasurer):

- Meeting with banks to adjust accounts as needed for FDIC coverage
- ARPA fund account being review for necessary administration

Meridith McFarland (Recreation Director):

- Today was new program coordinator Ian's first day on the job
- High participation in soccer program
- Update on Farmers' Market, noting the ability to provide wine from local vineyard for last date

Jill Marsano (VTUMS):

- Water read continues this week
- Some water and sewer sampling completed, working to find source of FOG
- Impending projects, some geological probes upcoming, things progressing
- Decided against beginning the School Street work due to ownership questions and impending line replacements

IV. Regular Business

1. Deputy Town Health Officer candidate: Grace Williams.

Valerie noted that information from Grace had been forwarded to the Board; Grace was present and provided some details of her interest in the position.

Board members answered Grace's question regarding Bristol's population impact on government services and had further conversation with her regarding the Town and Selectboard's efforts and expectations of a Health Officer.

MOTION: Ian made a motion to recommend that Grace Williams be appointed as Bristol's Deputy Town Health Officer. The motion was seconded by Jessica, and passed unanimously.

2. Review of Holley Hall energy efficiency improvement options for the Municipal Energy Resilience Program (MERP) grant application: Ashar Nelson, Vermont Integrated Architecture, et al.

David Flaschenriem provided a general update on the Program, explained where in the process things are at, and then presented two options for the Board to evaluate. The Program is set up to provide funds for municipal building energy improvements, and has a deadline of September 27 for completed applications; notification is scheduled for the week of October 21 with it being anticipated that agreements will be in place by November 29. Valerie offered a reminder that this current phase follows up on assessments completed on three buildings, and with other initiatives applicable to two of the buildings, the focus of this Program is now on how these funds can best be used for Holley Hall improvements.

It was explained that the group working on this project has contacted the Vermont Division of Historic Preservation to determine what changes will be allowed to the building, which is on the National Register, and there is now a better understanding of what is possible. Ashar Nelson and the team have subsequently been looking into realistic costs of the projects outlined.

Ashar reviewed the information which has been collected related to two approaches which are being considered; he noted that the process is moving forward quickly, and that some grant details are still unknown. The two approaches are seeking to balance energy efficiency improvements and preservation of the historical building.

He outlined that Plan A more strictly follows the MERC report, and addresses the thermal ability of the walls with no improvement of air circulation through the building. The main aspect of the work is insulation, and this option is less costly and less invasive; however, Ashar explained that there is no information available regarding the impacts the additional insulation will have on increasing moisture and related potential degradation of the building in general.

The second option, Plan B, is a more invasive approach and includes some removal of walls in order to add a vapor control layer, redoing the walls, and replacing the baseboard heating with something that has a smaller profile. This option is also the more costly of the two plans. David noted that this will also bring the walls in slightly, creating a negligible decrease in interior space, but that as planned this option will still maintain the historical appearance of the interior. Ashar indicated that this option uses less carbon to manufacture and install the materials, making for faster payback in terms of carbon reductions.

Both options include the installation of heat pumps, meaning that there will be some increase in

electricity costs, but a reduction in fossil fuel use. Either option may increase the life span of the current boiler, as it will have less demand.

Ian explained that he believes Plan A creates a large risk of building degradation, but that one concern with opting for Plan B is having the building out of commission for some period of time. Meredith explained that Holley Hall is not frequently used in June, July, August, and even into September, as it is too warm inside the building for comfort during those months.

Ashar explained that both options need more fleshing out, work which will happen if a grant is awarded; he also indicated that changes may be made to the plans even after receiving a grant award. Madison spoke of some potential costs which would not be eligible for coverage under the grant; these owner costs are estimated to be about \$53K. She also indicated that it may not be required to engage a preservation consultant. Additionally, Madison suggested that Efficiency Vermont may be able to provide some assistance as well as some incentive funds.

