

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday October 21, 2019**

Selectboard Members present: Chair Joel Bouvier, Peter Coffey, Peeker Heffernan, and Michelle Perlee.

Staff present: Board Clerk Tasha Bouvier, Town Administrator Valerie Capels, Director of Public Works Eric Cota, Director of Recreation Department Meridith McFarland, Chief of Police Bruce Nason, and Director of Hub Taylor Welch.

Others present: Ian Albinson, Audrey Beckwith, Mike Brown, Debbie Brown, Sally Burrell, Naomi Drummond, Kevin Harper, Alan Huizenga, Shawn Kimball (NEATv), Kevin LaRose, and Jim Quaglino.

I. Call to Order.

1. Chair Joel Bouvier called the meeting to order at 7:00 p.m. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There are no additions, removals, or adjustments.

II. Public Forum.

Ian Albinson said Howden Hall looks great. He also praised the Bristol Fire Department for their training day.

Sally Burrell said a few months ago she said she would have more information about the EV charger, but does not have more information to share. There is a charger that they can pay on the app and would cost \$10 per month for the business owner. Joel Bouvier said once she has further information to let Valerie Capels know and she can put it on the agenda for discussion.

Naomi Drummond reported the service has increased for ACTR. She also reported that ACTR Director Jim Moulton received the Annual Countrywide Recognition as the World Transportation Director of the year.

III. Appointments.

1. Meridith McFarland and Taylor Welch: Recreation Department updates, Holley Hall roof leak repair. Meridith explained that a hole in the roof was causing water damage in the corner. A temporary repair was done on the roof by Rooster Construction. She reached out to several businesses and he was the only one that could do the work on such short notice. Rooster Construction will come back in the spring to do the final repairs.

Programs have been great. Gymnastics Beginners groups are full and Taekwondo class has doubled in size. The Recreation Department is working with MAUHS to bring back the hockey rink. MAUHS will do the snow maintenance. The Recreation Department is looking at partnering with Bristol Youth Sports.

Taylor reported they are bringing back the Community Advisory Board. A few ideas they are pursuing include a greenhouse and a recording studio. They received the RiseVT grant, so they are purchasing skateboards, food, etc. The PREP grant has been renewed for another year.

Asked about the status of the skate park renovations, Meridith said some work has been done here and there, but not the costly work that needs to be done, which would be more than \$150,000. Meridith said the plan for the Halloween event would start planning in June next year. There was not enough time to gather volunteer interest to help.

2. Audrey Beckwith: Town Green park use application Farmers Market 2020. Sally Burrell and Audrey Beckwith described their idea to have it on a Friday afternoon to evenings with vendors not just from farms, but also crafters and maybe some music. The consensus from the Selectboard is continue. Peter Coffey moved to approve the concept of Friday night "Farmer's Market" and get the final details for times, and final approval from Meridith McFarland. Peeker Heffernan seconded. So voted.

3. Mike Brown: Sodbusters Horseshoe Club Regional Tournament in Bristol 2020. Mike and Deb Brown explained that Bristol was selected to host the Northeastern Horseshoe Pitching Regional Tournament will be on Friday through Sunday from September 4-6, 2020 and maybe Monday. It could bring 250 +/- people to town. It would be an opportunity for local businesses and lodging. No approval is needed, just an FYI.

4. Eric Cota: grader purchase update; other updates. Eric reported that the West and East Street digging is due to start at the end of the month. All parts have been delivered and we just need to have Dig Safe come to do the final touches. The grader will be delivered to Viking in the next two weeks and still on track to receive by the end of October. The wing somehow got omitted from the original costs. There was a bit confusion on who was paying for it, but it was included in the amount authorized by the Selectboard. There was a little bit of washing on the Upper Notch during last week's rain storm. Part of the road washed out on Harvey Road. Eric had Peeker Heffernan come help to secure it, so it would be passable. He has not been able to get costs together on some of the damages from last week's rain storm. He received the repaired truck back. The motor did not need to be replaced, it is running good, and has more power. Peeker Heffernan said on Hardscrabble road there is a section missing that isn't marked for Dig Safe.

IV. Consent Agenda.

Peter Coffey moved to approve Consent Agenda. Michelle Perlee seconded. So voted.

1. Approve warning for special Town Meeting election.

RECOMMENDATION: Approval; signatures.

2. New street name request for 93 North Street PRD: Cottage Park.

RECOMMENDATION: Approval.

3. Renewal of NeoPost postal machine 63-month lease.

RECOMMENDATION: Approval; authorize the Town Clerk to sign the agreement.

4. Bristol Hub grant summary request: Shaw Industries Community Grant Program for \$5,000 to build a greenhouse.

RECOMMENDATION: Approval.

5. Bristol Hub grant summary request: Home Depot for \$5,500 for additional greenhouse supplies.

RECOMMENDATION: Approval.

6. Bristol Hub grant summary request: Ben & Jerry's Foundation Community Action Team for \$2,000 to construct a recording studio at the Hub.

RECOMMENDATION: Approval.

V. Regular Business.

1. Stoney Hill properties project updates; overview and discussion of Firehouse Drive infrastructure plans. Alan Huizenga and Kevin Harper joined the conversation. Valerie Capels noted that the information the Selectboard had in their packets is a concept of the business park project and the approved site plan for the housing project. The \$500,000 Northern Borders Regional Commission – Economic Development Administration grant is to the Town to build the infrastructure into the Stoney Hill business park. Engineering for design and construction oversight will need to be put out to bid. A legal instrument will need to be developed to give the Town the authority and rights to construct and own the road. The engineering and legal expenses are included in the grant. A 50% match is required; the other half and any other amounts would come from Stoney Hill Properties, LLC.

Alan Huizenga of Green Mountain Engineering presented an overview of the sidewalk designed along Firehouse Drive. Though designed in conjunction with the Stoney Hill housing project, it is intended to be separate. The on-street parking is not part of the housing development's required parking. There was discussion about the need for pedestrian public access to the Fire Department, as more members of the community are using the facility for events and accessing nearby trails. Kevin LaRose asked that the sidewalk be put in soon and crosswalks be included across Firehouse Drive and for West Street. Valerie Capels noted that this work was intended to be coordinated with construction of either the housing or the business park projects. Peeker Heffernan said that the sidewalk was not put in was the fault of the Town of Bristol. Ian Albinson asked what time frame was the Selectboard thinking for the sidewalk. The Selectboard was not sure when since now it is in the hands of the Stoney Hill Properties, LLC. Valerie said we have not received the grant agreement yet from the NRBC, which might include a timeline for completion.

2. Consider Green Mountain Engineering proposal for Basin Street preliminary engineering report update. Alan Huizenga explained that a study was done in 2008 by Green Mountain Engineering and GeoDesign. Some conditions are likely to have changed over those eleven years. The study would need to be updated. The \$8,750 proposal includes \$3,500 for GeoDesign. Valerie reported there is funding through the Vermont Transportation Alternatives Program for up to \$300,000 with a 20% match. If it is available next year, this would be a high-scoring project. Michelle Perlee moved to enter into an agreement to update the Basin Street study with funds from the Capital Roads Fund and authorize Valerie Capels to sign the agreement for up to \$8,750. Peter Coffey seconded. So voted.

3. Consider Green Mountain Engineering proposal to develop Preliminary Engineering Report (PER) for Village water line replacements and authorization to apply for DWSRF

planning loan funds. Alan Huizenga explained the new Vermont DWSRF program that provides funding for replacement of water lines with lead components at 100% subsidy for eligible expenses. The fund is about \$2 million for the entire state of Vermont in 2019. There are approximately 24,000 linear feet of cast iron piping with lead-packed joints in Bristol village. A Preliminary Engineering Report must be completed before requesting these funds. The report would rank each street. Replacement of the water line and repaving Pine Street was identified as priority. The report would also address stormwater issues in the area, which could then be applied toward other funding sources for stormwater management combined with water line replacement projects. Paving outside of the water line area would not be covered. The DWSRF planning loan is 0% interest for 5 years. It could then be wrapped into the DWSRF construction loan or after the 5 years it would be 2%. According to the 2014 report, it would cost roughly \$6 million to replace all the old water system. Michelle Perlee moved to approve moving forward with a planning loan application to the DWSRF program with a draft engineering agreement and accepting the Green Mountain Engineering proposal. Peeker Heffernan seconded. So voted.

4. Emergency management planning updates: October 23 and 24 statewide Category 4 exercise, August 2019 tabletop exercise review, updated Bristol Local Emergency Management Plan. Valerie Capels reported that Bristol will be one of about 20 municipalities participating in this statewide exercise. She, Mark Bouvier, Jen Myers, Sharon Lucia, and Peter Coffey will be participating and open the Emergency Operation Center all day Wednesday and Thursday morning.

In August there was a 3-hour table top emergency management exercise facilitated by Max Kennedy from VEM that included representatives from Public Works, Police, Fire, Clerk/Treasurer, Recreation, and Bristol Rescue. Peter Coffey also participated. It was very useful and we would like to try do it every year. It also identified a number of areas in Bristol's Local Emergency Management Plan that needed to be corrected. The updated LEMP will be used to guide the Cat 4 exercise.

5. Budget, capital budget, and updated meeting schedule. Valerie Capels distributed an updated Selectboard meeting schedule and outline of completed and upcoming activities. It is intended to be used as a guide to help the Selectboard and the public see what is coming up and help set goals and priorities. Next meeting is November 4, 2019 which will follow the end of Daylight Saving Time. Ian Albinson requested that the meeting time remain at 7:00pm. Following discussion, there was consensus of the Board to change the meeting start time to 6 p.m.

6. Approval of October 7, 2019 meeting minutes. Peeker Heffernan moved to approve October 7, 2019 with no corrections. Michelle Perlee seconded. So voted.

7. Authorize accounts payable warrant, Peoples United Bank line of credit warrant, and any liquor licenses. Accounts payable warrant: \$217,580.57. Grader warrant is \$175,544.00. Peoples United Bank line of credit warrant from USDA loan for West Street Project \$839,229.15.

8. Selectboard concerns.

Michelle Perlee said the light in front of Hatch 31 still is not working. Valerie Capels will follow up.

Joel Bouvier said the State picked up the shingles on Route 116 . The Solid Waste District could handle that with an investigation and Bruce Nason said they were contacted. He suggested that part of the A. Johnson fund could be used toward management of the Ash Borer trees . Joel reported that he spoke with Jen Myers about the homeowner who had a leak and that it should have been a Board/Water Commission decision. Joel shared an idea about giving the big users a service to read meters every month for an additional fee so they would see the overage sooner rather than after three months. Ian Albinson said he has a device from Flume that wraps around the meter and it gives you the information on how much water is being used on an app.

9. Town Administrator's report.

Valerie Capels reported that she and Jill Marsano visited grease trap owners last week. Some people are on top of maintaining them and there were productive conversations. There was agreement to not require quarterly submission of maintenance records, but to keep them on the premises for occasional inspection.

Kristen Underwood was recognized with an award by the Vermont Land Trust for her commitment to conservation. Valerie Capels said kudos to her and all the volunteers that contribute to their time and talents to the community.

Valerie said she visited by someone today that wants to relocate the sewer line behind a property on the southern side of Main Street and asked if they need approval from the Town of Bristol. There does not appear to be an application process or guidelines other than meeting applicable codes to the satisfaction of the Superintendent. Selectboard members suggested she follow up with Alan Huizenga.

VI. Other Business.

1. Correspondence, reports, correspondence received. None.

VII. Adjourn.

At 9:22 p.m. Michelle Perlee moved to adjourn. Peeker Heffernan seconded. So voted.

Respectfully submitted,

Tasha Bouvier
Board Clerk

Valerie Capels
Town Administrator