

BRISTOL CORE

BOARD MEETING

Wednesday, August 15, 2018, 9:00 AM
Holley Hall

Meeting Minutes

Prepared by Kelly Hamshaw

- I. Attendees:** Ian Albinson, Aiden Lenihan, Katie Raycroft-Meyer, Valerie Capels, Meredith McFarland
- II. Approval of minutes from last meeting July 18th:** Kelly took meeting minutes during the July meeting. Valerie observes that minutes are missing from a few earlier meetings.
- III. New items**
 - A. None.
- IV. Open items**
 - A. Board Members – Discussion of recruiting new board members to help coordinate across town bodies. Liaison positions will have fairly minimal responsibilities. Currently, we'd have representation from Recreation Department, Planning Commission, and Energy Committee. Valerie serves in the ex officio capacity to represent Town Government.
 - B. Invitations to Katie Raycroft-Meyer to join the Board as a liaison from the Bristol Planning Commission – Katie is happy to. Planning Commission will be updating the town plan going forward over next two years. Potential for designating alternates from the Planning Commission if Katie wasn't available. This is an attempt to breakdown silos or at least "build bridges" between the silos.
 - C. Local Community Initiatives – Kelly wasn't able to join us at this meeting. Waiting on results from the last class and we're considering what can happen this year. We've been learning from previous classes as events didn't seem to work well with timeline constraints and last year's projects were too complex/too many questions. This year could focus on a potential windshield survey. Bristol CORE normally meets with students during the visit in mid-September. Ian will follow up with Kelly before the next meeting.
 - D. Sidewalk Beautification Expansion – Valerie learned that we didn't receive the Bike/Pedestrian grant. The overall project is the repair of the lamp posts, deteriorated brick, curbing from the Downtown Transportation Fund. There remains about \$136,000 in funds from other sources beyond the initial grant to complete the project. The project needs to happen in 2019. Katie suggested phasing the project. Ian believes that it was initially planned to replace the whole lamppost but perhaps it's possible to repair/replace pieces. Valerie is working on the scope of work, which will include an assessment of current infrastructure. Ian will talk with Carol about the past project and will do some research on the lampposts. Aiden raises the point that we need to discuss the snow removal plan for this infrastructure improvement as well as the plantings. Valerie suggests that Eric Cota from Public Works joins the CORE meeting in October to discuss.

E. Intersection Plantings — Katie has suggested to reduce the size of the four plantings at the intersection by increasing the stamped concrete. Using different combinations of plantings so the plants can take care of themselves that can be easily maintained and are resistant to the stressors of the intersection areas. 1 Main St and Holley Hall are the largest beds. Another issue is the planting next to the handicapped space. Ian will look into getting the drawings for the plantings for exact measurements. All of the beds will need replanting. Katie suggests starting with a ground cover base to inhibit the weed growth.

F. Certified Local Government (CLG) Program – Valerie explains some background of the CLG Program. Requires commitment to form the CLG – historic preservation commission that in Bristol’s case may dovetail with the existing design review commission which currently meets as needed on a per project-basis. Needs to meet 4 times a year at a minimum for CLG requirements. Devin from ACCD has sent background materials to move the conversation forward following the Historic Preservation and Downtown Conference. CLG-certification gives priorities to participating communities for funds that are typically more difficult to fund. Potential projects could include: wayfinding signage, historic preservation projects, planning studies. Devin will present at the September Selectboard meeting and Ian will reach out to Ron LaRose prior to the CLD presentation.

G. Building Community Grants – Kelly and Ian had offered assistance to Farmhouse Chocolates to help with buildout of the business on Main St. through the Building Communities grant program. They have currently decided not to move forward with the grant. John is currently working on renovating with 22 Main St that could offer production and retail space. Other prospective tenants interested in both 11 and 22 Main St. 20 Main St. is being evaluated and Ian currently has the key as the owner lives out of state. Aiden believes that it’s a roofing and plumbing issue as well as a serious mold issue. Actively pursuing opportunities for an outdoor gear shop. Valerie asks what type of data might be available for prospective owners. Meredith highlighted the strengths of the location (trails, races, bicycle tour groups, Sugarbush/Mad River Glen, Bristol Pond, New Haven River). Meredith will prepare an outline of discussion points. Katie shares that New Haven may be applying for a municipal planning grant to work on a tri-town bike path. A letter of support would be nice from Bristol to show support for project would be helpful.

H. Downtown Speed Reduction and Pedestrian Safety Project – Ian is spearheading a proposal between Bristol CORE and Bristol Police Dept. to increase pedestrian safety and traffic calming measures through downtown including establishing a no-jake brake sign and increasing new crosswalks. Lt. Nason has been collecting speed data on North St. so that is already in motion. Designated downtowns have the ability to set a 25 mph with a speed study. Valerie is going to reach out to Montpelier about their crosswalk technology. Installing 25 mph signs on downtown would be a fallback plan in case the state denies the request. The board discussed installing an island at the Champlain Farms and redesigning the sidewalk in that area as well as in front of the Post Office and Community National Bank. Bristol Public Works will be working on drainage issue this fall before the re-paving issue is fixed in 2019. Valerie suggests inviting Eric to speak about this issue in 2019.

I. Bristol Bucks – not discussed.

J. Harvest Festival Update – Vendors have completely sold out for the festival and there are some overgrown areas that don't allow for 10x10 tents. Valerie will put Meredith in touch with Tree Warden. Rob is looking for demonstrations – cider pressing, milk a cow, sheep shearing, etc.

V. Next Meeting – September 19, 2018

VI. Adjourn.