

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, January 23, 2023**

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

Members Absent: None

Staff Present: Valerie Capels (Town Administrator), Anthony Delmonaco (Town Treasurer), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), Bruce Nason (Police Chief)

Others Present: Jim Quaglino

I. Call to Order. Ian Albinson called the meeting to order at 6:04 pm.

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

Some additional items were included in the meeting's agenda.

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

II. Public Forum.

Nobody offered comments during the Public Forum portion of the meeting.

III. Department Head Roundtable.

Sharon, Anthony, Bruce, Brett, and Jill provided updates on their Departments' recent activities.

IV. Regular Business

1. Sign Grand List PVR Form 4155 for Listers.

MOTION: *Joel made a motion to approve and sign the Grand List PVR form. The motion was seconded by Michelle, and passed unanimously.*

It was noted that the Grand List had increased 1.6% over last year.

1A. Accept Alyth Hescocock's proposal for Assessment Services.

Valerie noted that references had all been positive.

MOTION: *Michelle made a motion to accept Alyth Hescocock's proposal for providing assessment services for the Town. The motion was seconded by Peeker, and passed unanimously.*

1B. Adoption of Grant Resolution for Firehouse Apartments.

Adoption of the Resolution included a request that the Board designate a person responsible for grant administration, and name the TA as an authorizing official in order to execute the Agreement and related documents.

MOTION: *Joel made a motion to adopt the Vermont Community Development Program (VCDP) Community Development Block Grant (CDBG), and to designate the Town Administrator as the person responsible for administering the Grant, providing the Town Administrator with the authority to execute the Agreement and related documents. The motion was seconded by Darla, and passed unanimously.*

1C. Acceptance of Grant Agreement for Firehouse Apartments.

Valerie expressed no concerns regarding the language of the Agreement.

MOTION: *Michelle made a motion to accept the VCDP CDBG Grant Agreement, conditioned upon the Town Administrator finding nothing in the Agreement language that would raise a concern. The motion was seconded by Joel, and passed unanimously.*

2. Authorization to apply for a VTrans/ACCD Better Connections grant for up to \$67,500 to come up with a pedestrian plan for Pine Street. If funded, a 10% match is required.

Valerie explained that the purpose of this grant is to cover planning. She noted that a separate grant could be pursued to cover stormwater drainage, possibly through Clean Water Funding. She indicated that community input pointed to Pine Street being a more imperative project than Munsill Avenue in terms of pedestrian facilities.

MOTION: *Michelle made a motion to authorize the submission of an application for a VTrans/ACCD Better Connections Grant for up to \$67,500 for development of a pedestrian plan for Pine Street, and to authorize submission of an application for Clean Water funding for developing stormwater solutions along Pine Street. The motion was seconded by Peeker, and passed unanimously.*

3. Budget workshop: Bristol Police Department budget review follow-up and possible approval.

Bruce was present for a continuation of the Police Department budget review; the draft had been updated to include personnel costs. Some minor adjustments were made to the draft, and there was a discussion regarding the use of undesignated funds and their relation to the fourth Officer position, which has not yet been filled. It was agreed to take a conservative approach and not use much of the fund balance, in order to prevent the need for a large budget increase in coming years. Valerie will verify that all personnel numbers are accurate so that a final draft can be presented for approval at the next Board meeting.

4. Budget workshop: General Fund review and possible approval.

There was some discussion regarding initiation of a grant writer/administrator position, and how to fund it for the coming year and going forward. ARPA funds have been designated for this position; it was included as a contracted position rather than a staff position in the budget draft.

The draft budget was reviewed in detail, with input from Valerie, Board members, and Anthony. Some items were updated and some were noted to be clarified or checked for accuracy, in both the revenue and expense sections of the draft.

There was also discussion regarding what level of repairs should come from a reserve/capital fund rather than annual appropriation; it was agreed to create a Building Maintenance Reserve Fund (with voter approval required) to cover larger repair projects.

Capital appropriations were reviewed, with Ian proposing an increase to the Technology Fund in order to cover efforts such as web site upgrades.

There was further discussion of capital funds and the potential use of unassigned funds to build those reserves.

5. Consider proposal for Hardscrabble Cemetery clean up and repairs.

Peeker reported that he had been asked about removal of downed trees in the Cemetery, and suggested that the Tree Warden evaluate other dead trees along the perimeter so that all needed tree work can be completed at once. The rest of the Board agreed with this strategy.

6. Consider proposed updates and revisions to Revolving Loan Fund (RLF) documents.

This item was postponed.

7. Continued review of draft Town Meeting and Police District warnings and possible approval..

This item was postponed.

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

The warrant was for the amount of \$73,231.46

Board members authorized Sharon to issue a tobacco license for Shaw's.

9. Selectboard roundtable.

No Board members had information to present at this time.

V. Other Business.

1. Correspondence/reports received were reviewed.

VII. Adjourn.

The meeting adjourned at 10:10 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary