

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

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**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 Barash, Josh Behounek, Chris Blanchard, David Cobb, Brendan Coyle, Cecil Foster (Libanus Lodge), Colby Gile, Clove Haviva, Ken Johson (A. Johnson Company), Jill Marsano (VTUMS), NEAT, Jim Quaglino, Steve Palmer (VTM), Courtney Radford (CORE), William Sayre (A. Johnson Company), Sarah Stillman (Farmers Market Manager)

**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.**

Assistant Clerk, Treasurer: Kris reported that Election Day is tomorrow. The team has met with NEMRC and is making headway. A list of accounts to be closed out will be available at an upcoming Board meeting. Some residents are already using direct debit for tax bills and other payments. Water bills have gone out. Some questions have arisen, but no negative feedback so far to the water rates memo.

Recreation Director: Meridith reported that 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 is gearing up and registration underway.

Water Operator: Jill reported that the water tap on North Street went well. We are required under Service Line Inventory (SLI) rules to send notification to all who have galvanized line. She will coordinate with Sharon to get letters out. Jill explained that replacement of galvanized lines 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. Kris noted the language had been vetted by the Vermont League of Cities and Towns (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 FY2024 payroll expenses. He 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. Once the resolution is passed, the ARPA funds become part of the Town's unassigned fund balance.

**MOTION:** Michelle made a motion to approve the Resolution, pending auditor review and approval of final details. The motion was seconded by Ian and passed 4-1 with Joel voting against.

Though certain details remain to be verified, there was consensus that the date of the resolution would be November 4, 2024 to reflect the Selectboard's intent.

**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 \$7,500 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, 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 in the Unified Development Regulations 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 Barash 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 Town Green 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. 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 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 to consider a 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 a long driveway off of Sunwood Lane.

David Cobb and Chris Blanchard spoke against the proposed road name, stating that Mr. Coyle does not have a legal access across their properties. Brendan Coyle cited surveys and other documents showing a deeded right-of-way over the subject properties. There was a discussion regarding where the deeded right-of-way (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 (Planning and Zoning Administrator/E-911 Coordinator) and the Board do 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 30 trees that are intended to be purchased and planted, using proceeds from a \$50K grant awarded for both tree planting and maintenance. Josh explained that the list and quantity may be adjusted slightly due to availability when the tree order is placed. He confirmed that a warranty 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 up to \$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 Director (EMD) position, as those responsibilities have been removed from the Town Administrator 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 logistics of past projects, such as for Pine Street, and there was further discussion of various water projects, expenses, and payments.

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

In Eric's absence, Valerie reported that he noted 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 soon 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:** Michelle made a motion to enter Executive Session for the purpose of discussing personnel matters per 1 V.S.A. §313(a)(3). Ian seconded the motion, which passed unanimously.

The Selectboard met in executive session from 8:30pm to 8:55pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

The meeting adjourned at 8:55pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator