

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, September 26, 2022**

Selectboard members present: Chair Ian Albinson, Vice-Chair Darla Senecal, Joel Bouvier, Peeker Heffernan, Michelle Perlee.

Members Absent: None.

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Town Treasurer Anthony Delmonaco, Fire Chief Brett LaRose, Board Clerk Sharon Lucia, Police Chief Bruce Nason, Zoning Administrator Kris Perlee.

Others present: James Cossaart, Dayton Crites, (Dubois & King), Dana ??, Kevin Harper, Shawn Kimball (NEAT TV), Dan Mallach (DuBois & King), Jill Marsano (VTUMS), Sally Roth, Jessica Teets, Jim Quaglino, Gerry Slager.

**I. Call to Order. 7:00 pm**

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

Valerie noted a request from Kids Cancer Connection that the Selectboard adopt a proclamation October 23-29, 2022. Child Cancer Awareness Week. There was agreement to add it to Other Business.

Michelle Perlee asked that mining gravel out of river by second bridge be added. There was agreement to add it before Rescue Plan Act 10.A.

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

**II. Public Forum. None.**

**III. Department Head Roundtable.**

Sharon Lucia, Town Clerk – She noted today is her 5-year anniversary. Election preparations are going well. Doing water bills tomorrow and tax bills by the end of the week.

Anthony Delmonaco – He reported he has been working on tax bills and banking issues transition to M&T.

Eric Cota, DPW Foreman – Winter sand is up, starting to get salt. Chris passed his Class A CDL. Brett goes for his exam Wednesday; Colby goes for his first week in October. He is getting prices for the sidewalk in front of the Dentist office. United is coming to check out the grader; it's not shifting properly. Truck 4 is back and up and running. The sidewalk plow is ready to go; so is the sander. Plows and wings will be on in November for all trucks. Bagley is all done with the roadside mowing. Tree trimming for Sargent to

call me to go around and do tree trimming on streets; sidewalk – middle of October to trim before Town comes through.

Brett LaRose, Fire Chief – Apparatus bulletin – new fire pumper HME – challenges they face obtaining product; link is in Correspondence section. Looking at November delivery time (2<sup>nd</sup> delay). 9/17 – training vehicle extrication training – thank GHR Metal & recycling, Packard of VT; County Tire Center; Kevin Harper & business partner to use his empty building lot behind building. 112 calls so far this year. Naylor & Breen shared plans with Brett to pass on to staff.

Bruce Nason, Police Chief – Calls for service is steady. Trying to keep on top of speed in the village. Receiving more calls with concerns.

Kris Perlee, Zoning Administrator – Issue with permit for garage from neighbors. Kris let them know why permitted. Tree that needed to come down to meet permit requirements. Deposit was given and they have 30 days to take down.

Jill Marsano – Generator challenge; power upgrade occurred two weeks ago. Appeared to work when first alarm came through that breaker popped. Went back to line power, pump 2 failed again. Switched power to pump 1. Installed VFD & line reactor. Ran for 4 minutes and clicked off and then clicked off again. Power service changing and motor grounded itself out. Last week pulled out the complete motor; Roger is reassembling a pump. Still waiting for new pump that was ordered in spring. Rebuilt one would be back-up. Explained next steps. Hopefully be done by January 2023.

#### **IV. Public Hearing: Adoption of an Ordinance to Regulate Traffic and Vehicular Speeds within the Town of Bristol.**

- Proposal to reduce village street vehicular speed limits to 25 miles per hour (mph).
- Opportunity to consolidate other Bristol vehicular speed limit ordinances into a single document.

##### **Public Hearing. (3<sup>rd</sup>)**

New section in Article 5 – 15 mph. Added, updated and revised road names. Kris – highway numbers are still incorrect. Discussion on roads and speeds. Lewis? \_\_\_\_\_, not well publicized. Haven't seen any concerns in police news. Not sure what's driving this or the logic in this. Joel – years ago – a lot of walkers. Thinks West, East & North stay at 30. Village wide drop to 25 mph. Tanya Lawyer - where does village end and Town begin. Certified traffic speed for anything less than 30 or more than 50. Has this been done? Cost in changing out speed signs. How many tickets have been issued on

these streets to change to 25..... Fred Schoeder Notch Rd (35) – talked about lowering; will impact everyone in a negative way. Discussion. Pg 3 – minor correct Briggs Hill Rd, Bullet #4 – Joel doesn't understand. 5.1 – 15 mph; Airport Dr has sign. Take off Lawrence & Lower Meadow be 25 mph. Jay Dr to Burpee 35 mph. Randy Fairbrother – don't turn this into Middlebury.

Put in notice in newspaper for another hearing. Make sure all roads are on the list. Get Mike Winslow back and discuss data. Check in with Pedestrian/Bicycle Group and see where report is. Push it out.

## **V. Regular Business.**

### **1. Munsill Avenue Sidewalk Scoping Study Alternatives: Dan Mallach, DuBois & King and Dayton Crites, Dubois & King.**

Thanked a number of people in town who have provided information for this scoping study. Started with Town Plan revision in 2020. Ran through slides. May have stormwater issues. Group visit back in March put up door hangers, in May put up new door hangers with survey starting, another survey for this phase (running for next month). Eric question – put in culvert needs permission – do you need permission to put in sidewalk. Four alternatives – (1) No-Build Alternative; (2) West Sidewalk, curbed along the road 9 (Six trees along curbs would need to be removed, shifting hydrant; 5' wide min width; move four utility poles too; (\$465,000 planning level cost estimate) (3) East Sidewalk, curbed along the road, remove trees and prune hedges or cedar trees; move 3 dry wells that would need to be relocated or new ones; need to build short retaining wall, no on-street parking, move 2 utility poles, (\$430,000 planning level cost estimate); (4) East Sidewalk, buffered and uncurbed, shift fence & remove 3 trees; move or replant hedge, move 6 utility poles. Remove cedars and add fence with shrubs. (\$270,000 planning level cost estimate). Talked about Thad's on Munsill Ave. Discussed truck traffic and stormwater ponding. Talked about Corner Munsill Ave & Pleasant St. Joel asked if we could widen west turn off Munsill Ave. Advisory Lanes – paint only. Experimental (only work on low traffic roads). (\$18,500 planning level cost estimate). Federal highway has recognized advisory lanes but no more towns can request experimental. Difficult to use federal funds until Feds take off moratorium. Waiting to hear more info. Costs a couple of years old.

### **2. Consider authorizing the Treasurer's Office to switch bank accounts from M&T Bank to the National Bank of Middlebury.**

Michelle Perlee made a motion to switch bank accounts. Peeker Heffernan seconded. So voted. Joel Bouvier abstained.

3. Consider authorizing a tax anticipation line of credit for up to \$1,200,000 through the National Bank of Middlebury.

Chris Lapierre, NBM – cash flow certificate. Balance out Due to from 2022.  
Peeker Heffernan made motion to authorize tax anticipation loan. Michelle Perlee seconded. So voted. Joel Bouvier abstained.

4. Consider acceptance of the representation letter from Monaghan Safar Ducham, PLLC, as bond counsel for the Pine Street water line replacement bond proposal.

Michelle Perlee made motion to authorize Valerie Capels to sign letter. Joel Bouvier seconded. So voted.

5. *Tentative:* Consider approval of a necessity resolution for the purpose of a bond vote for the Pine Street water line replacement.

Revenue bond vote. Design plans at State. Construction Permit in process. \$940k doesn't include stormwater. Who pays for water line (water residents) and who pays for stormwater (town residents).

Joel Bouvier made motion to approve the proposed bond vote for a water line for necessity resolution. Peeker Heffernan seconded. So voted.

6. *Tentative:* Consider approval of the warning for special Town Meeting for the purpose of a bond vote for the Pine Street water line replacement.

Michelle Perlee made motion to approve the warning. Peeker Heffernan seconded. So voted.

7. Update on Basin Street stormwater and behind Howden Hall stormwater issues and consider authorization to proceed with repairs with funds from the Capital Road Fund.

Clog on slope in stormwater path on Basin St. Howden Hall – culverts changed down West St a couple of years ago; discharge is eroding bank. Cut a gulley and needs to be stoned. Water flows significantly. Stone would be 5-6' deep and would slow the water down significantly. Needs to be done sooner or later. Access from Community Bank parking lot.

Basin St discharge is plugged. Pipe from Bristol Financial comes across road and into another catch basin and the pipe is plugged or crushed so water is running down street and into a resident's yard and basement. Has quote from Masterson's and 802 Excavation. Will bid and has time to fit in this season. Each contractor is doing Per day estimate – machine & operator for excavator for \$2,000 for 3 days; if we need any trucks its \$100/hr (?); Masterson's same thing -

\$3,500 a day includes the excavator, labor, trucking, job trailer and other equipment; \$500 move-in fee.

Joel Bouvier made motion to go with 802 Excavation with some guidance from DPW foreman on Basin St. Michelle Perlee seconded. So voted. Peeker Heffernan abstained.

Eric Cota will reach out to same contractors to see if they want to bid on Howden Hall repair.

8. Consider authorization to proceed with Park Place sidewalk sections replacement at Park Place Dental with funds from the Sidewalk Reserve Fund.

Replacing 5 panel (25') and they will do additional 1 panel on their nickle for sidewalk to road.

Stone wall is sitting on sidewalk. Pour concrete right to stonewall (raise it up) or start from where they cut at stonewall. Lose 4". Raise back 2".

Masterson's (\$4280) and Matt Atkins (\$4500). Both said they could do it. Needs to be done before snow flies. By November 1. Make sure extra panel is charged separately.

Joel Bouvier made motion to approve up to \$4500 and work to start by November 1, 2022. Peeker Heffernan seconded. So voted.

9. Continued review and potential approval of proposed consolidated Driveway Access and Work in Right-of-Way permit application and fee adjustments for each.

\$100 fee for each Permit.

Darla Senecal made motion to approve Driveway Access and ROW permit application. Michelle Perlee seconded. So voted.

10. Consider approval of the Errors and Omissions report from the Listers.

Joel Bouvier made motion to accept the Errors and Omissions report. Peeker Heffernan seconded. So voted.

10A. Michelle Perlee - Mining gravel out of river by second bridge. Move to October 10, 2022.

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

Committee reviewing submissions from public. Next meeting early October.

12. Review and approval of the August 22, and September 14, 2022, meeting minutes.

Michelle Perlee made motion to approve August 22 with changes. Peeker Heffernan seconded. So voted.

13. Authorize accounts payable warrant and any liquor licenses. \$60,256.76. Three special event permits – Hogback Mountain Brewing and Lincoln Peak Vineyard for October 1, 2022 Murder Mystery event at Holley Hall. 802Cocktails, LLC special event for Fitzgerald wedding on October 1, 2022 at 1794 South 116. Approved.

14. Selectboard roundtable.

Darla – none.

Michelle – none.

Peeker – none.

Ian – none.

Joel – new v-plow for Kubota. October 10 meeting will be late. October 24 meeting will not be in attendance.

15. Town Administrator's report.

Update with Michael Purpaw of Design Team – October 10 to talk about potential scope for police station plan or concept behind Fire Station. Kevin Harper is agreeable to allow us to use the stormwater facilities at his business park. Jamie Simpson was lead eningeer and he has his own office now.

Airport Drive complete by end of this month DuBois & King. Don't have final report.

## **VI. Other Business.**

1. Correspondence, reports, correspondence received.

- [Bristol\\_RLF\\_status\\_report\\_thru\\_2022-08-31.pdf](#).
- [Email\\_BFD\\_fire\\_apparatus\\_delay\\_status\\_bulletin\\_2022-09-24.pdf](#).
- [E-mails\\_Mission\\_radio\\_upgrade\\_installation\\_2022-09-19.pdf](#).
- [Letter\\_Raymond\\_closing\\_Occupational\\_Health\\_clinic\\_2022-08-29.pdf](#).

- [E-mail\\_US\\_Treasury\\_downsizing\\_support\\_capacity\\_2022-09-23.pdf](#).
- [Letter\\_VTrans\\_SRTS\\_Spot\\_Improvement\\_Funding\\_Announcement\\_2022-09-22.pdf](#).
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Kids Cancer Connection. Proclamation – has sample. Left concluding statement blank. Draft for next meeting. 10/10.

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

Michelle Perlee made motion at 10:52 pm and invite Eric to stay. Personnel matters per 1 V.S.A. Pecker seconded. So voted.

**Any motions made in Executive Session.**

**VIII. Adjourn.**

**Joel made motion. Pecker seconded.**

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator