

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, February 27, 2023**

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

**Members Absent:** None

**Staff Present:** Valerie Capels (Town Administrator), Sharon Lucia (Town Clerk), Meridith McFarland (Rec Director), Bruce Nason (Police Chief), Taylor Welch (Hub Teen Center)

**Others Present:** Jill Marsano (VTUMS), John Moyers, Steve Palmer (VTM Engineering), Jim Quaglino

**I. Call to Order.** Ian Albinson 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).**

A grant application authorization request was added to the 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. Annual Police District Meeting Public Information Meeting.**

Ian and Valerie reviewed the Police Department budget, the including Capital Vehicle Plan. All related documents had been posted to the web site, as well as included in the Town Report. Bruce was available to answer questions; none were raised.

**IV. Department Head Roundtable.**

Sharon, Meridith, Taylor, and Bruce provided updates for the Board.

**V. Regular Business**

**1A. Grant application authorization request.**

It was explained that these funds, if awarded, will be used to support the Teen Center; no match is required.

**MOTION:** *Darla made a motion to authorize the submission of an application by the Recreation Department/Teen Center to the Children's Trust Foundation for a grant of up to \$15K. The motion was seconded by Michelle, and passed unanimously.*

**1. Consider proposal to take a phased approach to replacing the 1905 water lines: Steve Palmer, VTM Engineering and Jill Marsano VTUMS.**

Steve Palmer provided some background on the approximately 125-year old distribution system, well beyond the typical lifespan and now subject to an increasing number of leaks, many of which are difficult to locate. He explained that basically, there is no fix other than replacement of the piping. He and Jill then provided some project background and details outlined following the preliminary engineering report, including recommendations for line replacement. Jill reviewed the repercussions of continuing at the current pace of water line replacement, and outlined the potential alternatives for

scheduling the necessary replacement. She and Steve recommended that the town be split into geographic areas and replace the line in each area as a separate project, with each one likely taking three years for completion. Jill provided some details, including costs, for each area.

There was discussion among the Board, Jill, and Steve regarding funding possibilities and implications, best ways to address the Rockydale area, and other aspects of the proposed project(s).

The Board agreed to have Jill and Steve pursue the 'areas' alternative and provide more detailed information regarding possible configurations and timing of the replacement projects.

**2. Consider authorization to submit DWSRF\* Priority List application for Pine Street water line replacement and the application for construction loan funds.**

**MOTION:** *Joel made a motion to authorize the submission of the DWSRF Priority List application for the Pine Street water line replacement, as well as the related application for construction loan funds. The motion was seconded by Darla, and passed unanimously.*

**3. Consider next steps for recommended tree removals at Varney Cemetery on Hardscrabble Road.**

It was recommended that the larger, older trees at the cemetery be removed. It was agreed to remove these as suggested, and the logistics regarding obtaining an estimate for the work and having the work completed were discussed.

**4. Consider authorization to proceed with permit applications to locate public bus shelters on four private properties: Pomerleau (Shaw's/Walgreens), Stoney Hill Business Park, Tom and Carol Wells' property on Park Place, and in the vicinity of the Bristol Family Center on Lovers Lane.**

Ian presented the information available, explaining that he has been working with both Yestermorrow and Tri-Valley Transit to determine locations for installation of the bus shelters to be donated to the Town and work through necessary permitting and other logistics. He answered questions regarding maintenance and snow removal, both are anticipated to be minimal after site preparation and installation are complete.

The design of the shelters was discussed, with some concern expressed regarding the amount of weather protection some of the models will provide.

It was agreed that Ian should continue with investigating locations and following through with the permitting process, etc.

**MOTION:** *Michelle made a motion to move forward with the permitting process for the shelter installations. The motion was seconded by Darla, and passed unanimously.*

**5. Continued review of updates and revisions to Revolving Loan Fund (RLF) guidelines and application documents.**

Ian's drafts had been sent around for review; he explained that they had been updated based on previous input. The Board reviewed the drafts of both the guidelines and the application, with changes suggested and integrated during the meeting.

**6. Consider preparations, logistics, and other details for the in-person March 6 annual Police District and Town Meetings.**

It was discussed how the meetings will be structured, and necessary logistics outlined.

**7. Review and approval of the February 13, 2023 meeting minutes.**

Approval of these minutes was postponed.

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

The warrant was for the amount of \$73,147.65

The Board authorized the Town Clerk to issue a tobacco substitute license for Champlain Farms and for Shaw's as well as a liquor license for Bobcat Café for catering an event.

**9. Selectboard roundtable.**

Nobody had anything to bring to the roundtable.

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

Valerie had nothing to add to her written report.

**VI. Other Business.**

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

**VII. 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 10:13 pm and adjourned after returning to Open Session with no further action taken by the Board.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary