

**Town of Bristol, Vermont  
Selectboard Meeting Minutes of  
Monday, March 14, 2022**

Selectboard members present: Chair Ian Albinson, Joel Bouvier, Michelle Perlee and Vice-Chair Darla Senecal.

Members Absent: Peekar Heffernan

Staff present: Board Clerk Sharon Lucia; Town Administrator Valerie Capels; Police Chief Bruce Nason.; Police Officer Josh Turner; Public Works Foreman Eric Cota, Treasurer Anthony Delmonaco, Recreation & Hub Assistant Alex Mihavics, Fire Chief Brett LaRose, Recreation Director Meridith McFarland,

Others present: Ted Lylis, Roy Schiff, Gilpoke, Jennifer Urban, Linda Andrews, Shawn Kimball NEAT TV; Nancy Morrison (CC), Kristin Underwood (CC), Roy Schiff, Carolyn Dash (CC),

**I. Call to Order.** Town Clerk Sharon Lucia called the meeting to order at 7:00 p.m. Sharon then swore in Darla Senecal and Ian Albinson into their Selectboard positions and started the meeting.

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A). There is one addition, and no removals, or adjustments.

Item V.1 postponed due to family emergency.

Item V.11. Move up to Item V.1. on the Agenda.

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

**II. Public Forum.** Jennifer Urban asked about liquor license they submitted.

**III. Annual Selectboard organization matters:**

1. Elect the Chair. Michelle Perlee made motion and Joel seconded. Ian Albinson
2. Elect a Vice-Chair. Michelle and Joel. Darla Senecal. So voted
3. Designate a regular meeting schedule, subject to occasional modification. Joel made motion to have second and fourth Monday of each month starting at 7 pm. Michelle seconded. So voted.
4. Designate *The Addison County Independent* as the Newspaper of Record. Joel made motion. Michelle seconded. So voted.
5. Designate official posting locations for the Town (currently the Town Office, Lawrence Memorial Library, Shaw's, Bristol Beverage, and Web site). Joel made motion to accept. Michelle seconded. So voted.
6. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants twice a month. Joel made motion. Darla seconded. So voted.
7. Review of Selectboard Rules of Procedure. Reviewed briefly each section. Are there any comments. No specific action necessary.
8. Review Conflict of Interest Policy.
9. Designate Selectboard liaisons to Town departments.

#### **IV. Department Head Roundtable:**

Sharon – Elections, Land Records, Taxes, Dog licenses

Anthony Delmonaco – looking at budget process; looking at new alternatives; talking to fixed assets auditor and then we should be done with Audit. Met with VT Community Foundation and what to do with our ARPA funds.

Meridith McFarland – HH has been busy with rentals. Clay studio classes are full and have wait list. Summer camps are almost full. Successful vacation swim was a hit. Reservation system worked out great. Lifeguard. 5/14 Human Parade; June 26 yard sale; next meeting a couple of grants to discuss and update on playground. Joel – is Rooster coming back. Meridith – front and side porch. Have Rooster check out small entryway into town clerk's office

Bruce Nason – continue to learn new database system. Still a few kinks. Mental health calls have increased. Officer Turner has been working on found property. There are two lists one at Town Hall and at Shaw's and on the website. Francis Smith will start L3 Academy on March 21 for 16 weeks.

Brett LaRose – FD 28 calls to service as of today. Installation of high water monitors because of boiler on second floor. The Royal Group has installed 3 high water and 3 low temperature system and can be expanded on in the future (cameras, etc). The three chief officers will receive notices are sent. The mezzanine ladder – meeting with local vendor to have one made and will meet VLCT PACIF recommendation. Looking for contractor to replace siding on Fire Station on east side. Brian Wendel painted some rooms at Fire Station. Donated time. Greg Swain – enrolled in combined FF1 and FF2 program at Williston Fire Station – tested out of Level 1 Class pro board. FF2 graduation of May 2022. Saturday 3/26 – full scale exercise which takes all skills worked on over the last 3 months. Hosting Addison County District Fire School – Mt Abe will be main space used and other locations in towns. Deputy Chief Eric Forand was recognized by the Bristol American Legion Above and Beyond Award and submit his name to the State for their award. Fire Department has sidewalk and pedestrian sidewalk and lights went up today. When is the next phase of the project going forward. Valerie – there is still some punch list items. Good sign beacons are up. Housing development wants to make substantive changes to plan. Bldg A – All Earth Renewables has been delayed to financing and materials. Ian – do the changes go before the DRB or can it be administratively approved – moving transformer from one side of road to another.

Alex Mihavics – Hub is very busy approx. 17 kids per day. School is no longer requiring masks and Hub is in holding pattern. Still requiring masks with no complaints. Jackie is doing great.

Eric Cota – Got through last storm. It was challenging as some of the roads had started to thaw. Loader returned for issue. Roads posted for weight restriction. Mud season will probably start this week. Was not planning to move snow on Main Street as with warming temperatures it will be melted by end of week. Ian agreed. Board didn't have any objections. The new truck is slated

to be built week of April 11 and then here about middle of May and then I can contact Mike and will turn around in 30 days so hopefully ready by end of September.

**V. Regular Business.**

1. Item 11. Michelle made motion to appoint everyone that has said yes. Darla seconded. So voted. Ian brought up expiration dates – realign Energy Committee with staggering dates. Planning commission is all three years and not all staggered. Tom Wallace make 1 year to stagger and then 3 years if want to continue.

2. Consider Memorial Park Management Plan by the Bristol Conservation Commission. Carolyn Dash, Chair and Kristen Underwood, Vice Chair. Katie Riley did a lot work before. Kristen gave summary of plan. Looking at grant possibilities. Joel – bridge from rail project & is sitting at Pecker’s pit and is available. Bridge might be too short. (expand). Wait to make motion for final version. Estimated time for final version – a month.

3. Consider or affirm whether to move forward with the Eagle Park Universal Fishing Platform construction process and approval of Dock Doctors’ proposal.

Fabrication of brackets – FEMA has approved in kind. Contract requires a 15% deposit. Approve quote to fabricate brackets. FEMA did not approve the mitigation of walkway on piers was not cost effective and not cosmetic. Did not make recommendations. Can only repair what was pre-existing before flood. Ian – Valerie – not opposed to mitigation but piers not cost effective. Roy Schiff (water engineer); action item – is SB willing to approve quote. 15% of \$5,846.50. Michelle made motion to approve quote as well as 15% up front payment. Darla Senecal seconded. Valerie clarified that comes out in FEMA fund at the moment if not approved by FEMA it can be moved.

4. Recreation Dept grant application authorization request: Vermont After School. Alex grant to expand access to After School projects. Hire more staff and expand program spots at the hub and summer camp with Rec Dept. Darla offer resource about this grant – bear of application – 27 pages long. VT Kids data.org is a great resource for this program. Valerie asked if a match was required. Alex didn’t think so. Joel – are these part-time (school year) or full-time seasonal (summer). Applications due Wednesday 3/14.

Darla made motion to approve grant application. Michelle seconded. Pending the response on unemployment question. Alex will check on unemployment question.

5. Town Administrator grant application authorization request: Downtown Transportation Fund – Clean Water Initiative. March 7 deadline. Had ancillary project

6. Consider In-Stitches Revolving Loan Fund application and RLF Committee recommendation. Will discuss further in Executive Session.
7. Consider renewal of mowing contracts for the 2022 season. Executive Session.
8. American Rescue Plan Act (ARPA) funding update. Had first meeting. Elected chair and vice chair. Porter had presentation. 4 focus groups – non profits, business and schools and ?. Next meeting April 4.
9. Approve the VTrans Annual Financial Plan for FY2023. Joel made motion to approve. Michelle seconded. So voted.
10. Approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Joel and Michelle. So voted.
11. Review and approval of the August 23, September 13, December 13, and January 3, January 10, January 17, January 24, January 27, February 7, February 21 and February 28, 2022 meeting minutes.

Skip this Agenda item

10. Authorize accounts payable warrant and any liquor licenses. \$106,866.70; Liquor Licenses Bristol Beverage, Hogback Brewing, Shaw's, Walgreen, Crooked Ladle Catering and American Legion.
11. Selectboard roundtable.
  - Peeker Heffernan. None.
  - Joel Bouvier. Formal letter to VTrans – get lights on bridge fixed.
  - Darla Senecal. VT Family Center – updates to building to take on more kids. Joel mentioned that they would need to go on water system; get rid of well.
  - Ian Albinson. Icy sidewalks.
  - Michelle Perlee. None.
12. Town Administrator's report.

**VI. Other Business.**

1. Correspondence, reports, correspondence received.

**VII. Executive Session. Personnel. .**

Michelle Perlee made motion to start Executive Session at 9:12 pm. Joel Bouvier seconded. So voted.

9:40 out of executive

Michelle made motion to approve In Stitches RLF loan with 3% interest rate. Joel seconded.

Joel doesn't want to give up on Pine Street water line – don't put everything on engineers.

Lincoln Road stabilization project \$300k includes engineering; confirmed with VTrans if Town doesn't put out to bid. Valerie wants to ask Roy Schiff to give us a proposal for design or engineering work. Ian is fine with that.

**VIII. Adjourn.**

Joel made motion and Michelle seconded. to adjourn the meeting at 9:46 p.m. seconded. So voted.

Respectfully submitted,

Sharon A. Lucia  
Board Clerk

Valerie Capels  
Town Administrator