

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, April 14, 2025**

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**Members Present:** Ian Albinson, Joel Bouvier, Peekar Heffernan, Michelle Perlee, Jessica Teets

**Staff Present:** Eric Cota (Public Works Foreman), AZ Larsen (Zoning and Planning Administrator), Sharon Lucia (Town Clerk), Kris Perlee (Assistant Treasurer and Assistant Town Clerk), Jill Marsano (VTUMS), Bruce Nason (Police Chief), Freeda Powers (Grant Admin), Taylor Welch-Plante (Hub Director)

**Others Present:** Jim Quaglino, NEAT, Daniel Lyons, ilanabrett, Kelly Hammond, Marshall Hammond, Mary Yates, Mary Holland, Helen Abby Hummel

**I. Call to Order.** Peekar Heffernan called the meeting to order at 7:00 pm.

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

Approval of a grant submission for the Basin Street project was added to the Consent Agenda.

**II. Public Forum.**

Nobody requested time to address the Board.

**III. Department Head Roundtable.**

Eric Cota (Road Foreman):

- Spring work beginning, sidewalk sweeping underway, brooms readying for road clean up
- Roads except for Upper Meehan and Upper Notch are no longer posted
- VLCT inspection complete, waiting for report
- The crew intends to begin the summer 10/4 schedule the first week of May

Bruce Nason (Police Chief):

- 941 incidents for first quarter
- Durango finally equipped and on the road
- Drug take back day April 26, best time to arrive is between 10 and 12
- Has worked with Eric to create some new parking spaces on South Street, no time limits at this point

Jill Marsano (VTUMS):

- A stump on Meadow Lane is right over water line, Eric will be removing, and Jill will test the line accordingly
- Will begin to mark out services for East Side project
- Will need easements from landowners if aiming to use state funds for replacement of lead/galvanized lines of West Side
  - Making efforts to ensure that SRF funds are available for this; this is a new funding source
  - Have to replace customer side if do any work on Town side of the connection
  - Details were discussed, including considering Pine Street, and possibly completing this work as a separate project; will be discussed further with Steve Palmer
- Drinking Water Program has said they will provide two party checks for reimbursement requests, which will reduce need for interim financing

- Wastewater system inspection will take place later in April
- Working on developing strategy for businesses with high strength waste to keep this type of waste from entering the system – liquid food products for the most part
  - This material should all be composted
  - Working with Ian on an educational campaign

#### **IV. Consent Agenda.**

Some information related to the Consent Agenda items was provided.

*A motion to approve the Consent Agenda, consisting of the items listed below, passed unanimously.*

- Approve Vermont State Revolving Fund Loan RF3-553-2.0 Loan Agreement (Bristol West Waterline Replacement Project)
- Approve curb cut application for Hummel at 18 Garfield Street
- Approve 2025 Annual Inspection Agreements: VTM Engineering
- Approve July 1, 2025 - June 30, 2028, NEPBA Police Contract
- Approve submission of Basin Street AOT Grant application

#### **V. Regular Business**

##### **1. Driveway alteration discussion: Daniel J Lyons, North St.**

Mr. Lyons had questions regarding developing an additional access to his property and whether a u-shaped driveway is permissible. The new end of the proposed access will be on Crescent Street rather than North Street. Eric confirmed that there is good sight distance and this is likely a safer point for entering the roadway; Mr. Lyons was advised by the Board to apply for the adjustment as proposed.

##### **2. Bristol Hub staffing increase request: Taylor Welch-Plante, Hub Director.**

Taylor explained that an additional \$8K has been offered over the \$15K which was awarded for staffing of extra program coverage. She would like to accept these funds, as they will be very useful for providing additional coverage through the summer, and she has a current volunteer who is interested in filling this position if created. Taylor provided some further details related to funding and staffing logistics for the Board members, and confirmed that no matching Town funds are required for this award.

**MOTION:** *Jessica made a motion to approve accepting the additional \$8K which has been offered. The motion was seconded by Michelle, and passed unanimously.*

##### **3. GIS System Vendor Proposal Consideration, AZ Larsen, Planning & Zoning Administrator.**

AZ provided an overview of the need for Bristol to replace outdated GIS information and provide a new system for those needing to access parcel information, and explained that they had sought feedback from other municipalities regarding the two vendors (CAI and CTI) most commonly used throughout the state. They indicated that positive feedback had been received about both vendors, and that overall pricing was similar, but with CTI providing the ability to incorporate updates throughout the year at no additional fee. AZ also outlined the funds available in the current year's budget, in both the Listers and Planning Commission budget areas. They answered some related questions from Board members, and recommended moving forward with CTI.

**MOTION:** *Jessica made a motion to contract with CTI for GIS mapping work, using Lister and Planning Commission General Budget Technical Assistance funds as outlined by AZ. The motion was seconded by Michelle, and passed unanimously.*

AZ also noted that FEMA is in the process of producing digitized maps of the Flood Hazard Areas for the region, and input regarding errors is being solicited; they have copies of the information available in the office for people to review.

#### **4. Briggs Hill Road update.**

Ian provided some recent photos of the road, indicating that more damage has occurred in recent weeks. He explained that FEMA is requesting confirmation that the Town is planning to commit to the project as outlined and submitted in 2024. The estimate received for the project, for which engineering work has been completed, was for \$2.3M, which would require a \$250K match from the Town (a portion of which may be covered by the State). It was noted that the cost of the project will likely be greater, as there are no plans in place to commence work at this point and costs continue to rise.

Eric outlined that the emergency measures in place are not holding up, and he has been moving/removing concrete blocks as necessary to prevent their falling down the slope alongside the roadway. He confirmed that the road is not safe to reopen, even for one lane traffic, although for the most part the erosion has been stabilized. Torrential downpour impacts cannot be prevented, although the edges of the roadway can be vegetated to help prevent further erosion; such erosion prevention work will not be eligible for FEMA reimbursement. The logistical impacts of continued closure of the road, for residents, commuters, and the road crew, were discussed.

It was discussed that there have already been funds expended for engineering work, and also that any construction work completed would need to be paid for in advance of receipt of reimbursement from FEMA; it is unknown how long those fund requests would take to be processed and paid. It was pointed out that the engineering work has provided valuable information, but that with several other large, costly projects in the works and due to the cost per number of residents benefitted, it was expressed that this project should not be pursued at this time. It was acknowledged that a different solution, eligible for funding from an alternative source, may be considered in the future.

**MOTION:** *Michelle made a motion to keep Briggs Hill Road closed indefinitely, and to turn back the FEMA funding designated for repairs needed due to the July 2024 flooding. The motion was seconded by Jessica, and passed with Joel opposed.*

#### **5. Review and approval of past meeting minutes.**

**MOTION:** *A motion to adopt the minutes of prior meetings which had been made available for review passed unanimously.*

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

The warrants were for the amounts of \$109,940.97; \$440.00; and \$3200.00

The following liquor and/or tobacco licenses needed to be renewed:

- Bristol Beverage
- American Legion

- South Mountain

**MOTION:** *A motion to authorize the Town Clerk to approve the license renewals listed above, with South Mountain to follow the same conditions as previously included, passed unanimously.*

## **7. Selectboard Roundtable**

Jessica reported that she received approval for a student to work on an analysis of LOT and budget simulations.

Joel asked about failed water meters; Jill confirmed that there are approximately 25 – 27 not working, and that she is likely able to address these in the coming months.

## **8. Interim Town Administrator's Update**

Ian reported on the following:

- Committee interviews of TA candidates has begun; it is likely that a start date of July 1 will be effective at this point.
- He has been meeting with Asher regarding having design work for the MERP projects for both buildings completed.
  - Sharon noted that a contractor has been engaged to repair the ceiling water stain work in Holley Hall before the MERP work begins.
  - She also indicated that the work schedule will likely reduce rental income for Holley Hall, as well as cause one election to be held in a different location.
- A kickoff meeting was held for the Harvey Road scoping study
- Ian has been attending monthly water project meetings with Jill and Steve
- Work continues on planning for this year's tree plantings
- A Mountain Street scoping study will address runoff in that area

## **VI. Other Business.**

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

## **VII. Adjourn.**

The meeting adjourned at 9:23 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary