

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, June 2, 2025**

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

Staff Present: Aidan Lenihan (Rec Coordinator), AZ Larsen (Zoning and Planning Administrator), Sharon Lucia (Town Clerk), Meredith McFarland (Recreation Director), Kris Perlee (Assistant Treasurer and Assistant Town Clerk), Freeda Powers (Grant Administrator)

Others Present: Jill Marsano (VTUMS), Steve Palmer (VTM), Jim Quaglino, NEAT, Courtney Radford (Bristol CORE), Cecil Foster, Stephanie Magnan (SEAM Solutions), Michael Leyden (Emergency Management Director), Jill Marsano (VTums), John Swepston (Tree Warden)

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).

No adjustments were needed.

II. Public Forum.

Nobody requested time to address the Board.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk):

- Reported on delinquent taxes, noting that significant payments have been made for the current year, and to a lesser degree for previous years
 - Letters are ready to offer a payment plan to those who are delinquent
- New election software in place and being configured
- Have reviewed the Board's budget questions and she and Kris are making corrections

Kris Perlee (Assistant Clerk and Treasurer):

- Account reconciliations are up to date
- Audit pointed to journal entries needing to be done – these have been completed
- Revolving loan fund – one not paying, three are, will have details by next report
- Other account clean-up is underway
- Other audit details reviewed, some reallocations will require Board approval

Freeda Powers (Grant Administrator):

- Has submitted closing documentation for 2023 FEMA amounts
- Funding available for Basin Street project – an AOT structures grant
- Two site visits upcoming for monitoring; one for the COPS award and one for LWCF skatepark funds
- Will be looking for funds for water line project

Meredith McFarland (Recreation Director):

- Swim program almost full
 - Baby and Me program added, as well as private lessons
 - Swim staff will be undergoing training
- Camps full except for just a few spots
- Multiple events coming up for the summer

AZ Larsen (Zoning and Planning Administrator):

- Spring Planning and Zoning Forum was beneficial
- Provided a demonstration of the preliminary GIS mapping website
- Working on FAQ sheets for general assistance to permit applicants

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 Special Event and Street Use/Closure Permit: Pocock Rocks
- Approve Special Event and Street Use/Closure Permit: July 4 5K
- Approve Grand List extension request
- Approve Banner application for West Street: July 4 Committee
- Approve Hewitt Road land use agreement
- Approve 2025 Audit agreement, with possible addition of timeline commitments
- Approve road name request of "Alexander Lane" for private road off of Briggs Hill Road

V. Regular Business

1. 2025 Local Hazard Mitigation Plan (LHMP) Draft and 2025 Local Emergency Management Plan (LEMP) Draft review for approval: Stephanie Magnan, SEAM Solutions & Michael Leyden, Emergency Management Director.

Stephanie noted that she has completed revisions to the LHMP based upon feedback provided by Vermont Emergency Management (VEM), and that general modifications to the Plan were needed in order to comply with new FEMA requirements. These include ensuring that public outreach is included, and a new formatting of the hazard ranking list. Once final feedback is received from VEM, she will present the LHMP to the Board for adoption and submission to FEMA.

Mike outlined that the LEMP needs annual housekeeping, such as contact information updates, and outlined the types of emergency management details included in the Plan. He noted that the biggest change is an increase in pressure from the State regarding providing shelter space, including heating/cooling shelters. He explained that work is taking place to formalize through an MOU the current informal agreement with the School District to use their buildings, and also to review options for the use of Town buildings. Additionally, he plans to create a public-facing document so that residents have access to pertinent information.

2. General parks update: Aidan Lenihan, BRD & John Swepston, Tree Warden

Aidan reported that the new fountain pump has been installed, and that a site visit related to the cherub repair has been scheduled. He explained that the fountain will be shut off at 10 pm each night in order to extend the life of the pump. Aidan also noted that he has spoken with Matt Myers regarding the installation of recessed lighting at the bandstand and adjusting the amperage along one side of the park, adding a 220 line in order to provide for food truck requirements. There will be an additional fee required of those who use this new electric line.

Aidan then outlined a request for work to be completed on Sycamore Park trails, providing some visuals to explain how the current path has strayed from the original trail, the need for emergency vehicle access, and the preference to have the lower trail end at the beach area rather than directly at the edge of the river and the woods. He noted that there is no need to cut down any large trees, that he has reviewed the proposed work with Eric and confirmed that what needs to be cut can be done with a mowing deck, and that John has quoted

some time (a day and a half at \$1400) to come in and remove/chip any of the larger material, including some snags. There is also some consideration of treating the knotweed along the trail once the mowing and chipping is complete. Aidan pointed out that there has been a second, upper trail, developed, and that the preference is to treat both trails in the same manner. John arrived during the discussion, and noted that the quote he provided could be lower, particularly if Aidan provides some assistance, and that if the work is approved, they will undertake the project when there is a stretch of dry weather so that work will not cause muddy, rutted trails.

Ian confirmed that there are likely funds available for this work in the current year's budget.

MOTION: *Joel moved to authorize Aidan and John to complete the work on Sycamore Park trails as described in their presentation. The motion was seconded by Michelle, and passed unanimously.*

John also reported on the current round of tree planting, noting that stakes are in to mark the locations for 37 new trees, of a variety of species. He indicated that power lines and water mains were taken into account when he planned the locations, and that he has worked to ensure that all concerns and preferences voiced by residents have been addressed. The plantings are planned for the coming week, and gator bags will be attached to each tree for watering; John suggested that Greg Butler might be recruited to do the initial watering after planting.

VI. Public Hearing - Water and Sewer District Annual Meeting.

Review and approval of operating budgets, capital budgets -

Sewer budget -

Ian explained that the sewer budget spreadsheet will be populated once the upcoming read has been completed. He and Jill confirmed that there will likely be one more tank pumping and one more grease trap clean out to be included in the current year's expenses (with the grease trap expenditure to be reimbursed by the appropriate users). Jill also noted that there is sampling to be completed in June, which will increase the Testing line expense.

It was clarified that the final bond payment is scheduled for June 2025, and that the amount which had been budgeted for these payments will be placed in reserve going forward.

Steve is finalizing his report including recommendations for upcoming maintenance work on the system.

Water budget –

The final read numbers will be added when available. Ian noted that some miscellaneous revenue numbers need to be categorized, that the Training and Uniforms line will be removed, and that he is looking into why the electric expenses are higher than anticipated. There was some discussion regarding the possibility of increasing the use of solar energy for the water system at some point, and Jill also pointed out that Steve will be gathering hydraulic analysis information that may indicate the potential for establishing a hydropower system to provide electricity for the system. Ian reviewed some of the other budget lines, noting the increase in Capital Equipment Fund contributions.

Capital Improvement Plan review and updates -

Ian noted that the spreadsheet is currently based upon the 2023 audited Capital Fund balance, and that he is making efforts to clarify the actual current balance. He outlined the current and upcoming projects, existing and potential loans, and proposed allocations, leading to projected balances for upcoming years for the large capital projects to be undertaken over the next six years.

Ian explained that he has been working with the DWSRF staff to put this information together, and explained that due to both State rules and the infeasibility of completing more than one project at a time, each segment of line replacement has been kept as a separate project. He explained that there is the potential for additional funds to be received, such as through a Northern Borders Grant, but that the long-term debt should be planned without those inputs, as they are only potentials.

It was noted that the projections are based the State's formula for calculating erus, which is part of the loan determination of amounts offered by the State; Ian indicated that it is best to plan for the highest debt potential, as the loan forgiveness/grant award amounts are often unclear and difficult to determine in advance of State approval.

Bristol waterline replacement schedule review -

Steve reviewed the timeline for the various phases of line replacement, noting that Phase 2 design is nearly complete and bid specs have been drafted and Phase 3 planning has begun. The anticipated schedule for Phase 4 is now included in the timeline, although no work has yet begun on that Phase.

Steve then outlined that most of Bristol East (Phase 2) work is on streets that are narrow enough to likely require full closure, but that impacts will be avoided to the extent possible. The work will likely begin in April 2026, with the intent to have things closed up and paved by the end of October. Steve also noted that the soils in this area are likely to not be as amenable as along Pine Street, and the work will likely progress more slowly and include more truck traffic, as there will be the need to bring in suitable soil.

There was then discussion regarding the work needed on private water lines, which are not currently part of either the West or East projects. Steve explained that these cannot be added into the West project at this point, as that Phase is nearing completion. The need for easements and what level of work to be done on each line was noted as follows:

- Lathrops – currently a cast iron line, there was a lack of clarity regarding the existing ownership and any past agreements; it was agreed to have a conversation with the Lathrops and do some land record research.
- School Street – currently a galvanized line installed in 1905, owned by the school, a quit claim deed giving the Town the interest in the line would allow the Town to address the line replacement. This cannot be rolled into Bristol West because it was not included in the PER for that funding, but could be included as an addendum to Bristol East and the work completed when there is equipment in that area. Ian will speak with the School District and nearby residents regarding their potential contribution to funding this segment of work.
- Lawrence Lane – currently a 1905 cast iron line, not listed in the Water Line Inventory, but should be replaced. This is a Town road, and it was agreed to add it to the Bristol East project.
- Lawson Lane – this line is in place and currently being paid for by residents through a payment plan; it was agreed that the line should be taken over by the Town once it is paid for in full, and noted that appropriate easements will need to be clarified and agreed upon.
- Francis Place – this line was built to specifications, and Jill explained it was meant to be turned over to the Town. Kevin LaRose is the current owner, and is willing to do that transfer; a quit claim and appropriate easement will need to be put in place.
- Mount Abe – multiple lines from the 1960s, not on the current replacement list. This matter needs to be discussed with the School District, as there is information that needs to be clarified regarding shut off locations, maintenance of hydrants, and other factors.

Other updates or issues -

Ian noted that the State had requested the improvement of asset management and funding strategies, and that he has updated documentation accordingly.

Ian also explained that, due to funding configurations through State programs which would double the expense for each line replaced, it does not make sense to take on the replacement of private lines, but rather to work with property owners to come up with a plan and potentially provide some assistance as possible.

VII. Regular Business continued

1. Review and approval of past meeting minutes.

MOTION: *A motion to adopt the minutes of May 12, 2025, with corrections noted by Michelle, passed unanimously.*

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

The warrant was for the amount of \$89,225.83

No liquor licenses needed to be reviewed.

3. Selectboard Roundtable

Joel noted that the Briggs Hill situation should be addressed again at an upcoming meeting.

Michelle asked about payments for the Lawson Lane water line installation; Ian confirmed that some, but not all, property owners were making payments.

Michelle asked whether the Board planned to do a road trip with the DPW this year; Ian noted that he will look into scheduling this with Eric.

Michelle asked about an email from Ken Sutton regarding coordination with Lincoln on some issues; Ian asked that she forward the email to him so that he may look into this.

Peeker noted that planning should begin for upcoming discussions regarding expansion of coverage by the Police Department to the entire Town. It was discussed that there is an intern working with Bruce Nason in a data-gathering capacity, but it needs to be outlined exactly what data is being sought. There was some agreement that the number of physical responses to calls, and the nature of calls received, is important for understanding the work of the Department and what areas of Town are seeking police assistance.

Peeker noted that expenses related to the Resource Officer vehicle should be from the General Fund; Kris confirmed that this is the case.

4. Interim Town Administrator's Update

Ian thanked Peeker, Eric, and the Public Works crew for their quick response to the landslide on West Street. He noted that his work has primarily been focused on the Water System and efforts to fill the TA vacancy.

Peeker also offered a thanks to DPW member Colby, who encountered a large pothole one recent evening outside of work hours, and proceeded to repair it with Eric's assistance.

VIII. Other Business.

1. Correspondence/reports received were reviewed.

IX. Executive Session.

MOTION: *A motion to enter Executive Session for the purpose of discussing personnel passed unanimously.*

The meeting entered Executive Session at 9:43 pm and returned to open session at 10:12 pm.

MOTION: *Peeker Heffernan moved to hire Gregory W. Faust as the new Town Administrator. The motion was seconded by Michelle Perlee, and passed unanimously.*

X. Adjourn.

The meeting adjourned at 10:13 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary