

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, October 10, 2022**

Selectboard members present: Chair Ian Albinson, Peeker Heffernan, and Vice-Chair Darla Senecal, Michelle Perlee, Joel Bouvier (late) 8 pm

Members Absent:

Staff present: Town Administrator Valerie Capels; Public Works Foreman Eric Cota; Board Clerk Sharon Lucia; Fire Chief Brett LaRose, Police Chief Bruce Nason; Officer Josh Turner

Others present: Cushman Design Group, Dr. Amy Firestein, Kevin Harper, Shawn Kimball (NEAT TV), Jill Marsano, Michael Perpall, Jim Quaglino,

**I. Call to Order. 7:01 pm**

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

Tax Anticipation Note Resolution – add to Consent Agenda. Item 4.

Driveway Access – should include DPW Foreman’s comments under Consent Agenda.

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

**II. Public Forum.**

Ballots – local need to be requested. Informational meetings for the school merger - 10/18 Bristol at the school & 10/19 at the Vergennes school – Another public informational meeting is on 11/1 at 6 p.m. at Holley Hall.

Bond Vote for the replacement of the Pine Street water line. Will need to request those local ballots if you are not voting in person. Will need to request separately.

**III. Department Head Roundtable.**

Bruce Nason, Police Chief – Remind that we have switch to a new phone tree system due to limited staff. If have emergency dial 911 and not local number as you will go to voicemail system. Most of the time they get the voicemails get to them quickly, but please be patient as they work out some kinks. Somewhat smooth transition.

Sharon Lucia, Town Clerk– Gearing up for elections. Just received the State balance and the Pine Street Bond and will be mailing out to those who requested them. Taxes went out. Had several calls about it, they don’t like them that is normal. Mortgage companies are asking for all sorts of information especially for those that are delinquent. Water bills have gone out and getting revenue for that. Some people have paid their full tax bills already.

Brett LaRose, Fire Chief – Just wanted to say Thank you to those on the fire department who gave up a portion of their Sunday who gave up their time for the coin drop. Very successful day and would like to thank all those who donated and gave to the fire department.

Jill Marsano – expecting rebuilt pump the end of this week and will make plans to install; hydrants winterizing starting 10/15 assuming no severe weather (9 hydrants no bleeders; shut off services at MAUSD, creemee stand); let us know if anyone is operating hydrants let them know what the tag number is (they all have a tag number on them). Once the new pump in the VFD will be scheduled to be installed.

Eric Cota, DPW Foreman – getting trucks ready for winter, Basin Street storm drain work will be finish tomorrow morning; Started ditching Notch Rd for the grant which will be done in December, Mack is down again - air valve will be in tomorrow so will be going in tomorrow. Lincoln Road – is at data collection, base line right now (per Val). Peeker asked where did gravel come from that filled catch basin; is it coming from under road? We are going to have to do something crossing the road, hoping it will wait until we start the Basin Street projects. Based on pictures last year, it is down 4-5 feet. Will know if there appears a bump in the road.

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

1. Approve and adopt a proclamation to declare October 23-October 29 as Childhood Cancer Awareness Week in Bristol, as requested by Kids Cancer Connection, Inc.
2. Approve a resolution to reappoint the Town Administrator to the Addison County Economic Development Corporation Board of Trustees.
3. Approve curb cut application #2022-03DA for the driveway accesses to Firehouse Apartments from Firehouse Drive.
4. Tax Anticipation Note Resolution.

Peeker Heffernan made motion to approve consent agenda items. Michelle Perlee seconded. So voted.

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

1. Continue discussion regarding options for a future location of the Bristol Police Station and steps forward: Michael Perpall, Cushman Design Group. Michael was on design team for Stoney Hill Business Park. He has been involved with several of Kevin Harper's designs including the Firehouse and Stoney Hill Business Park.

Michael came on in 2016 so was not involved in the designs, but has been in charge of the commercial work in the last 3 years. Provided a recap of 2015 work. Early schematic site plans for fire station. PD was 3,000 SF proposal (April 2015 site plan) – one story. Discussion of the PD was using the community spaces and other resources for both the Fire Station and the PD. Viable option to use elevator and connect buildings. If 3000 square feet is the size, we can put in dotted lines a 1500 sq foot addition. Discussion of 1 or 2 story building for the 3000 sq feet – discussion of 2 stories and connecting the building (so either 6000 sq feet or reduce the sq footage). Any objection to adding office space up stairs and do most of administrative stuff on the 2<sup>nd</sup> floor; but obviously will need some space on the first floor. The current Police Department at Bristol Works the size square footage is approximately 2400 SF. Would have to discuss reconfiguration of the driveway and parking area. Permission received from Kevin Harper regarding using their stormwater pond to get rid of stormwater pond at Fire Station if the State will allow the Town to amend their Permit. If two story then keep between 3-4,000 SF total with a reduce foot print. Discussion if there are any disadvantages to connecting the two building. Obtained Brett's input on adding the Police Department to the Fire Department building and using the community spaces and any desires for anything different or additional space that could be done in a Police Department building. Next steps – find out for a proposal with timeline, estimated cost range. Can put together a proposal to explore the building size, site plans, possible floor plans to explore the possible lay out. Civil engineer would be brought in (to deal with the parking, stormwater, etc.) – as soon as floor plan created and we are confident of lay out (2-3 months after Cushman started their work). Have a proposal ready by 10/24 the next Selectboard Meeting.

**2. Consider the proposal to mine gravel from the New Haven River.**

Michelle gave a summary of the idea or thought about taking gravel from the river by the second twin bridge. Talked to Kristen Underwood and she put them in touch with State Flood Mitigation team. They basically said that as long as we comply with Town Plan and or Unified Regs and the need is there then the State doesn't see a problem. Reached out to Amy Sheldon – helped with the Town of Middlebury create their River Mgmt. Plan. She might be willing to assist. The State has offered to come down and look at it so we thought we would take them up on their offer. Peeker discussed how the river has changed. Is it worth mining? Eroding the bank on the North. At some point, the Army Corp will probably be involved. Michelle to reach out to coordinate site visit.

**3. Consider increasing the mileage reimbursement from \$0.45 to match the federal rate, which is now \$0.625 as of July 1, 2022.**

Michelle Perlee made motion to increase the mileage rate to federal rate. Darla Senecal seconded. So voted.

4. Consider establishing fines for those people who do not get a work in the right of way permit.

Michelle Perlee – Notch Rd – A cone in the middle of road with a man standing next to it and nothing else – Tree trimming. Tree trimmer had road closed. Met with Eric and asked him what the ramifications to not getting permit and we have nothing in our policy. So what is the reason for anyone getting one if there is no penalties if they do not get one. VLCT has policy that can be adapted. Enforcement and penalty sections. Who does enforcement? Selectboard can designate enforcement officials. Civil penalties can be issued via ticket. Once a year permit for phone; electric; utility companies. Discussion about fees and how much they pay when you have contractors who come in for a permit for a project. Discussion about push back for that charge. But if requiring the contractors do that, then should allow the contractors to do that as well – apply for a permit each year and pay only \$100. But they would have to notify us of when they will be working in the right of way. Discussion about how far are we taking this, does someone having their carpet cleaned on Main Street and they have to put their high pressured hose across the side walk, does that require a work in the right of way permit. Discussion about having a work in the road right of way permit with the permitting process for new construction or projects that require a zoning permit. Discussion with Jill and Cy about the work in the right of way policies. Biggest concern is communication and safety. Valerie will work up policy.

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

Committee is reviewing over 500 recommendations. Discussion with the group about how do we go deeper on some of them. Matrix is on ARPA Agenda/Minutes adding an item about if there are other funding sources. Will be refining recommendations; question of suggestions regarding if some are not detailed, how do we make them more detailed? Is it the person who submitted it or is it the committee to do that or does it become the Selectboard's responsibility.

6. Accept Bill Elwell's resignation from the Bristol Fire Department.

Peeker Heffernan made motion to accept Bill Elwell's resignation with regret. Joel Bouvier seconded. So voted.

7. Review and approval of the September 14, and September 26, 2022, meeting minutes.

Push to next meeting.

8. Authorize accounts payable warrant and any liquor licenses. \$107,551.08, including in this is a finance charge of over \$500 for the generator (Anthony to contact Brookfield Service and decline to pay finance charge for generator). South Mountain Tavern 3<sup>rd</sup> Liquor License (only do it for 6 months at a time) – we have conditions that are imposed on their on their 1<sup>st</sup> and 3<sup>rd</sup> license.

9. Selectboard roundtable.

Peeker – none.

Michelle – none.

Darla – none.

Joel – none.

Ian – none. Did have a good time at Martins event they sponsored as a thank you to the community. Ran Martins for 24 years. A good business and hope it continues to be a good business.

10. Town Administrator's report.

Nothing to add to the written report.

## **VI. Other Business.**

1. Correspondence, reports, correspondence received.

- [FY2023\\_Bristol\\_Budget\\_Status\\_Report\\_thru\\_2022-09-30.pdf](#).
- [ACRPC\\_Newsletter\\_October2022.pdf](#).
- [E-mail\\_ACEDC\\_Fall\\_2022\\_newsletter.pdf](#).

## **VII. Adjourn.**

**Michelle made motion at 8:45 pm. Darla seconded. So voted.**

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator