

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, December 05, 2022**

Selectboard members present: Chair Ian Albinson, Peeker Heffernan, Joel Bouvier, and Michelle Perlee, Darla Senecal

Members Absent:

Staff present: Board Clerk Sharon Lucia; Town Administrator Valerie Capels; Police Chief Bruce Nason; Recreation Director Meridith McFarland, Treasurer Anthony Delmonaco

Others present: Jim Quaglino, Shawn Kimball (NEAT TV), Alicia Standridge; Ed Mayer; Judy Mayer; Jon Swepston, Jon Skogstrom and Amy Skogstrom-Jones

I. Call to Order. 7:00 pm

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

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

II. Public Forum.

III. Department Head Roundtable.

Sharon Lucia, Town Clerk– land records, elections

Bruce Nason, Police Chief – 314 incidents; 2 criminal arrests; 47 warnings and citations.

Anthony Delmonaco – tidying up end of year items; fixed assets for FY2022 is done; delinquent taxes. Michelle asked if Peter given end date? No. Revolving Loan Fund – who hasn't paid; need to reach out to those behind. Joel asked about appropriations being paid. We always pay after first tax installment.

Meridith McFarland – Great turn out for memory tree (from Weston's) and Burlington Elementary School singers; candy cane hunt is on Friday 12/9; Walgreens gave us over 300 candy canes (full size); planning community swim during winter break if possible. Hub has up to 30 kids going to it. Rentals for Holley Hall are increasing; and pottery studio is doing great.

IV. Dog Ordinance Violations Hearing: Vicious dog, at large, and other Dog Ordinance violations; dog owned by Dan Shepard.

First complaint from Mayer was in May. Shepard's dog went after Mayer's sister. Second complaint recent and Mayer's dog was attacked. What are the Selectboard thoughts? Discussion about some sort of fencing or keeping the dog hitched or the Town will take the dog. The dog needs to be registered with the Town. The Ordinance is clear about having control of the dog and the dog's been loose twice since the incident. Mayer screamed for someone to come out and get the dog. It is a very large dog (King Cono). Mayer's dog was bit, but it didn't break the skin and the Vet said it would heal. Selectboard felt time is of the essence. The dog needs to be tethered by end of weekend. The dog needs to be registered by the end of week. If it's not registered and complied with order, then the dog would need to be surrendered. Valerie will prepare letter and Bristol Police Department will hand deliver. The police department can't take dog while on his own property without a warrant. If Mr. Shepard keeps control of the dog then we can't do anything until dog leaves the property.

Peeker Heffernan made a motion to send a letter to Dan Shepard to be delivered by Bristol Police Department to contain and register the dog by end of week with stipulation that dog will be removed if he doesn't make the effort. Michelle Perlee seconded. So voted.

V. Regular Business.

1. Consider resolution to confirm the November 8 Pine Street water line replacement bond vote results.

Oversight in bond vote in that the bond notice was not posted in a newspaper for three weeks in a row but was only posted one week. Bond attorney found that a resolution can be used to certify bond vote results.

Michelle Perlee made motion accept the Resolution to validate the bond vote for the Pine Street water line. Peeker Heffernan seconded. So voted.

2. Grant authorization request: 2023 Growing Urban Forests in the Face of Emerald Ash Borer/Caring for Canopies Grant: Bristol Ad Hoc Tree Committee/Town Administrator.

Applying for Caring for Canopies Grant which is a 50/50% match. Maybe asking for interest money from A Johnson endowment in a CD. Jon Swepston said that this grant is just for new trees. Joel Bouvier asked if we can use Eric's tree fund. Peeker replied no as its for trimming trees.

Michelle Perlee made motion to apply for Caring for Canopies grant application.
Darla Senecal seconded. So voted

3. Park Use application: Lumen, for Saturday, December 17, 2022, 4:00 pm – 9:00 pm.

Alicia Standridge and Meridith McFarland added that the event will include a food truck (Soulful Sisters on Park Street) which wasn't on the original request. Bristol CORE endeavor with the fire pits and the food on the Park. There will be fire extinguishers and responsible parties. Lantern making will be at the Library. There will be no walk down the street like last year. Battery operated not candles in Lanterns.

Peeker Heffernan made motion to approve the Lumen event. Michelle Perlee seconded. So voted.

4. Preliminary review of FY2022 (FY2021) audit (revised).

Discussion – does the Selectboard want to meet with auditors? Michelle Perlee would like to go through the Report with the auditors. Ian Albinson would as well. Invite them in for maybe ½-1 hour presentation – maybe on the 19th. Undesignated Funds are on Statement C (pg 16) under unassigned balance fund (\$348,186). Auditors are concerned whether the Town can operate for at least a minimum of three months? Joel Bouvier feels the 19th is too soon. Anthony Delmonico will ask Peter Ryan about what we should be talking about with the Auditors. The biggest change to Audit is the \$29,000 not budgeted for the landfill. What is the best use of the auditors time and our time at a Selectboard meeting? Peeker Heffernan wants a page of where we have overspent lines.

5. Consider ad and job description for a Selectboard minutes-taker/Board Clerk for advertisement.

Peeker Heffernan moved to accept the ad and job description for a Selectboard minute taker. Michelle Perlee seconded. So voted.

6. Consider updates to the policies and application requirement for the Bristol Revolving Loan Fund.

The Revolving Loan Fund documents are out of date. Michelle Perlee and Fred Baser did first round of comments. Sharon Lucia and Anthony Delmonaco to review. Share word versions so Selectboard can make suggestions.

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

Focused on Tier 1 and Tier 2 requests based on number of votes mentioned by public. Social Services position – how would it be done. Grant writing position – whatever allocated – position might not get filled – what happens to that ARPA funds – move it to something it. No dollar figures attached. Improve childcare but not sure how to assign dollar figures.

8. Review and approval of the July 11, September 26, and October 10, November 28, 2022, meeting minutes.

November 28, 2022 meeting minutes – needs a motion. Michelle Perlee made motion to accept November 28, 2022 minutes with changes. Peeker Heffernan seconded. So voted.

9. Authorize accounts payable warrant and any liquor licenses. \$213,473.65.

10. Selectboard roundtable.

Michelle – none.

Peeker – none.

Ian – thanked Alicia Standridge for Chocolate Walk.

Joel – Senator Hardy – water line improvements; passed 50% funding thing. New business on Main Street.

Darla – trees.

11. Town Administrator's report.

VI. Other Business.

1. Correspondence, reports, correspondence received.

- [Bristol_RLF_status_report_thru_2022-10-31.pdf](#).
- [Assessment_2022_LawenceLibraryBristol_2022-Nov23_Final.pdf](#).

- [Note_of_thanks_to_Nason_from_Edora_Frazer_2022-11-18.pdf](#).
- [Notes_Beckwith_thanks_to_SB_and_VC_2022-12-01.pdf](#).
- [E-mail_Ball_and_Willowell_ARPA_funds_Wren's_Nest_2022-11-30.pdf](#).
- [E-mail_and_National_Opioid_Settlement_Allocation_Notice-Vermont_Janssen_PY1_2022-12-01.pdf](#).

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

Michelle Perlee made motion to go into Executive Session per 1 V.S.A. §313(a)(3) to discuss possible litigation. Pecker Heffernan seconded. So voted at 9:15 pm.

VIII. Adjourn.

made motion at . seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk

Valerie Capels
Town Administrator