

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, April 22, 2024**

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**Members Present:** Joel Bouvier (Chair), Peeker Heffernan, Michelle Perlee (Vice-Chair), Jessica Teets

**Members Absent:** Ian Albinson

**Staff Present:** Valerie Capels (Town Administrator), Eric Cota (Public Works), Sharon Lucia (Town Clerk), Meridith McFarland (Recreation Director), Bruce Nason (Police Chief)

**Others Present:** Jim Quaglino, Karen Swanson, Noelle xxx, Steve xxx

**I. Call to Order.** Joel Bouvier called the meeting to order at 7:01 pm.

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

Review of Revolving Loan Fund information was postponed, an Executive Session for personnel was added, and consideration of authorization for the Town Administrator to execute documents necessary for the Hewitt property closing was added.

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

**II. Public Forum.**

Dale xxx requested that the Board reconsider his request to use plastic instead of copper line for the 200 feet of water line replacement work his property needs. Peeker explained that the rules may change to allow additional uses of plastic line, but that discussion of the matter will not begin until a May 13 meeting, and it is not known when new rules will actually be in place. He also noted that a meter pit at the road would allow for placement of plastic line between the pit and the house. Jill Marsano will be consulted regarding this, and will respond to Mr. xxx's request as well.

**III. Department Head Roundtable.**

Bruce Nason (Police Chief):

- The new officer is settling in and is mostly set for equipment
- Business as usual

Eric Cota (Public Works):

- Clean up from December wind storm continues

Meridith McFarland (Recreation Director):

- Many kids involved in various sports
- Summer camps sold out
- Recently completed a wilderness first aid course

Sharon Lucia (Town Clerk):

- Tax day just passed – more delinquencies than usual
- School budget vote failed again, not sure when next vote will be held

**IV. Consent Agenda.**

- Approve Curb Cut/Driveway Access Permit #2024-01DA for 34 Orchard Terrace Park (James Amblo) per Public Works Forman's recommended conditions.

- Approve Gran Fondo request for use of Bristol roads for annual bicycle event Saturday, June 29, 2024, beginning 6:00am from the Bristol Recreation Field.
- Approve road name request for two new private roads off of Harvey Road: Whitetail Lane and Ruffed Grouse Lane.
- Approve use of Park Place for use of Bristol Youth Sports car wash fundraiser on Sunday, May 5, 2024, 3:00pm – 5:00pm.
- Accept the resignation of Firefighter Randy Disorda.

**MOTION:** Peeker made a motion to approve the Consent Agenda. The motion was seconded by Jessica. There was a brief discussion of the items included. **VOTE:** All in favor.

## **V. Regular Business**

### **1. Consider proposal to replace the bandstand with an alternative design: Rec Director Meridith McFarland**

Meridith and Steve xxx presented conceptual drawings, explaining that the goal of the proposed changes is to make the bandstand accessible to everyone through placing a new structure on a concrete slab one step up from the ground, with a landing for a small ramp. The intent is to replicate the look of the current bandstand, but with bench backs to mimic the railings, as the railings impede access by those carrying instruments in preparation for concerts. The proposed footprint is slightly larger.

Several of those present offered comments on the proposed changes, including some reservations regarding lowering the structure from its current height. Board members noted that this presentation is the beginning of a process which should include opportunity for public input. It was agreed that Meridith will create a survey to gather public opinion, more detailed conceptual drawings will be prepared, and that all necessary zoning review will need to take place if the project moves forward.

### **2. Continued consideration of grinding and paving quotes from Pike Industries, Inc., schedule for Pine Street and Lincoln Road projects, and funding sources.**

An updated quote from Pike Industries was available, and Valerie presented the quote information as well as information regarding amounts available in the Capital Paving and Capital Roads Funds. The full amount of the VTrans paving grant may not be needed, as the Lincoln Road paving quote came in under \$250K, although some shoulder work may be included in the project which would increase the associated costs. It was discussed that the Lincoln Road Riverbank Restoration work needs to coordinate with the paving. Eric also noted that the Pine Street drainage work needs to coordinate with the paving, and that he is working to develop more definitive cost outlines for the drainage work. He did indicate that the amount in the Capital Funds should be enough to cover all the work being discussed. Valerie pointed out that there are still ARPA funds available if their use becomes necessary.

**MOTION:** Peeker made a motion to accept the bid from Pike Industries for the Lincoln Road and Pine Street paving work. The motion was seconded by Jessica. All voted in favor.

### **3. Consider authorization for the Public Works Department to shift to four 10-hour days starting the**

**first week of May.**

Eric explained that one employee does not wish to follow this schedule, and will use annual leave time for the hours not worked, as he did last summer.

**MOTION:** Jessica made a motion to authorize the Public Works Department to work a four 10-hour day schedule beginning the first week of May. The motion was seconded by Peeker. All voted in favor.

**4. Review and approval of the 2024 Local Emergency Management Plan.**

Valerie had circulated an updated version of the document, incorporating feedback received. One change is to designate the Fire Station rather than the Police Station as the alternate emergency operation center; Bruce and Board members agreed with this change. Contact information had also been updated in the current draft.

Valerie explained that she and Meridith are continuing to work on related information regarding shelters.

**MOTION:** Michelle made a motion to approve the 2024 Local Emergency Management Plan and authorize the Chair to sign. The motion was seconded by Peeker. All voted in favor.

Clean up of the wind damaged trees in the cemetery was discussed, it was agreed that Eric will have John xxx assess what trees should be removed, and then Brett xxx will be contacted to do any further cleanup work.

**5. Continued review of updated and revised Revolving Loan Fund policies, guidelines, and application materials.**

This item was postponed.

**6. Continued appointment and/or reappointment of Town officers or representatives.**

Valerie had provided some updates regarding people interested in continuing to serve on committees.

**MOTION:** Peeker made a motion to appoint Brad Cameron to the Bicycle Pedestrian Advisory Committee and Jen Myers to the Revolving Loan Fund Committee. The motion was seconded by Jessica. All voted in favor.

**7. Review and approval of the February 12, February 26, April 1, and April 8, 2024 meeting minutes.**

Approval of minutes was postponed until the next Board meeting.

**8. Authorize accounts payable warrant and any liquor or tobacco licenses.**

The warrant was for the amount of \$ 113,044.91

Xxxx Mountain's second class liquor license was up for renewal.

Saint Ambrose Church will be serving wine at a spaghetti dinner and have applied for a liquor license; associated server training is taking place.

**MOTION:** Peeker made a motion to approve the liquor licenses as outlined. The motion was seconded by Jessica. All voted in favor.

**8A. Authorization for Town Administrator to finalize Hewitt Road property purchase.**

Valerie explained that the final closing costs are not yet known, but that she will be present at the closing to sign related paperwork and cut a check for the amount to be determined.

**MOTION:** Peeker made a motion to authorize the Town Administrator to sign the documents associated with the closing of the purchase of the Hewitt Road property, and to provide a check for the associated costs. The motion was seconded by Jessica. All voted in favor.

Jessica raised the possibility of working with neighboring town(s) to build a shared facility; others expressed concerns regarding the practicality of such an arrangement, as well as associated legal implications.

**9. Selectboard roundtable.**

Joel asked and Valerie confirmed that it is still planned to complete the Airport Drive sidewalk work.

**10. Town Administrator's report.**

Valerie had nothing to add to her written report.

**V. Other Business.**

**1. Correspondence/reports received** were reviewed.

Valerie highlighted that auditor fees will be increasing; there was some discussion regarding what recommendations must be followed and what are suggestions based upon the auditors' preferences. Valerie also highlighted that a grant will be submitted for a scoping study for the west side sidewalk under the Bike/Ped grant program.

**VI. Executive Session**

**MOTION:** Michelle made a motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3). The motion was seconded by Peeker. All voted in favor.

The meeting entered Executive Session at 8:58 pm and returned to open session at **xxx** pm.

**VII. Adjourn.**

The meeting adjourned at **xxx** pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary