

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, November 14, 2022**

Members Present: Ian Albinson (Chair), Joel Bouvier, Peeker Heffernan, Michelle Perlee
Members Absent: None
Staff Present: Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman), Anthony Delmonaco (Town Treasurer), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meridith McFarland (Rec Director), Bruce Nason (Police Chief)
Others Present: Jim Quaglino

I. Call to Order. Ian Albinson 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).

No changes were made to the agenda.

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

II. Public Forum.

Nobody offered comments during the Public Forum portion of the meeting.

III. Department Head Roundtable.

Sharon, Anthony, Meridith, Bruce, Brett, and Eric provided updates on their Departments' recent activities.

IV. Regular Business

1. Grant authorization request: Public Works Department to Vermont Diesel Emissions Reduction Financial Assistance Program through DEC for funds to replace the loader and/or the Kubota tractor.

Information was reviewed regarding this equipment. Peeker noted that the Kubota would not qualify for the program, as there are already emission controls on the current model; Valerie explained that this machine is not running well. Peeker indicated that he had looked into machines that would be suitable for the Town's sidewalk work. Both the loader and the tractor are on the replacement schedule for next year.

MOTION: *Peeker made a motion to authorize the submission of a grant application through the Diesel Emissions Reduction Program. The motion was seconded by Joel, and passes unanimously.*

2. Discuss whether Kubota replacement should be five feet (5') or four feet (4') wide.

Peeker outlined the features of the current tractor, and noted the options available for different widths on a new piece of equipment. It was confirmed that current sidewalks are 4' in width, and that new sidewalks will be 5' wide. The possibility of angling a plow attachment and the width that would be mowed were discussed; it was agreed that Eric will look for a model with a 4' wheel base.

3. Consider authorization to proceed with replacement of the cross-country single axle trailer.

Eric explained that, for safety reasons, a 12-14' trailer with an adequate weight rating is needed, although he indicated the replacement of the loader is a higher priority. The Board asked that Eric obtain some price quotes for the trailer he specified.

4. Consider approval of the technical and cost proposal from Greenman-Pedersen, Inc. (GPI), LLC to serve as the Municipal Project Manager (MPM) for the Basin Street Improvement Project.

The proposal from GPI was the only one received; the review committee scored the information received highly, and Valerie recommended that the \$34.5K bid be accepted. She outlined the upcoming schedule as well as some of the work to be completed as part of the project.

MOTION: *Michelle made a motion to approve the proposal from Greenman-Pedersen, Inc., LLC to serve as Project Manager for the Basin Street Project. The motion was seconded by Peeker, and passed unanimously.*

5. Review upcoming FY23-24 budget, Town Report, and Town Meeting schedule.

Valerie shared an outline of accomplishments, ongoing work, and future plans/goals, and reviewed the upcoming schedule for development of the FY24 budget and related Town Meeting materials.

6. American Rescue Plan Act (ARPA) funding update.

Valerie had provided a written report, and noted that there was a recent post on FPF that provided some details about the program and process for the community to digest. She noted that the committee continues to review proposals, and will present their work to the Selectboard after Town Meeting.

7. Consider approval of the Listers' Errors and Omissions report.

This item was postponed, due to last minute changes which had been made to the report.

8. Review and approval of the September 26, 2022, October 10, October 24, and November 7 meeting minutes.

This item was postponed.

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

The warrant was for the amount of \$119,626.00

A liquor license for a Vermont Wine and Cider tasting event as well as a tobacco license for Emerald Road were approved for issuance by Sharon.

10. Selectboard roundtable.

Michelle noted that the handicapped parking spot behind Holley Hall was removed by the State, not the Town.

Joel had two road-related issues, which he had passed along to Eric.

Peeker asked about storage of electrical/monitoring infrastructure at the solar farm shed; Ian confirmed that this was planned as part of the project.

Ian reported the appreciation expressed by a resident where the Maple Street sidewalk has been repaired.

11. Town Administrator's report.

Valerie provided a bond vote update, noting that there was a defect in noticing the vote, but that a Board resolution, which will be on the agenda for the next meeting, is a strategy which can validate the vote and prevent the need for rescheduling.

V. Other Business.

1. Correspondence/reports received were reviewed.

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

The meeting entered Executive Session at 8:56 pm, and adjourned upon Executive Session ending, with no further action taken by the Board.

Respectfully submitted,
Carol Chamberlin, Recording Secretary