

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, January 24, 2022**

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

Members Absent: none

Staff present: Town Administrator Valerie Capels, Public Works Foreman Eric Cota, Treasurer Anthony Delmonaco, Fire Chief Brett LaRose, Board Clerk Sharon Lucia, Rec Director Meredith McFarland, Police Chief Bruce Nason, Zoning Administrator Kris Perlee, Police Officer Josh Turner, Hub Director Taylor Welch.

Others present: Elizabeth Blair, Diane Cushman, Alison DaBica, Mike Dash, Shawn Kimball (NEAT TV), Porter Knight, Jenn Mayhew, Jim Quaglino, Sally Roth, Ben Skolozdra, Jessica Teets, Helen ? Matt ?

I. Call to Order. Chair Pecker Heffernan called the meeting to order at 7:00 p.m.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There is one addition, and no removals, or adjustments.
2. Overview of Zoom meeting operation and procedures, rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum. Jimmy Q – question about the petition re: marijuana sales and wants to make sure that all signatures are verified. Sharon has done that and can put it on the ballot. Secretary of State she would have to check with them to see if we can put it on the ballot. Michelle indicated that if they get 5% of the voters to sign, then it gets on the ballot.

III. Department Head Roundtable.

Treasurer Anthony Delmonaco – finishing up the Audit and providing additional materials they have requested for that audit. With the audit have seen some things that the Town can approve on so has been working on that. Meeting with department heads on budgets and getting more communications between the departments. Get new module up and running for fixed assets.

Rec Director Meredith – talked about Budget swimming expense line 41 –inputted a \$10,000 that would include 4 instructors and a swim lead and would include any new equipment would need for the swim program. Reaching out to Bobby Stoddard re: playground and park– estimate for repair work would be around a couple thousand dollars; will do fund raising first and reach out to the original playground project group . Summer camp dates are now in place with registration starting on 2/1/22. Bobby would need funding for materials and labor for one person but his labor would be included. Ian believes it's a reasonable price. Meredith wants the work done by April.

Hub Director Taylor – food line increase in budget for the HUB. Email with the information and explanation and checking in to see if there were any other questions or if the email was sufficient.

Bruce – Investigating a burglary on 1/21 at 3 am at Walgreens; two people attempted to enter the pharmacy but were not successful. If anyone was out and about at that time and saw anything they would like to hear from you. If saw a Jeep Liberty vehicle would be interested in knowing what you saw.

Sharon – Candidate petitions were due today. As soon as warning is finalized ballot needs to be done to be sent to be prepared and can get mailed out; warning needs to be posted on Sunday; will be done on Friday. Ian is working on the Town Report and good thing we have a drop box because computer got switch around and the folder with the Town Report is lost. Land Records are still behind but working on it as well as dog license and overweight permits. Only mailing ballots to the people who request.

IV. Regular Business.

1. Interviews and potential appointment of candidates to a newly formed ARPA Funding Advisory Committee.

- [Bristol Conservation Committee, Energy Committee, and Planning Commission reps:](#) Helen Young (BCC), John McCormick (EC), *pending*(PC).

- [Fred Baser](#), Mountain Street. Not on Zoom.

- [Elizabeth Blair](#), Maple Street. Goes by Betsy. Background is varied. Professional background is a construction worker and had own company licensed in three states. Served on water/sewer commission. Have had the incident command training, training with disaster relief and public health issues. Recognize that this is not really a whole lot of money and is important to use for a completable project and not think of it in terms of seed money for a bigger project. Served 3 years on a Human Rights and chaired two committees; person who put on a habitat for humanity affiliate; done a lot of volunteer work.

- [Diane Cushman](#), Mountain View Street. Grew up in Bristol, retired visiting nurse 30 years and worked in Bristol. Particularly interested in mental health and public health issues and how they can support the town; not coming in with any agenda. Town Health Officer.

- [Alison DiBaca](#), West Pleasant Street. Interested in helping move the community forward in an investment. Once in a lifetime opportunity. Background is in education and educational leadership, former 5th and 6th grade teacher. Devoted raising her son, and continued taking courses, active member of school community. No agenda but priority is the children and education.

- [Mike Dash](#), Fred Johnson Road. Has lived in Bristol 8 years just outside village. The opportunity that these funds present with eye towards the long game. Use the funds to leverage future success to the town with regard to health, economic, education; professor at Middlebury College Biology; background would give a heavy analytical background

and determine how to best leverage these funds. Rare opportunity to dedicate some funds to projects we would not normally be able to pursue.

- **Porter Knight**, Garfield Street. Would be most interested in is in the engagement of community, programs that promote equity, leverage these funds and don't just spend them. Background is business consultant; professional organizer and teach workplace productivity and office organizing. Helping make sense of complex system or large volumes of information and help people see a path forward.

- **Jennifer Mayhew**, Stetson Road. Citizen of Bristol and non-families living here in Bristol. Executive Director at Turning Point Center Recovery Center (applying for fund through Turning Point). Background in Public Health would be a huge asset to this committee ; work last 7 years in Vermont health care; have a Master's in public health from UVM which would be helpful on this committee.

- **Kris Perlee**, Elm Street. Zoning Admin for Bristol, Monkton and Starksboro. Opportunity for our community to do some great things. Able to utilize the funds to improve the entire town and look for projects that include as many residents as possible not small special interest projects that only helps a few out. Planning Commission 10 years; hired for zoning for Bristol and other communities, on the school board; lives in Bristol Village. Was hoping to see more community members from outside the Village which would help.

- **Sally Jenks Roth**, Crescent Street. Lived here 7 years; moved here because daughter and grandchildren live here; Granddaughter was a single mother that needed some help and support. Saw the posts and wanted to be helpful in any way. Has many interests; mostly interested in climate and environmental; infrastructure in the town; improve access to childcare to possibly help single parents who might want to start business in town.

- **Jessica Teets**, East Street. Professor at Middlebury College of Political Science, citizens participation in development projects. Interested in process of engagement with people then the committee to come with ideas and get more perspectives from a diverse community. A way to invest in what the future will be. Something that is set aside and not part of the budget, invest in what the future will be, can be something we invest in our future and say where do we want to be in 5 or 10 years. What sort of services or businesses do we want to have? What kind of town do we want to have. Will discuss in Executive Session and Valerie will get back to them.

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

Received updated information from the U.S. Treasury which VLCT is still trying to digest and provide some guidance. Valerie did attend a web training which discussed about community involvement and revenue replacement and those restrictions have been greatly reduced. Not a lot of practical information. Jericho had a community engagement via a web survey on their town page. Hinesburg is using some college students to help digest information and get the community involvement and using the ARPA funds to pay for that.

Jen Mayhew advised that you could use the community health needs assessment – comprehensive assessment and what that determined needs in our community.

3. Review of draft Capital Improvement Plan and allocations to capital reserve funds.

- [Highway_Capital_Equipment_Plan_FY2023-FY2029_DRAFT_2022-01-22.pdf](#). A lot of capital information is still taking shape. Some of documents posted have been revised and some information is not available or needs to be double checked. Beginning balances of the funds are still being sorted out. The Board can look at actual purchases and timing, but do not have accurate balances yet.

Purpose of the plan is to look ahead and determine if we are on track with the plans and the funds placed in the plans or whether we need to revise the amount of the allocations needs to be revised.

Discussion about the payments to pay-off the DPW truck and how the capital equipment fund balance might need a boost. Discussion about the negative balances and figuring out what the correct balances should be. Discussion about changing the appropriation to \$150,000 v. \$135,000. Discussion regarding payment of the truck and the trade-in. Discussion about the numbers and whether to raise the appropriation or applying some of the undesignated fund balance. Discussion about replacement of the loader and the excavator. Have Val work on this and get the numbers correct so that we can discuss on Thursday to approve for the ballot and town report.

Discussion of Capital Roads – Discussion of the projects and some are going to be in house, some will be grant funded with a small amount of match. Discussion of Lower Hardscrabble rebuild – that will buy us some time so that can change. Val will have to discuss this with Eric.

Capital Paving – Discussion about increasing the appropriations. Increase it by \$10,000 to the current allocation. Discussion of \$25,000 undesignated fund balance. If have enough in the undesignated fund balance – paving, equipment and building fund.

Capital Sidewalk – Discussion of the plan and where we are at. Bids for East Street and Park Place that came in and we declined. That will go out again this spring for the same work. Park Place replacement – small section in front of the dental office. Val is hoping that the Bicycle/Pedestrian committee to take a look at and re-evaluate the sidewalk plan by sections and prioritize the list and come up with a new replacement plan. Pecker stated that he is hoping we can put the ARPA funds towards this and discussion about doing the entire street and not just sections. Discussion of increasing the sidewalk appropriation to \$40,000. Discussion regarding new sidewalks and replacement of sidewalks and having bigger projects to make it worth it for people to bid on the projects.

Undesignated Fund Balance – we appear to have a surplus of over \$150,000, reducing it by the 5% emergency fund of \$141,000 is not included in this \$150,000 figure. Would have to set over another \$4,000 to put into that emergency fund.

Capital Building Fund – Discussion regarding the expenses we have taken out of the Capital Building for the Library and Holley Hall. Discussion about the balance and why

there is more in there than we thought. Discussed the monies for Rooster Construction for repairs on the Roof and library. Need to beef up capital building maintenance and schedule roof maintenance (operating or capital expense?). Other building maintenance – should be a budgeted item and not a capital expense. Discussed additional repairs and stuff that need to be done on the library. Painting of the library does not encompass the work that needs to be done, more than just painting. There are repairs that need to be done, need to also look at Holley Hall roof to do those repairs as well. Buildings will only need more repairs as time moves on and we have not been maintaining them as we should. Did we come up with a budget figure for the roof maintenance, especially if we are going to do the west side – Meredith to ask Rooster for that number. Add an additional \$10,000 to the capital building for roof maintenance on Holley Hall. Discussion of the balcony on Holley Hall and repairs. Discussion of Ted's list of what needs to be done on the library and we need to create a list of repairs and maintenance that needs to be done. We can adjust the balance once we get the list of what the needs are. Discussion of adding another \$30,000 to the fund from the undesignated fund balance. Adding another \$30,000 to the sidewalk fund from the undesignated fund balance.

Reappraisal fund – discussion about adding additional funds to this account as we are going to have to do a reappraisal sooner than we expected. That is going to cost \$200,000 and adding the \$5,000 each year is not going to get us to that point. We are only 1 year out from another reappraisal. Discuss with Mark and Listers about what they think and when they think a reappraisal will be needed. All of this will be dependent on the real estate market. Discussion about other funds and values; tech fund and how much is in there.

Peverell Peak Fund – can that be used for the front porch repairs. Some was used for the sound system.

Records Restoration Fund – pretty healthy account, are now required to pay \$1.00 per page to the restoration fund.

Discussion about asking to put \$20,000 in the Reappraisal Fund. According to Craig it will cost a couple hundred thousand to do a reappraisal. Discussion about changing the annual contribution from 5K to 10K. Used to do them every 5-7 years and now we are doing them every 2-3 years. Need to have a plan in place to do a reappraisal, you don't have to do that. When the CLA is at 80%, then we are required to do a reappraisal. We will not meet a couple hundred thousand even putting in \$20,000. Discussion of the availability of the Revolving Loan Fund and not wanting to borrow money, but to be able to plan for the expenses. Currently at 87% CLA, but if real estate keeps selling for the prices it is, then we will not stay at 87%. Discussion about putting in \$15,000, but think it needs to be higher to keep up with the cost.

Discussion of any debts that are close to being due that we could pay off with the undesignated fund balance. No loans coming up soon that we could pay off.

Capital Paving – we added \$25,000 to that.

Reappraisal – we are adding \$20,000 to that.

Discussion about reducing taxes with the last \$45k of the undesignated fund balance. Board decided not to do that because then we will require us to raise the following year by 2x that amount.

Split the 45K between the Town Equipment and Fire Capital Vehicle Fund as they are both going to need these funds. \$22,500 goes in each fund as the undesignated fund balance.

Took a short break so Val could enter numbers into the spreadsheet. Back online and discussed the capital appropriations to make sure they are accurate to what we discussed. With our current changes, we are at a 2.4% increase in the taxes. This can change based on the grand list as well, which will change because our Grand List will change. Discussion of the changes to the sidewalk and adding the \$5k to it from the undesignated fund balance and using the ARPA funds. Concerns about whether or not the ARPA committee decides to not fund money towards the sidewalks. Decided to leave it as is.

- [Police_Vehicle_Replacement_Plan_FY2022-FY2027_DRAFT_2022-01-22.pdf](#).
- Fire Dept. Vehicle Replacement Plan - Looks okay but playing catch-up because of the pumper tanker. So continually dealing with messing with the numbers and time frames on trading and replacing in the vehicles. Discussion about the equipment and replacement plan and what is next on the list.
- Fire Dept. Equipment Replacement Plan – This is in the negative now because there was a discrepancy in the beginning balance. Discussion of whether we need to increase the annual allocation. Brett joined the discussion and advised he is still playing catch-up with the Vehicle Equipment and are trying to get that back healthy to be able to purchase without bonding. Trying to get the Equipment plan on track because having to pump up the tanker and now trying to get it so we can replace the vehicles at 20 years rather than 30 years or longer. Change the amount of the allocation in 2024 to be \$30,000 which will help with the increase in costs. Discussion about equipment fund also being for equipment that needs to be put on fire trucks comes out of the equipment replacement fund and not the vehicle fund.
- Water Department Capital Equipment Fund – this has been posted but not yet finalized.

2022-2023
PROPOSED
135,000
40,000
25,000
100,000
7,000
30,000
40,000
15,000
135,000
10,000
537,000

4. Review and adoption of the proposed FY2023 budget, including potential use of some of the undesignated fund balance.

- [Bristol_General_Fund_Budget_FY2023_DRAFT_2022-01-22.pdf](#).
- [Bristol_General_Fund_Budget_FY2023_DRAFT_2022-01-21_undesignated_fund_balance_est.pdf](#).
- [Bristol_Police_Dept_Budget_FY2023_DRAFT_2022-01-22.pdf](#).
- [Hub_food_budget_increase_explanation_2022-01-21.pdf](#).
- [Addison_County_tax_FY2023_2022-01-20.pdf](#).

5. Finalize and approve the Town Meeting and Police District annual meeting warnings.

Police District Warning – Change in police warning – Change in the budget had to do with the Grant for the fourth police officer. Ian asked why we had 2 informational meetings last year and were on 2 consecutive Mondays, this year we are having them a week in between. Sharon advised that both meetings have to be within 10 days of the Voting. Need to change from the 2/14/22 (from the 2/7/22) and 2/21 (from the 2/28). Discussion about making our Selectboard Meeting to 2/7 and then we would have information on 2/21 (this will be Police Information Meeting, Board and Town Informational Meeting) and 2/28 (will be just the Police Informational Meeting and the Town informational meeting). 7th and 21st will be regular selectboard meetings and the 21 and 28 will also be the informational meetings.

Town Meeting Warning – Article 3 re: penalty for delinquent taxes – leave it at 4%; Article 4 leave as it is; Articles re: undesignated fund balance numbers the Selectboard discussed –

Sidewalk Fund \$30,000, Capital Building Fund \$30,000; Capital Paving Fund \$25,000, Capital Fire Apparatus Fund \$22,500; Capital Highway Equipment Fund \$22,500; Reappraisal \$20,000.

Change the numbers for the appropriation numbers that the Board discussed.

Order of the appropriations – it has always been in alphabetical order, discussion about putting the Bristol appropriations first and then the general appropriations are listed. Discussion about the Town of Lincoln students going to Mt. Abe and paying tuition or if the town taxpayers would be paying. Believe Lincoln or the school district they are in, then the Town or the District Lincoln is in, will be paying tuition to the town.

Discussion about the order and Lawrence Memorial Library – those that require signatures are listed first. So any appropriation requests that require a signature would come first and those that do not require signatures are listed next. Discussion of lumping the appropriations together – we lumped all of Bristol organizations in one batch and then the rest of them were lumped together. Discussion regarding those that were missed last year, and Ian added, so was added to this year's ballot. Discussion of Tri Valley Transit and the wording of the Article.

Discussion of the Lawrence Memorial Library budget and whether they would ever lose their funding. Why is it an appropriation and not a budget? We own the building and maintain the building. They have their own Board, and they create their own budget. Discussion of moving it and the importance of having it as a separate budget within the General Fund rather than an appropriation. Leave as it is and can figure out if it could or should be handled anything different.

There was agreement to hold a special meeting on Thursday, January 27, 6:00pm, to finalize the budget and warnings.

6. Consider request to purchase NEMRC Fixed Assets Module using the Technology Reserve Fund.

Anthony explained that this module will be to manage all the Town's fixed assets into one module rather than try to maintain several spreadsheets and multiple departments. Met with fixed asset auditor and she recommended this to manage our fixed assets. She will help set them up and asked for references of people who use it, Washington School District (who has 17 school systems they use this for and manages all of their fixed assets). We will hook it to our General Ledger. The reporting will then be a same as our current reporting. \$1,079 cost and in the fund is roughly \$5,000. One-time payment, similar to the cash receipts module. Joel Bouvier made motion to approve purchase of the fixed assets module; motion seconded by Darla. So voted.

7. Consider writing a letter to the Bristol legislative delegation to express opposition to the redistricting proposal.

The BCA wrote a letter saying they did not want the redistricting that we did not like. They are working on the new map and the Town of Bristol is staying together and we still have 2 delegates. Joel wants to reassure that Selectboard agrees with BCA and oppose the original

proposed map. Recent letter that Sharon received that has time frames for testimony and a new map. If map is the original, then Sharon can send a letter in support of our BCA.

8. Review and approval of the August 23, September 13, December 20, 2021, and the January 3 and January 10, and January 17, 2022 meeting minutes.

There are no minutes to approve tonight. Discussion about getting drafts up onto the website and Sharon has no minutes to upload.

9. Authorize accounts payable warrant and any liquor licenses. \$267,510.23 – big bill is for Don Weston and Stoney Hill; updated warrant sent out tonight; 2 liquor license Snaps and Tandem. Received one Special Event Permit from the Bobcat for event on 2/4/2022 at Holley Hall from 6-9 re: Presentation Slide Show Seth Beck/Treehead. Have the slide show and serve alcohol. Treehead is a maple and hot pepper infused bitters. Bobcat is selling it and think it is someone working at the Bobcat. Ian says it is very good.

10. Selectboard Roundtable.

Ian Albinson. Digger article testing water for COVID – wondered if Bristol should consider it. Know that our water district serves very few and will probably talk himself out of it. Testing Sewer (not water), serve so few people in the district, wondering if that is beneficial to us). We only have 30 customers. Municipal sewers, we would not capture enough of a sample, and this would be customers from all over the place.

Joel Bouvier. Will we have Sidewalks bid out ready to send out on March. Have we heard from Alan H. on Pine St water? Discussed with Alan today with an update on Pine Street application. Valerie summarized Alan's email re: status of the Pine Street – advised may need to look into more funding; State said they would not by-pass us if the voting does not happen before January 1. Alan can meet on 1/31 meeting to discuss and will check with the Bond bank to discuss other options. Would need to be a town-wide vote or district vote. Discussion of whether Town or District – Peeker says District because it is within the district and is not outside the District. Val says Town Line for the water line replacement, like the ones for West Street. The whole town has to vote on it in case the district folds, the Town has to be on the hook. Val is still working on the loan application – no deadline, no rush – all State Agencies are behind on all applications. Would have to have a special town meeting and voting – we have 3 voting opportunities that we could include this in – August, November and March. Get Alan on the next meeting to discuss the Pine Street water line.

Peeker Heffernan. Spoke with Sylvia Coffin – she sent Peeker a letter with the agreement with the Outlook Club which was done in 1995 sign and the agreement was for only 3 years. Sylvia is very happy to keep the sign there but wants it upgraded. Ian and his father will design and make new signs. If we are going to change the sign a lot, we should run it by her before any changes are made. Trying to keep framing and at the top and would change the image. Thinks will just use text. Any design, he will work on and bring to board for approval. Change painted sign – will be text.

Michelle Perlee. Asked Peeker if he has talked to Paul Jackman.

Darla Senecal. none

11. Town Administrator's report.

Nothing new to add to the report that wasn't already discussed.

V. Other Business.

1. Correspondence, reports, correspondence received.

Acknowledged the letter regarding changes to the Stampede, with regret. Darla expressed her thanks to the Stampede and all who worked on it all these years.

VI. Executive Session.

Michelle made a motion to discuss personnel matters per 1 VSA §313. Joel seconded. So voted. The Selectboard met in executive session from 10:06pm to 10:25pm. Upon returning to open session, Ian made a motion to appoint the following candidates to the ARPA Funding Advisory Committee: Elizabeth Blair, Diane Cushman, Alison DaBica, Mike Dash, Porter Knight, Kris Perlee, Helen Young (BCC), John McCormick (EC), and Rob Rooker (PC). Darla seconded. So voted.

VII. Adjourn.

VIII.

Joel made motion to adjourn the meeting at 10:30 p.m. Michelle seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Michelle Perlee
Selectboard Member

Valerie Capels
Town Administrator