

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, September 11, 2023**

---

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

**Members Absent:** Michelle Perlee

**Staff Present:** Valerie Capels (Town Administrator), Eric Cota (Public Works Foreman),  
Meridith McFarland (Rec Director), Bruce Nason (Police Chief)

**Others Present:** Sasha Ball (Willowell), Colby Gile, Theresa Gile, Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), NEAT TV.

**I. Call to Order.** Darla Senecal called the meeting to order at 7:03 pm.

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

No adjustments were made to the agenda.

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

**II. Public Forum.**

Sasha Ball provided an update on the Willowell project for which Bristol ARPA funds were allocated, noting that necessary permitting is moving slowly, but moving. She noted that plans may change or the project may be completed in stages, as full funding has not yet been acquired.

**III. Department Head Roundtable.**

Brett LaRose (Fire Department):

- Brett had provided a written report prior to the meeting (appended to these minutes).

Bruce Nason (Police Department):

- Thanked Will Elwell for assisting with a person in crisis.

Eric Cota (Public Works):

- Working to keep up with all the rain damage, flushing culverts, etc.
- ROW work on Lovers Lane by a local individual was reviewed.

Jill Marsano (VTUMS):

- Pine Street – putting in a tie for future development on North Meadow Road.
- Two unmarked services have been encountered, resulting in shutoffs.
- Jill was informed that the expense related to these incidents will need to be addressed in a future change order, which was unexpected, so she has taken steps to identify any further unmarked (inactive) lines.

Meridith McFarland (Rec Department):

- Holley Hall stair repair scheduled for next week, then that project will be complete.
- After school programs starting.

#### **IV. Regular Business**

##### **1. Consider moving forward with preliminary paving estimates for Pine Street, Cartersville on Lower Notch Road, and Upper Notch Road.**

Paving bids for this project were summarized in the Town Administrator's report totaling \$121,000. Eric explained that the Pine Street work is proposed for next spring along the full length of the street. The Cartersville and Notch Roads work is planned for this fall. Details of the work to be completed were discussed, and Eric indicated that if the Board would like to move forward with this work, that Pike will prepare a more detailed agreement for signing.

Other potential stormwater and paving work was discussed for Munsill Avenue and Pine Street. Peeker and Eric will look into storm tech chambers and Eric will be working with Freeda to determine if there might be grant money available for drainage improvement work. Ian asked if paving of the intersection of Lincoln Road and Route 116 might be included in the upcoming projects, as it might improve safety in that area. It was explained that this would not be the most suitable solution and including it in the fall schedule would be cost prohibitive.

**MOTION:** Joel made a motion to authorize Eric to get more detailed paperwork from Pike regarding the paving projects outlined for Pine Street, Cartersville, and the Notch Roads. The motion was seconded by Ian. All voted in favor.

##### **2. Approve the annual Harvest Festival plan on the Town Green: Recreation Department and Addison County Chamber of Commerce.**

Meridith confirmed that appropriate insurance coverage is in place, and that logistics will be the same as last year's festival, as those worked well. The one addition is a 5K run event, which will replicate the July 4<sup>th</sup> event.

**MOTION:** Joel made a motion to approve the Harvest Festival to be held on the Town Green on September 23. The motion was seconded by Ian. All voted in favor.

##### **3. Continued consideration of a plan to replace the Howden Hall sign: Ian Albinson.**

Ian presented four possibilities for a sign design based upon feedback received at the prior discussion. He also reviewed possible approaches for mounting the sign to the existing posts, including using four brackets allowing for visibility of the border on all sides of the sign. There was some discussion of use of materials and colors which might make the brackets less noticeable.

Ian noted that the permit for the sign has been issued, and that completion of the project will include manufacturing the sign, renovating the posts, and final installation.

It was agreed that the option (Option #1) with the solid green lower section with upper case gold lettering was the most attractive of the four presented.

**MOTION:** Peeker made a motion to approve Option #1 as the final sign design. The motion was seconded by Joel. All voted in favor.

**4. Review of the Selectboard's calendar and goals. Set date for Basin Street Local Concerns Meeting.**

Valerie had provided a draft of the upcoming calendar along with a list of projects completed, projects in progress, and those planned for future completion. She noted that Indigenous People's Day will always conflict with a Board schedule that includes the second Monday of each month and suggested adjusting October's schedule to meet on the 16<sup>th</sup> and 30<sup>th</sup> for this year. It was agreed to make that change.

Upcoming topics and projects were reviewed. Particular note was made of the potential creation of a social work focused position, which Bruce expressed would be extremely beneficial in providing support to local citizens and avoid crisis situations requiring Police Department involvement. The potential use of ARPA funds to establish the position and provide the necessary space/equipment was discussed. Ian noted that this item was included in the second tier of proposed projects, and that he will reach out to Porter Knight regarding any ARPA committee input on this topic. Further discussion will take place at an October Board meeting to coincide with review of a draft job description

There was general agreement on the topics outlined for upcoming meetings.

**5. Approve municipal tax anticipation note for up to \$2,105,689 through the National Bank of Middlebury and execute loan documents.**

**MOTION:** Peeker made a motion to approve a municipal tax anticipation note for up to \$2,105,689 through the National Bank of Middlebury and to execute the loan documents. The motion was seconded by Ian. The motion passed, with Joel abstaining.

**6. Review and approval of the August 14 and August 28, 2023 meeting minutes.**

Joel suggested a couple of edits to the August 14 minutes, and Michelle had provided edits to the August 28 minutes.

**MOTION:** Joel made a motion to approve the minutes of August 14 and August 28, 2023 as amended. The motion was seconded by Peeker. All voted in favor.

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

The warrant was for the amount of \$102,822.46

No approval of license applications was necessary.

**8. Selectboard Roundtable.**

Darla thanked Officer Frances for assistance with their dog. She also noted that she received a call from a resident regarding Pine Street runoff related to the water line work.

**9. Town Administrator's Report.**

Valerie mentioned that she had received concerns from a resident regarding water runoff from Pine Street. She said the project team did not believe that this runoff was created by the water line work. Valerie explained that she had discussed with Eric some potential stormwater drainage solutions, including the installation of dry wells/chambers to divert and collect the water. There was further

discussion among Board members and Eric regarding this and other stormwater impacts in Town. Valerie noted that there may be grant funding available for some of the work that is necessary.

**V. Other Business.**

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

**VI. Executive Session**

**MOTION:** Ian made a motion to enter executive session in order to discuss personnel matters per 1 V.S.A. §313(a)(3). Joel seconded. The motion passed unanimously.

The Selectboard met in executive session from 8:45pm to 9:38pm. Upon returning to open session, no action was taken.

**VII. Adjourn.**

The meeting adjourned at 9:38pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary  
Valerie Capels, Town Administrator