

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, November 4, 2024**

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

Staff Present: Valerie Capels (Town Administrator); Meridith McFarland (Recreation Director); Kris Perlee (Assistant Treasurer and Town Clerk);

Others Present: Phoebe Barush, Josh Behounek, Cecil Foster (Libanus Lodge), Clove Haviva, Jill Marsano (VTUMS), NEAT, Jim Quaglino, Steve Palmer (VTM), Sarah Stillman

I. Call to Order. Joel Bouvier called the meeting to order at 6:32 pm.

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

Valerie noted that there were no minutes, warrants, or licenses to be approved.

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

II. Public Forum.

Nobody requested time to address the Board.

III. Department Head Roundtable.

Kris Perlee (Assistant Clerk, Treasurer):

- Election Day tomorrow
- Team has met with NEMRC and making headway, and a list of accounts to be closed out will be available at an upcoming Board meeting
- Some residents are using direct debit for tax bills and other payments
- Water bills have gone out – some questions have arisen, but no negative feedback so far

Meridith McFarland (Recreation Director):

- Aiden is a fantastic addition to the team; much has been accomplished
- Holiday events all posted to web site and social media
- Youth sports basketball gearing up, registration underway

Jill Marsano (VTUMS):

- Water tap on North Street went well
- Required under SLI rules to send notification to all who have galvanized line, Jill will coordinate with Sharon to get letters out
- Explained that replacement of galvanized line is required 'if and when there is a financial capability,' and noted that currently no grants cover homeowner site work, but this might be possible in the future

IV. Regular Business

1. Consider adoption of ARPA allocation resolution; update and guidance on final allocations:

Assistant Treasurer Kris Perlee.

Valerie and Kris provided a draft Resolution for review; Krist noted that the language had been vetted by VLCT. There was agreement among those present that the total amount of funds received was less than

the amount of \$1,148,473.80 stated in the document; this will be clarified. Kris outlined the funds allocated by the Town, and explained that the amount of \$565,392.92 included in the Resolution is to be used for payroll expenses for the latter half of 2024. He further explained the logistics of future handling of funds, potential allocations to Reserve funds, and other details, noting that the auditors will review the matter and the document in the next two weeks.

MOTION: Michelle made a motion to approve the Resolution, pending auditor review and approval. The motion was seconded by Ian, and passed unanimously.

2. Continued consideration of funding requests: Peace Garden renovation; Farmers' Market support; additional funds for Libanus Lodge elevator.

Cecil explained the unexpected complications that had arisen during construction, necessitating the construction of new walls and related electrical adjustments. He indicated that the cost is anticipated to be approximately \$7500 for this additional work.

MOTION: Ian made a motion to approve the Libanus Lodge request for funds, in the amount of \$10K. The motion was seconded by Peeker, and passed unanimously.

3. Special Town Meeting public information meeting re: proposed amendments to the Unified Development Regulations (UDR) and bond vote for the Bristol West Waterline Replacement Project.

Joel opened the informational meeting, and provided a summary of the Water Project and bond and noted that this is the second meeting regarding the UDRs. Valerie provided some financial information regarding the savings expected as a result of the water line work being completed. There was some clarification of the changes made by the Selectboard and Planning Commission following the last public meeting on the UDRs. Clove Haviva had some questions regarding accessory structure setbacks and heights, and an explanation was provided.

2. Continued consideration of funding requests: Peace Garden renovation; Farmers' Market support; additional funds for Libanus Lodge elevator. (Continued)

Phoebe Barush outlined the donations that have been provided for the project, for which the current cost estimate is \$20K. Currently the group has raised approximately \$5K, and is looking into pursuing some grant possibilities.

MOTION: Michelle made a motion to approve an expenditure of \$10K to support the Peace Garden renovation work. The motion was seconded by Peeker, and passed unanimously.

Ian explained that the water line extension for the park fountain, which may also serve the Peace Garden, will likely tie into a future project, and advised that the current plans for renovation not be complicated by attempting to include a water supply.

Sarah Stillman provided a report on the successful Farmers' Market events of the summer, and Valerie reminded the Board of their previous allocation which was intended to be spread over two years. Ian

reiterated that the intent of the funding is to provide some start-up money, after which it is anticipated that the Market will become self-supporting.

MOTION: Ian made a motion to approve expenditures for supporting the Farmers' Market, in the amounts of \$10K for 2025 and \$10K for 2026. The motion was seconded by Michelle, and passed unanimously.

4. Consider request by Brendan Coyle to name a driveway access off of Sunwood Lane to as "Sweetness Lane."

Valerie provided some background information regarding the property location and access, noting that the access rights which are being contested constitutes a civil matter; the only item for the Board's consideration is the name for the new road. She explained that the E-911 address can include a new road name, even with fewer than three houses on the road, if there is potential for further development; the other option is to address the house as being approached by a long driveway off of Sunwood Lane.

There was a discussion regarding where the deeded ROW exists for access to the subject property, including input from several attendees regarding historical use of roadways in the vicinity. It was not clear whether access should be from Sunwood Lane or instead from either Hazel Drive or Bristol Pond Road.

Board members expressed that AZ (PZA) does not have enough information to be able to determine what the E-911 address for the parcel should be, and therefore no new road name was considered for approval.

Jessica was unable to attend the entire meeting, and left during this discussion.

5. Consider acceptance of quote(s) from Boro Hill Nursery for tree planting: Josh Behounek.

Josh provided an outline of the trees which are intended to be purchased and planted, using proceeds from a \$50K grant which was awarded for both tree planting and maintenance. The list presented included thirty trees, and Josh explained that the list may be adjusted slightly due to availability when the tree order is placed. He confirmed that a warrantee is included in the price, based upon the trees being watered sufficiently after planting.

MOTION: Ian made a motion to accept the proposal for tree planting, and authorize the expenditure of \$15K for this purpose. The motion was seconded by Michelle and passed unanimously.

6. Accept resignation of Firefighter Eric McDonnell.

MOTION: Michelle made a motion to accept, with regrets, the resignation of Firefighter Eric McDonnell. The motion was seconded by Ian, and passed unanimously.

7. Review of meeting minutes.

No minutes were available for review.

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

No warrants were presented for approval.

No liquor or tobacco licenses were reviewed.

9. Selectboard roundtable.

Ian explained that he has been working on establishing details of the planned Emergency Management position, as those responsibilities have been removed from the TA position. He has been consulting with VLCT, and is recommending a stipend position, for which he is putting together a job description, and will send out related information to Board members.

Michelle offered a reminder that signage is needed regarding the prohibition of overnight parking/camping in the Town parks. Valerie indicated that she will follow up with Meridith and Eric.

Joel raised the issue of water system projects and related expenses and budget information. Valerie explained some past logistics, such as for Pine Street, and there was some further discussion of various projects, expenses, and payments.

10. Town Administrator's report.

Valerie reported that Eric had noted that this is the final week of the Road Crew's summer schedule, that Lincoln Road shoulder work will be taking place, and that the signage for the fishing platform is on order, as the rails will be coming down for the winter.

V. Other Business.

1. Correspondence/reports received were reviewed.

VI. Executive Session re personnel matters per 1 V.S.A. §313(a)(3).

MOTION: A motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3) passed unanimously.

The meeting entered Executive Session at 8:31 pm and returned to open session at **xxx** pm.

VII. Adjourn.

The meeting adjourned at **xxx** pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary