

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, April 28, 2025**

Members Present: Ian Albinson, Joel Bouvier, Peekar Heffernan (Chair), Michelle Perlee (Vice-Chair)

Staff Present: Eric Cota (Public Works Foreman), Colby Gile (PWD), AZ Larsen (Zoning and Planning Administrator), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Meredith McFarland (Rec Director), Kris Perlee (Assistant Treasurer and Assistant Town Clerk), Jill Marsano (VTUMS)

Others Present: Allen Bilson, Jim Quaglino, NEAT, Daniel Lyons, Steve Palmer, Kieran Mulvaney, Nikki Belanger, Sarah Jean Luke, Mandy Chesley-Park, Theresa Gile

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).

Ian indicated that the scheduled Executive Session would also include a discussion related to contracts.

II. Public Forum.

Nobody requested time to address the Board.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk):

- Tax payments mostly received, half a million in delinquencies from this and past years
- Lawyers preparing tax sale letters for 8 – 10 homeowners
- New election software is coming, training scheduled
- Water bills coming due, trickling in

Kris Perlee (Assistant Treasurer and Assistant Town Clerk):

- Final ARPB report was submitted

Meredith McFarland (Recreation Director):

- Many town green improvements completed: fountain and bandstand painting, lawn work, swing replacements last week
- Beginning to look into replacing damaged fountain
- Swim program almost full

AZ Larsen (Zoning and Planning Administrator):

- Number of permit applications is increasing
- Contract with CTI for GIS mapping has been signed, water line and tree mapping will be added in the future
- FEMA flood map updating work continues
- PC is beginning to look at Town Plan update
- Still working on EV ordinance with PC

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 Park Memorial Application Request: Colleen Bouvier Wedge, Mount Abraham Union High School, Class of 1970
- Approve Recreation Department request for the 2025 Human Powered Parade, Saturday, May 10, 2025

- Approve Park Use application: Daniel Lyons Food Truck at Bartlett Falls, June 2025 through September 2025
- Approve Work in ROW and Access Permit: Daniel J Lyons, North Street/Crescent Street
- Authorize submission of grant application to VT Mountain Bike Association for approximately \$250 for a vehicle bike rack

V. Regular Business

1. Interview/consideration of Conservation Commission candidate Kieran Mulvaney to fill a vacant seat that runs to March 2027 or 2029.

Kieran introduced himself and spoke of his interest in volunteering for the Town on the Commission.

MOTION: *Michelle made a motion to appoint Kieran Mulvaney to the Conservation Commission for a term ending in March 2027. The motion was seconded by Joel, and passed unanimously.*

2. Interview/consideration of Conservation Commission candidate Nikki Belanger to fill a vacant seat that runs to March 2027 or 2029.

Nikki introduced herself and spoke of her interest in conservation matters.

MOTION: *Michelle made a motion to appoint Nikki Belanger to the Conservation Commission for a term ending in March 2029. The motion was seconded by Joel, and passed unanimously.*

3. Interview/consideration of Development Review Board (DRB) candidate Allen Bilson to fill a vacant seat that runs to March 2028.

Allen indicated that he had attended some DRB meetings and spoken with AZ regarding what this position entails, and that he has the time available at this point to volunteer by serving on the Board.

MOTION: *Joel made a motion to appoint Allen Bilson to the DRB for a term ending in March 2028. The motion was seconded by Michelle, and passed unanimously.*

4. Bristol Fire Department Policy Update for Cadet Program: Chief Brett LaRose.

Brett indicated that, in coordination with The Expanded Learning Program (ELP) at Mount Abe, the Cadet Program is planning to become active again, and he explained that he would like to lower the age for participation to 15 in order to tie in with potential ELP participants and to change the name of the program to Junior Firefighters in order to align with the national program. He noted that there is currently one prospective candidate, and that at this point he does not see a need to limit the number of participants.

MOTION: *Michelle made a motion to adopt the proposed changes to Fire Department Policy regarding the Cadet Program. The motion was seconded by Joel, and passed unanimously.*

5. Bristol Fire Department ELP partnership request: Chief Brett LaRose.

Mandy Chelsea-Park outlined the purpose of the ELP and explained that the recent award of additional grant money allows for the expansion of the program to cover all grades from K through 12 (it was previously K – 8). She further explained that program staff is looking into internship opportunities for those in grades 9 – 12, particularly in the area of civic engagement.

Brett indicated his support for ELP participants to work with the Fire Department, and Board members expressed that there may be other opportunities as well in local government and organization work.

Mandy confirmed that MAUSD's insurance will provide any necessary coverage for the student participants.

MOTION: *Joel made a motion to form a partnership between the Town and MAUSD's Expanded Learning Program. The motion was seconded by Michelle, and passed unanimously.*

6. Water and Sewer Commission: preparations for the upcoming annual Water and Sewer Annual Meetings, including budget preparations, ordinance revisions, capital improvement plan updates, and schedule.

The Ordinance was reviewed; Ian noted the changes which had been agreed upon in previous meetings and the contents of the appendices. The research needed in order to clarify the locations of and authority over private hydrants was noted. Other edits were agreed upon, and Ian will work on incorporating those and finalizing the formatting of the document. He will also provide Kevin Brown with a copy of the update draft for review, although he indicated that Kevin's previous input had been included in the current draft. Ian will send an updated version to Jill and Steve, and look into scheduling the necessary hearing(s) for adoption.

Board members then reviewed the current water system budget in preparation for developing the budget for the upcoming year. Some items for adjustment were noted, including the need to adjust salary/benefit and supplies lines to coordinate with changes made in the Town's general budget and NEMRC coding. It was also noted that the formula calculating total expenditures needs to be adjusted.

The sewer budget was then reviewed, with several items noted for Ian to look into in order to determine if the current year's revenues will be less than anticipated. Some explanations of costs incurred, bonds initiated, and engineering expenses for upcoming projects were outlined; Jill also outlined the logistics of CWSRF awards, project phases, and related reimbursements. She explained that she can assist with establishing related accounting practices to help ensure that information is updated and payments received in a timely manner.

Ian then presented the Water System section of the current Capital Improvement Plan, noting the inclusion of the recent and upcoming water line projects, as well as other types of projects related to the system.

Jill provided an explanation on the marking and mapping of water lines, and the upcoming related GIS mapping work. She noted that the current overlap/reconciliation of fiscal year/calendar year budgets is confusing, but that this will be remedied going forward with the planned adjustment to have both the Town and Water/Sewer System budgets be aligned.

Ian pointed out the debt increase to be expected over the coming years, following the completion of the multiple projects anticipated. He explained that he had developed a new spreadsheet to go along with this information, outlining the loan calculations for multiple years, and noting what the billing unit increase will be each year (at the system's current number of billing units). He presented some different scenarios, with changes in forgiveness amounts, fees, the timing of Rocky Dale work, etc.

Ian will work with Jill and Steve to finalize this information so that it is available for DWSRF priority lists and other purposes.

7. Review and approval of past meeting minutes.

Michelle noted that she had proposed some changes to the draft minutes for several meetings.

MOTION: *A motion to approve the minutes of prior meetings, including the changes proposed by Michelle, passed unanimously.*

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

The warrant was for the amount of \$2,984,214.73

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

- Mini Factory - 1st class liquor – Sharon noted that conditions had been included in prior approval which were related to outdoor consumption, but that outdoor consumption had not been applied for at this point.

MOTION: *A motion to authorize the Town Clerk to approve the license renewals listed above passed unanimously.*

9. Selectboard Roundtable

Michelle offered a reminder that Green Up day was approaching, and noted that there is a light out on the west bridge – she will get the contact information needed to have this addressed.

Joel explained that he would prefer having a printed copy of items such as the budget spreadsheets which are scheduled to be reviewed at the meeting; it was noted that it would need to be the most recent version in order to follow along with any presentation.

Joel spoke of his vote against closing Briggs Hill, noting that he had determined what a large expense the interest would be on the funds needed to be expended in advance of FEMA reimbursement, but that he still believes that the FEMA money should not have been turned down.

10. Interim Town Administrator's Update

Ian reported that he has been working on the following:

- Harvey Road study
- Airport Drive sidewalk
- RFP for Mountain Street drainage has been published; BRIC grant monies still available for this work
- Town Administrator interviews

VI. Other Business.

1. Correspondence/reports received were reviewed.

2. Meeting Schedule

It was agreed to move the second May meeting to Tuesday, May 27th, due to Memorial Day.

VII. Executive Session.

MOTION: *A motion to enter Executive Session for the purpose of discussing personnel and contract matters per 1 V.S.A. §313, inviting Sharon and Kris to join, passed unanimously.*

The meeting entered Executive Session at 9:35 pm and returned to open session at 10:04 pm.
No further action was taken by the Board.

VIII. Adjourn.

The meeting adjourned at 10:05 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

DRAFT