

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, April 25, 2022**

Selectboard members present: Chair Ian Albinson, Vice-Chair Darla Senecal, Pecker Heffernan and Joel Bouvier

Members Absent: Michelle Perlee

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

Others present: Shawn Kimball (NEAT TV), Gerry Slager, Ben Skolozdra, Jim Quaglino, Jennifer Urban, Amos Martin, Jill Marsano VTUMS, Elizabeth Blair, Jessica Teets, Paul Boisvert

**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). No changes.

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.**

Bruce Nason. Mental Health calls have increased. ARPA funding consider using it to create a position for a mental health worker or substance abuse person to help with calls for service. Full-time about \$80,000 a year. Counseling Service is writing for a grant. Ian thinks it would be good to put forth to ARPA. Discussion about options such as jointly with Vergennes. Its not just the call but its also the follow-up as well. Mental Health calls have been increased. Make the position report to the Town not the Police Department. Chief is fine with that.

Eric Cota. Rescraping roads. Two trucks down Mack & Freightline. Mack will hopefully be done by end of week. Freightliner – part for DM on backorder. Can't only do 35 mph with so unusable.

Meridith McFarland. Bobby Stoddard worked on playground on green. Repair to posts – few to finish but need supplies. Bobby donated his time and materials. Will see invoice for extra guy around \$1500. Gymnastics is back. BES lets us use space. Custodian is setting up uneven bars. Swim is getting closer. One lead from past is coming back. Hoping to get 5 instructors. July 11 to August 5. Grant from Rise VT for fitness trail.

Sharon Lucia.

Brett LaRose. Had 5 firefighters out due to COVID. Talk about services we provide for services at the Fire Department. Has one resignation and another in another month. One moving to another town but one out of state. Thinking about recruitment and possibilities to gain new members. Not a youthful fire department. Had fire school training over past weekend. Question on landscaping and if will be addressed by contractor. Contractor will be returning in the spring when ground warms up. Ian and Brett will discuss services

Valerie. Anthony on homestretch for Audit. Hope to see draft audit in May.

Valerie, Ian and Anthony are still reviewing systems. Had meeting with Questica and have demo to use and try out software. Valerie - Checking on another software from Limelight.

Jill and Cyrus – couple of rehabs left to finish up on manholes; meeting with Eric and routing traffic around. Structure wastewater field needs work; elbow at end that's rotted the rest is plastic in splitter box and pump out system in middle June. Curb boxes, Values, marking out water lines Lawrence Lane and Spring St, do some listening to find additional water leaks. Keys lists – drinking water and clean water. Hydraulic analysis Step 1 and Design Step 2 – full water treatment facility analysis/study. Be proactive not reactive.

#### **IV. Regular Business.**

1. Town Green Park use application by Crooked Ladle Catering (formerly Bobcat Catering) for weekly food and music offerings Monday nights starting June 13, 2022, 5:00 pm to 9:00 pm.

Jennifer Urban – do same as last year except on Mondays. Craft vendors, food options. Three Squares, Lu Lu Ice Cream and other food trucks.

.....Bruce is fine with it. Ian asked about trash – food vendors put out trash cans and took care of them.

Peeker Heffernan made motion to allow. Darla Senecal seconded. So voted.

2. Recreation Department request for the 2022 Human Powered Parade, proposed for Saturday, May 14, 2022, 10:00 am – 1:00 pm.

Meridith – not crossing North Street this year. The route leaving from Bristol Rec Field crossing Liberty, West Pleasant to Pine to Taylor back to W. Pleasant. Parade at 11:00 am and head to field to play games. There will be food and vendors; between pavilion and hub. Using cell phone for music. The other event is not happening at this time.

Joel made motion to allow HPP on May 14. Peeker Heffernan seconded. So voted.

3. Appointment or reappointment of Town officers.

Ben Skolozdra wants to be on Design Review Commission. Valerie stated the position is good through 2025. Pecker asked if he had been at all meetings and he said yes.

Darla made motion. Pecker second. So voted.

4. Water Commission: Consider quotes from Vermont Pump & Fabrication to replace vs. rebuild the water system high lift pump.

\$200 difference to replace and rebuild. By replacing we would have spare pump. Currently don't have a spare pump. Ian asked what high lift pump is. Jill explained what a high lift pump does. There is money in capital fund. Pecker asked if there have been any advancements. There are soft starters in the pumphouse. Upgrade pumphouse in next three years – need study, design and construction.

Joel made motion to rebuild the pump. Pecker seconded. So voted

5. Consider quote by L&D Safety Marking for striping on Pine and North Streets for pedestrian walkways.

Eric reached out to two other companies, but they didn't return call. L&D does the State of Vermont. It is budgeted for July 1. Would need to purchase stenciling as well. Ian – has the design been finalized? Joel would like to see what is going to be on the ground. Talk to committee and have them present the design. Gerry Slager is on committee – committee can do final design. The bike event is this week. Pine St for pedestrian and North Street bicycle. Annual refresh. Should we look at equipment that could do this. Joel said that Middlebury has a small golf cart.

Street sweeping starting this week or next. Eric talked to Vergennes and he uses pick up broom on his loader. Might want to look at it next year when we purchase loader next year.

Valerie said that Eric locked in the quote.

Darla made motion to approve quote from L&D. Pecker seconded. Valerie said the quote was \$5544. Joel voted no. So voted.

6. Review of final designs and cost estimates for the School Street and Elementary School subsurface stormwater infiltration chamber projects.

Valerie – Paul Boisvert Engineering Ventures prepared detailed reports on the projects. Available on website. Reconfigured 30% designs previously done. Package is ready for bid if the Town decides to go forward.

7. Review and adoption of the Bristol Local Emergency Management Plan.

Will Elwell as alternate contact for Bristol Rescue. Living Well is now a private residence. BES principal might need to be updated.

Peeker made motion approve with minor changes. Joel seconded. So voted.

8. American Rescue Plan Act (ARPA) funding update and Selectboard goals.

Ian – can ARPA funds be used for retention bonus. Put on list. Valerie submitted our financial report that's due April 30.

9. Selectboard calendar and goals for the coming year.

Moved stormwater up to April. Put Bristol PD union contract on list. Stoney Hill project almost complete and will file final report this week. Don Weston will be coming back to finish final work.

Basin St – rec'd grant from AOT. Waiting for Downtown Grant.

10. Review and approval of the August 23, September 13, and December 13, 2021 (approved 1/10/22), and January 10, January 17, January 24, February 7, February 21, February 28, March 14, March 28, and April 11, 2022, meeting minutes.

January 10 minutes were sent out this afternoon.

11. Authorize accounts payable warrant and any liquor licenses. \$70,263.35

12. Selectboard roundtable.

Darla. Nothing

Joel. New house on River Road. Excavated to ditch line. Can we put grass seed on it? Driveway permit on Hardscrabble – house has its own driveway. Unofficially – Pine St. 17 people walked by in an hour. Joel asked them to do an unofficial inventory of condition of sidewalk.

Peeker. Brett – Dave Shaw (Middlebury) – new fire truck and had new up charges. Signed contracts. Eric Forand had conversation with Pat Shaw at company Lakes Regions – be happy to contact and see if we are going to get unforeseen charges. Brett – will ask the question. September 2022 delivery date. Wendal letter – ROW concerns – Heath Road – trail network. Ian said they're not sure – needs more information. Peeker some people are not happy with trails.

Ian – Bristol \$600 for 3 signs – by 802 Print. Reached out to landowners Sylvia Coffin liked new signs and have permission; Tom Lathrop – gave approval to keep it there on their land. Trent and Abby Roleau – haven't connected with yet. State Mike Poulin District Fleet offices – moving the speed sign from welcome sign; official business direction signs – Tony May at State for signs – take pictures and send to Tony.

Peeker – project was approved so we don't need to micro management every penny.

13. Town Administrator's report.

Nothing to add to written report. VTrans Rd Grant – put in application on 4/15 for funding to install guardrails on Upper Notch Road. Grant wasn't funded. Reapply next year maybe for Monkton Road paving. Brett – pressure washing at Lord's Prayer Rock was done today. Thanked Eric and Board.

**V. Other Business.**

1. Correspondence, reports, correspondence received.

- Bristol RLF status report thru 2022-03-31
- Munsill Ave Local Concerns Flyer 2022-04-15
- E-mail ACEDC Spring 2022 Newsletter

Add: Email from EverNorth – if the Town would mind applying for an enhancement for an additional \$50,000 for grant \$585,000. Amendment to previous grant authorization. Doesn't change any of the town's obligations.

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

Darla made motion to invite Bruce. at 9:07 pm Peeker seconded. So voted.

**VII. Adjourn.**

Darla made motion and Michelle seconded. to adjourn the meeting at 9:32 p.m. seconded. So voted.

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator