

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, February 13, 2023**

Selectboard members present: Chair Ian Albinson, Peeker Heffernan, Michelle Perlee, and Joel Bouvier.

Members Absent: Vice-Chair Darla Senecal.

Staff present: Town Administrator Valerie Capels, Board Clerk Sharon Lucia, Police Chief Bruce Nason; Recreation Director Meridith McFarland.

Others present: Shawn Kimball (NEAT), Jill Marsano (VTUMS), Noah Greenstein, Jordan (VT Paddler's), Jim Quaglino.

I. Call to Order. 7:01 pm

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).
2. Overview of Zoom meeting operation and procedures; rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum.

III. Department Head Roundtable.

Meridith – Rusty Dewees event had 65 people in attendance. Holley Hall has rentals every weekend and Howden Hall is being rented out consistently. Some of the summer camps sold out in 8 hours. The “what can you pay program” had payments of \$25 and some payments were significantly more. We will take funds from scholarship account to make up difference. Swimming next week with lessons early in the morning and then community swim. Taylor has stepped up with assisting me. We are watching what the heat usage is in Holley and have asked Efficiency Vermont to do an audit.

Sharon – Update on Election progress. Have had requests for Town Report which isn't printed yet. Hopefully by end of week.

Jill – The new pump full assembly has arrived. Its slightly different than what we have. Had to change flange from 3” to 4” and adjust the height. Its not plumbed the same so doesn't fit in the same spot. Need to make plan a to replace a pump ahead of time. The other spare pump is being repaired right now. We need to make sure we have the parts needed to use the new pump. Newest VFD is having control issues and multiple starts are occurring. Discussed with Pioneer and the settings are identical. The control specialist and Tom Allen need to determine what is going on with the VFD. Over the weekend it started 50 times an hour. Looking for standing water or significant leakage somewhere.

Bruce – nothing new.

Peeker Heffernan for Eric Cota– Trouble with sidewalk plow. One of trucks needs to go in for warranty work on a sensor. Met with Pike's about paving and what the cost is. Issues with trash on Saturday. Need to consider options to make situation better so DPW can get in and out of the facility. Think about ideas at least during the winter.

IV. Consent Agenda.

1. Approval of VTrans Annual Certificate of Highway Mileage without changes. Firehouse Drive was added last year.
2. Approve the VTrans Annual Financial Plan for FY2024.
3. Approve the VTrans Certification of Compliance for Town Road and Bridge Standards and Network Inventory.
4. Approve Police Department grant application authorization request: VT Homeland Security for replacement of Police Dept. mobile radios. Replaced portals before.
5. Approve Vermont Paddler's Club Eagle Park use application for annual one-day kayak event Saturday, April 8, 2023, 8:00 am – 6:00 pm.

Joel Bouvier made motion to approve the Consent Agenda. Peeker Heffernan seconded. So voted.

V. Regular Business.

1. Consider the opportunity for DWSRF funding for water service line inventories and next steps: Jill Marsano (VTUMS).

The bad news is lead and copper rules are changing. Identifying main line and pig tale on Town and service line (650 of these). Lots of documents. Deadline is October 2024. Bristol is eligible for \$91,339 plus of grant funding for the inventory work.

VTUMS is asking permission for to apply for 100% forgivable grant and performing the work. Michelle Perlee asked if VTUMS can get it done in that timeframe. This is Step 1 – identify. Step 2 – start with plan of action submitted with identification of lead. Consecutive water systems to the meter - Lead is an issue. Don't currently have high levels with lead in our water testing. 1905 lines have lead packed joints. Know about 10% of the lead pipes. No need for GIS plotting just need GIS location on spreadsheet.

Joel Bouvier made motion to have Jill Marsano of VTUMS to apply for our waterline inventory grant and then perform the work. Peeker Heffernan seconded. So voted.

2. Consider proposed updates and revisions to Revolving Loan Fund (RLF) policies and application documents.

Guidelines document – talked about how the RLF came about – federal fund group doesn't exist anymore. What do others towns that have RLF funds do with it. Open to others for solar, fire, flooding, and wind damage repairs. Peeker Heffernan – RLF loaned money for some home improvements after 2004 flood for residents that didn't qualify for other funding. People not aware of this. Need to broaden scope of Fund. Low to moderate income for Bristol. Are we looking to expand to before going to bank?

Interest 1 to 2% above treasury. Town has even waived some interest fees. Pre-meeting would be beneficial for applicant to meet with committee before applying for loan. Purchase of solar equipment but not for purchasing credits.

Information for Applicants Document - Language for renovations to houses due to disaster recovery issue. Do we include language that if house doesn't appraise high enough the bank won't lend so RLF is last resort or not have this requirement.

Guideline Document - Section D. Added wording to cover the Town if we waive the requirement to apply to other funding sources.

CDAB (Community Development Advisory Board) changed to Revolving Loan Fund Committee. Committee members are (7) currently 2- or 3-year terms. Valerie asked why changing to one-year term. Need to define term. Make it 4 three-year terms and 3 two-year terms.

Guideline Document – Section 1.E. and 1.F. Voting (2/3 majority of those present) or just by Quorum of the Committee. Need both. Still goes to Selectboard for final approval.

Guideline Document – Section 1.I. Add that Town should review policy every five (5) years instead of three (3) years.

Guideline Document - Section 2E. “must” be matched? What’s the maximum reasonable amount for a match. Take out must. Change “will” to “could be” acceptable sources.

Application – Have you ever filed bankruptcy in last 10 years? If yes, then Town may not loan money.

Is there application fee? 1% plus \$50 for application fee. Change after certain amount say \$10,000.

Guideline Document F.4. Insurance – why is there worker’s compensation mentioned as requirement. (remove).

Addison County of Community Economic Development – could they review? Joel Bouvier asked. They are geared towards businesses. Still have someone look at for suggestions. Valerie Capels will ask.

Section 4.C. Foreclosure (may be considered) – add #6 if asset and/or business is moved out of town.

Guideline Document - Section 4.H. Appeals – let community do their job and Selectboard just blesses it.

Limitation of General Admin Cost – not applicable anymore.

Bristol Community Development Program policies and guidelines – is this duplicating? #3 – how would we know? If landlord is enrolled in low to moderate income.

Checklist is still geared toward business. Need to modify for residents/homeowners. Guideline Document - Delete the competitive factors points category.

Information for Applicants – under What are the purposes – add “weatherization and installation” to second bullet.

3. Consider nominees for the American Legion Post #19’s Above and Beyond solicitation.

Will send suggestions in an email to each other.

4. Authorize accounts payable warrant and any liquor or tobacco licenses. \$80,045.63
- R.L. Vallee (Maplefields) - Second Class Liquor License, Tobacco License and Tobacco Substitute Endorsement

Peeker Heffernan made motion to approve Second Class Liquor License and tobacco license and Tobacco Substitute Endorsement for R.L. Vallee. Michelle Perlee seconded. So voted.

5. Selectboard roundtable.

Michelle – none.

Peeker – none.

Ian – Town Report done. One revision. ARPA meeting – joining us on March 27 to give their recommendations for their list.

Joel – entire Bristol community. Heard your prayers and wants to thank entire community including those throughout the State.

VI. Other Business.

1. Correspondence, reports, correspondence received.

- [9-0208-1_Bristol_Indirect_Discharge_Permit_Renewal_and_cover_letter_2023-02-08.pdf](#).
- [E-mail_and_Bristol_MRGP_issued_2023-01-27.pdf](#).
- [E-mail_and_new_National_Opioid_Settlement_Notice_Settlement_Notice_2023-01-25.pdf](#).
- [VTrans_Pavement_Marking_Letter_to_Towns_2023.pdf](#).
- [E-mail_BRIC_application_submitted_2023-01-26.pdf](#).
- [Letter_Addison_Co_Chamber_of_Commerce_Visitors_Center_2023-01-27.pdf](#).
- [Firefighters_celebrate_tradition_at_county_dinner-Addison_Independent_2023-01-27.pdf](#).
- [Kid_program_fees_made_flexible-Addison_Independent_2023-02-02.pdf](#).
- [Pocock_and_farmers_market_are_returning_to_Bristol-Addison_Independent_2023-01-27.pdf](#).
- [ACRPC_Newsletter_February2023.pdf](#).

Peeker Heffernan will forward an email re: Diesel grants - Application due 3/10.

Joel Bouvier - \$5,800 in NH dealership for new trailer. Eric will start pricing – pay for it out of budget.

Ian Albinson - Signage – State business signs for health center will be replaced in near future.

Michelle Perlee – Dan Shepard – lights at 1st bridge are out and/or flickering.

VII. Executive Session. Potential Personnel matters per 1 V.S.A. §313(a)(3). None.

VIII. Adjourn.

Joel Bouvier made motion to adjourn at 9:35 pm. Michelle Perlee seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk