

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, November 18, 2024**

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

**Staff Present:** Valerie Capels (Town Administrator), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meredith McFarland (Rec Director), Bruce Nason (Police Chief), Taylor Welch-Plante (HUB Teen Center)

**Others Present:** Brendan Coyle, Colby Gile, Theresa Gile, Dan Lyons, Jill Marsano (VTUMS), NEAT, Steve Palmer (VTM), Bryan Plant, Jim Quaglino

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:00 pm.

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

No changes to the agenda were necessary.

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

**II. Public Forum.**

Brendan Coyle requested that his E-911 address be clarified. Valerie noted that AZ Larsen (PZA) is in the process of issuing a Sunwood Lane address for his property and advised that any disagreement with adjacent property owners regarding access is a private matter.

**III. Department Head Roundtable.**

Brett LaRose (Fire Chief):

- Indicated that he had no significant updates.
- Valerie asked about the status for the proposal for purchase of a utility truck/pickup. Brett explained he is looking to find time to work with Kris and Sharon and clarify the Department's capital fund balance.
- Joel thanked Brett for the Department's participation in Halloween activities.

Bruce Nason (Police Chief):

- Amy Smith started in the Community Resource Specialist position and will be undergoing training and working on establishing Agency connections.

Sharon Lucia (Town Clerk):

- Property taxes were due last week.
- This week the auditors and Darlene (NEMRC) will be working in the office.
- Spreadsheet for updated water rates is complete and has been provided to NEMRC.

Meredith McFarland (Recreation Director):

- Boys' basketball signups are underway.
- Holiday events are being planned.
- Park cleanup is ongoing.
- Memorial lights are back on; more lighting will be in place soon.

Taylor Welch (HUB):

- The HUB is busier than ever with 200 visits in the past month.
- A greater number of girls are beginning to participate.
- The space is utilized well.

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

1. Approve Park Use application for the annual Lumen event on the Town Green for Saturday, December 14, 2024, 12:00pm to 9:00pm as per prior years.
2. Approve the 10-year Seth Hill Waterworks Site Access Agreement with the Otter Creek Clean Water Service Provider (ACRPC) and the Vermont department of Environmental Conservation.
3. Approve and sign the VTrans TA-65 reimbursement request for the VTrans Grant #PO2162 for the Lincoln Road paving project.
4. Approve and sign the VTrans TA-65 reimbursement request for the VTrans Grant # BC2106 for the Lincoln Road riverbank restoration project.

**MOTION:** Ian made a motion to approve the Consent Agenda. The motion was seconded by Michelle and passed unanimously.

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

##### **1. Consider request for the Dan Visco (Lyons) Food Truck to occupy two parking spaces on Main Street across from Town Green Mondays, November 2024 through May, 19 2025.**

Valerie had provided the Board with relevant information, and reminded those present that there is no vendor ordinance in place for the Town. Meridith outlined the specifics of the requested food truck set up, including that service is proposed to be provided from West Street (not Main) with the service window facing the park, and that Mondays have been chosen as most of the restaurants in Town are closed that day. Dan explained that his plans are for working with youth and providing training opportunities. His proposed schedule is for once a month until spring, and then possibly more frequently, potentially in conjunction with the farmers' market. He explained that the truck would be in place from 4 pm to 7 pm, with service likely beginning at 5 pm. Board members agreed that service during any of the hours from 4 – 7 would be acceptable. There was some discussion of location, and ability to access power. The subject of charging a fee for electricity was raised. It was decided to defer any establishment of fees until an associated ordinance is in place. Board members expressed support for Dan's plans and indicated they would like to provide for some flexibility.

**MOTION:** Michelle made a motion to approve the request for a food truck to occupy two parking spaces on the West Street side of the Park, allowing for the truck to be present and serving food on Mondays, from 4 pm to 7 pm, from December 2024 through May 2025. The motion was seconded by Ian and passed unanimously.

##### **2. Consider accepting the Bristol Hub Skatepark design proposal from Nor'Easter: Taylor Welch-Plante.**

Taylor reported that five proposals had been received before the deadline, with one additional submission coming in late and incomplete. She explained the evaluation process that led to the committee's recommendation of Nor'Easter for the design/build of the new skatepark. It was discussed that it might be necessary to hire an engineer for review of the plans, as Taylor noted that Nor'Easter does not have an engineer on staff and she wasn't certain what their protocol is for engineering review. The \$12,800 bid was much lower than those of the other four proposals that were reviewed. Board members expressed that they would like to receive some feedback from others for whom the firm has built parks. It was agreed to hold off on approval of a contract until references were checked and engineering needs/expenses were outlined.

**3. Review, update, and approval of Police Union *Ground Rules for Negotiation*.**

Valerie explained that, while the entire contract with the Police Department is up for renewal, there is one detail regarding health insurance coverage that should be addressed in a more timely manner. The current contract contains language specific to Blue Cross Blue Shield (BCBS) health insurance coverage. Valerie and Sharon explained that all Town employees must be on the same plan and that an upcoming presentation to the Board will likely indicate that an MVP plan will be more beneficial for both the Town and employees. Valerie explained the New England Police Benevolent Association (NEPBA)'s Ground Rules provide the protocols for negotiations and must be in place before any contract talks commence. Michelle agreed to represent the Board in upcoming discussions with the Police Department/Union. Ian indicated he would also try to attend. There was agreement that Michelle's time as the Selectboard representative should be compensated.

**MOTION:** Pecker made a motion to approve the Police Union Ground Rules for Negotiation, authorize the Town Administrator to sign on behalf of the Board, and to appoint Michelle as the Board's representative in upcoming contract discussions. The motion was seconded by Ian and passed unanimously.

**4. Water Commission: Consider approval of amendment to the previously approved Engineering Services Agreement (ESA) with VTM Engineering, PLC, for the Bristol East waterline replacement project: Steve Palmer, P.E..**

Valerie noted that the meeting packet included a report providing an overview of the proposed changes to the engineering services agreement. Steve explained the reasons behind the changes, including an explanation of the environmental report and needed samples, and that the proposal is essentially a cost shift from the West side to East side projects. He noted that some Rockydale area work is also included as it is best to get ahead of things.

Steve outlined that the changes are based upon hydraulic modeling and that a new configuration of lines serving the area east of North Street (excluding Rockdale) is being proposed. The information compiled will provide a basis for amending the Preliminary Engineering Report (PER) accordingly. Steve confirmed that VTUMS' involvement will be on a time and materials basis and that those costs are included in the amended amounts.

There was a discussion of the upcoming submission of a State Revolving Loan Fund (SRF) loan application for this project and what will determine the amount of forgiveness provided by the State. Steve explained this will be more relevant when the construction loan is applied for, and Jill provided some further explanation of related State calculation formulas.

**MOTION:** Michelle made a motion to approve the amendment to the previously approved Engineering Services Agreement (ESA) with VTM Engineering, PLC as presented. The motion was seconded by Peeker and passed unanimously.

**5. Water Commission: Consider water connection request on Devino Lane: Stan Livingston.**

There was some discussion of why a 1" service is included in the permit language. Valerie explained this is due to that size pipe being referred to in the Wastewater Permit.

**MOTION:** Michelle made a motion to approve the Livingston's water connection, with the conditions listed in the Town Administrator's Report. The motion was seconded by Peeker, and passed unanimously.

**6. Water Commission: Review and consider adoption of substantive revisions to the Bristol Water Use Ordinance.**

Ian suggested that Board members be provided with some time to read and review the document before discussing. Valerie and Jill provided a brief overview of the various sections that have been modified, including definitions, procedures, repair considerations, administrative procedures, line extensions outside the Town right-of-way (ROW), prohibitions, and appendices for rates and charges as well as an easement template. The sections reflect a lot of input from them, Steve Palmer, and Kevin Brown. Jill explained that Kevin will closely review the final language related to water shut offs.

It was agreed that Board members will review the document and provide feedback by December 2 and the Board will meet on December 9 for a special meeting for the sole purpose of reviewing the proposed revisions.

**7. Review of meeting minutes.**

Review of minutes was postponed.

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

The warrant was for the amount of \$498,127.69.

**MOTION:** Ian made a motion to approve the renewal of a 3<sup>rd</sup> Class Liquor License for Nomadic Chef (Tandem) for a six-month period. The motion was seconded by Michelle and passed unanimously.

**9. Selectboard roundtable.**

Ian reported that a partial award had been provided through the MERP grant the Town applied for, that the Library does not yet know if a recently applied for grant has been awarded, and that the Level 3 EV charging grant had been awarded (installation timing not yet known).

Michelle commented on the results of the North Street traffic study. Valerie noted that a review will be included on the December 16 agenda.

Joel had been asked by the new State Representative if the Selectboard would like him to be at an upcoming meeting. It was agreed to invite him to a December meeting and bring topics/questions for discussion.

Joel will not be available for the December 30 meeting.

**10. Town Administrator's report.**

Valerie noted that there is an upcoming agenda item for the Board to make new appointments for the Boards on which she has served, including the Economic Development Corps and the Solid Waste District.

Two or three applications had been received for the Town Administrator position so far.

**VI. Other Business.**

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

Michelle had some questions regarding archeology work. Valerie will seek clarification.

**VII. Executive Session re personnel matters per 1 V.S.A. §313(a)(3).**

**MOTION:** Michelle made a motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(1) Ian seconded and the motion passed unanimously.

The Selectboard met in executive session from 8:48pm to 9:00pm. Upon returning to open session, the following action was taken:

**MOTION:** Peeker moved to appoint Ian Albinson as Interim Town Administrator at the same hourly compensation rate as the current Town Administrator. Michelle seconded. The motion passed 4-1 with Ian abstaining.

**IX. Adjourn.**

The meeting adjourned at 9.05pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary  
Valerie Capels, Town Administrator