Joel asked about phasing the project, potentially completing the insulation work and plumbing for the heat pumps, but holding off on the actual installation of the pumps. Ashar noted that such details can be worked through if/when a grant is awarded, but that the work applied for will need to be completed. He agreed with a suggestion that some testing be completed before the building is put back together, and emphasized that the plans which have been drafted are very preliminary.

MOTION: Ian made a motion to proceed with Option B. The motion was seconded by Peeker, and passed unanimously.

3. Public Hearing -- Bristol Waterline Replacement Project; Bristol West 90% Design Plans review: Steve Palmer, VTM Engineering.

Steve provided a presentation, outlining the information to be included in the application which will be submitted in January for DWSRF funding. Steve provided information regarding the nine streets involved in this section of the Project, noting that the work will take place over two construction seasons, with phasing to be determined after a contractor has been selected.

Steve went on to explain that he sought the least expensive strategies for replacing lines along the roads involved, noting that there will need to be disturbance of utilities and trees, and that the Plan is designed to avoid impacts to asphalt surfaces as much as possible. Trees which need to be removed will be replaced; Steve indicated what characteristics are needed in determining the species to be used for those replacements.

He provided drawings of each road which will be involved, and explanations of the different aspects of the work on each street. It was confirmed that all lines from the new main line to curb stops will be replaced as part of the project. The streets involved are Elm, West Pleasant, Church, School, Park, West, Munsill, Taylor, and Maple.

There was a suggestion that sidewalk work be coordinated where possible, although Steve was not sure

that any of the work would be scheduled for the same time frame. It was discussed that placing water lines down existing sidewalk lines may enable avoiding some tree removal; Steve noted that such a change can be incorporated, but there will be an associated cost revision.

Steve reiterated that work will take place in the green space where possible, and that considerations have been made for drainage infrastructure, sidewalks, and traffic. There is potential for coordination with other work scheduled to take place along those roadways in the same time frame.

The intersection of West Street with North/Main/South will require some directional boring; that section of the plans was reviewed by the group and some line adjustments agreed upon.

It was agreed to potentially save some of the trees on Taylor Ave., and possibly others; feedback will be solicited from those homeowners.

MOTION: Ian made a motion to accept the Bristol West 90% Design Plans as provided by Steve Palmer. The motion was seconded by Jessica, and passed unanimously.

4. Bristol West Waterline Replacement Project Necessity Resolution for Nov. 5 bond vote.

Valerie provided a draft of the Resolution language, and noted the change proposed by the Town attorney regarding the public informational meetings. It was agreed that it should be clarified that the Water District residents will be paying for the project amount that is not covered by grant monies, and so the language regarding 'ultimate taxpayer cost' was changed to read simply 'ultimate cost.'

MOTION: Michelle made a motion to approve the resolution as adjusted. The motion was seconded by Ian.

Steve reviewed the cost estimate he had provided, and it was agreed that the bond amount should be presented as 'not to exceed \$3.95M.'

VOTE: The motion passed unanimously.

5. Review and approval of the Nov. 5 Special Town Meeting warning for the Bristol Unified Development Regulations (UDR) amendments and Bristol West bond vote.

Valerie provided a draft Warning, including both the bond vote and adoption of the UDRs. A 7:00 pm start time was confirmed.

MOTION: Ian made a motion to approve the Special Town Meeting warning, with the appropriate change to the bond vote dollar amount (not to exceed \$3.95M). The motion was seconded by Michelle, and passed unanimously.

6. Consider adoption of the proposed Bristol Capital Improvement Plan (CIP), with or without adjustments.

Valerie explained that she had made some typographical but no substantive changes to the document since last reviewed by the Board, and summarized that a large portion of the text relies heavily on existing language from other Town documentation such as the Town Plan. The CIP serves to

demonstrate previous investments, current projects, and future plans for improvements to various aspects of Town infrastructure. Because it is a living document, consideration of communications tower locations, as well as other projects, may be addressed in future discussions.

Valerie reported that the application submitted to the RPC for a traffic study was not awarded, but that the RPC will be completing some of the work which had been outlined in that application. This will provide some data to work with, particularly regarding truck traffic; it is not clear whether analysis of the data will point to any needed changes. She also explained that the grant program has reopened for new applications, and that a proposal will be submitted for a feasibility study for upgrading Harvey Road to Class 3, as its use has increased substantially.

Valerie made note of the numerous positive comments expressed about Bristol in general during the Downtown Application renewal review; the Downtown designation was approved, and the Town will not need to go through this process again.

Joel asked about putting together an RFP for sidewalk work; Valerie indicated that this would not fit in her schedule before the beginning of the year. Joel offered to review a previous request for similar work and put some effort towards replicating that document.

MOTION: Ian made a motion to adopt the Bristol Capital Improvement Plan in its current form. The motion was seconded by Peeker.

Jessica noted that this is a planning tool, rather than a defined plan, and that it will be revisited and prioritized going forward.

VOTE: The motion passed unanimously.

7. Review of meeting minutes.

Valerie noted at the onset of the meeting that no minutes were available for review.

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

The warrant was for the amount of \$109,376.00

MOTION: Ian made a motion to approve the renewal of Cubbers' First-Class Liquor License. The motion was seconded by Peeker, and passed unanimously.

7. Selectboard roundtable.

Joel inquired about progress on the Service Line Inventory (SLI); Jill noted that she is cleaning up E-911 addresses, and that she is still waiting on 83 SLI confirmations. She explained that these can continue to be collected after the October 16 submission of the Design Plan; Ian indicated that he will reach out to several individuals regarding SLI reports.

Jessica noted that she is waiting for an update from the Recreation Department, and that the Library continues their hiring process for a Children's Librarian.

Jessica reported that she attended an Equity Committee meeting, and that she will likely be arranging for some of her students to help with surveys and focus group work.

Ian provided a demonstration of Basecamp, the project management web-based platform he has been looking into, and outlined the associated costs and possible access configurations for staff, board members, and others. The \$15/month/user charge would apply only to staff, and give those people the ability to add new master projects to the platform for access by others to the associated message boards, chat feature, email connectivity, organizational functions, etc. He noted there is no commitment necessary, and the fees are paid on a month-to-month basis.

Michelle thanked Bruce and his officers for their assistance in the parking situation on Briggs Hill over the weekend.

Peeker indicated that he is able to attend the next evening's School Board meeting.

Joel noted that there are still cemetery trees that need to be addressed.

Joel asked for an update on the Lincoln Road project; Valerie reported that efforts have moved to the lower site and it is expected that the work will be completed by the end of the week.

Joel reminded the group that the decision regarding having selectboard emails for use rather than using personal emails for town business has not yet been made.

Joel - Asked a month ago – report on something? Val says haven't been able to connect

Joel asked where responsibility lies for broken water meters; Jill explained that when a meter fails due to a user allowing it to freeze or having taken the meter apart, the cost is to be covered by the user.

Joel asked about other water bills for specific people; Valerie indicated that she will follow up on these.

8. Town Administrator's report.

Valerie drew attention to several pieces of correspondence, and noted that she has responded to some of the concerns raised regarding cemetery tree work.

Valerie indicated that she will look into questions regarding water line easements for Joel, and explained how the current easement which crosses his property and extends to Plank Road should be addressed.

V. Other Business.

1. Correspondence/reports received were reviewed.

VI. Executive Session re personnel matters per 1 V.S.A. §313(a)(3) and attorney-client communications per 1 V.S.A. §313(a)(1)(F).

MOTION: Michelle made a motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3) and attorney-client communications per 1 V.S.A. §313(a)(1)(F), inviting Bruce Nason to join. The motion was seconded by Ian, and passed unanimously.

The meeting entered Executive Session at 9:16 pm and came back into open session at xxx pm.

VII. Adjourn.

The meeting adjourned at xxx pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

DRAFT