

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, June 23, 2025**

Members Present: Ian Albinson, Joel Bouvier, Peekar Heffernan (Chair), Michelle Perlee (Vice-Chair)
Staff Present: Colby Gile (Public Works Department), AZ Larsen (Planning and Zoning Administrator), Sharon Lucia (Town Clerk and Treasurer), Kris Perlee (Assistant Treasurer and Assistant Town Clerk),
Others Present: Jim Quaglino, NEAT, Herb Olson, Ezra Tautfest, Liz Wilner Wolf

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 Town Office closure for July 3 was added to the Consent Agenda.

II. Public Forum.

Herb Olson provided an update on the recently adjourned legislative session and noted he is available if any assistance is needed with state agencies, legislative matters, and so forth. He noted the passage of the bill including CHIP housing financing and the ongoing work on the education bill.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk):

- Water meter read completed, ready to prepare bills
- Closing fiscal year next week
- Audit work continues for 2024
- COPS grant audit coming up

Kris Perlee (Assistant Treasurer):

- Some work on revolving loan fund was completed, working to clarify payment information

Ian reported for Recreation:

- Swimming safety interview
- Summer schedule under way

AZ Larsen (Planning and Zoning):

- Busy DRB schedule
- Act 181 and Future Land Use discussion ongoing by the PC
- Continuing work for establishing new GIS system

IV. Consent Agenda.

Ezra Tautfest and Liz Wilner Wolf provided some information about the Tour de Frost bike event, and it was realized that the route as currently planned does not go through Bristol.

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

- Approve Special Event and Street Use/Closure Permit (if necessary due to any unanticipated route change): Tour de Frost Bike Fundraiser
- Approve Homeward Bound contract
- Approve Work in Right-of-Way/Access Permit for Hillside Drive Lot #2
- Approve past meeting minutes
- Authorize warrant and any liquor/tobacco licenses

- Approve closure of Town Office on July 3

V. Public Hearing – Water and Sewer District Annual Meeting

Review and approval of operating and capital budgets – Ian provided updated information, and the following was discussed:

- Sewer
 - It was agreed that it would be best to break out the grease trap cleaning expense and related reimbursements for clarity
 - User fee charges are lower than anticipated, possibly due to several restaurants having limited the hours which they are open
 - Discussion of what level of rate increase is needed
 - Discussion of bond payments and a need to clarify bond amounts that included both wastewater and stormwater work
- Water
 - Final meter read is not yet included, but fees are on track for what was budgeted
 - Agreed that connection fees should be reported separately from miscellaneous income
 - Water equipment fund contribution doubled to \$100K to help cover upcoming line replacement projects
 - Ian will verify the USDA refinance payment information

Neither budget was finalized and ready for approval at this point.

Bristol waterline replacement schedule review – no changes had been made since this was last reviewed.

Capital Improvement Plan review and updates – no changes had been made since this was last reviewed.

Annual wastewater system inspection report – Ian noted that Steve Palmer had provided a short punch list, with nothing of concern to report.

Water Ordinance updates – Ian explained that he had updated the draft based on comments at previous meetings, that the appendices need to be added, and that the fines/penalties for not being able to access meters for reading need to be finalized. He will look into the potential for implementing a daily fee schedule for this.

Other updates or issues:

- There was a discussion of whether or not to continue requiring the use of copper lines, due to the dramatic difference between the cost of copper and plastic.
 - Jill has noted that conditions would need to be specified if any change is made
 - Health aspects were noted
 - The longevity of the materials should be considered
 - The need to be able to locate lines is important
- The need to develop a policy for water line replacements which have become or are considered for town ownership
 - Ordinance language will be difficult, due to the unique nature of each situation
 - Reimbursement by homeowners for work completed on the lines can become an issue

VI. Regular Business

1. Town Green Fountain Restoration update: Aidan Lenihan, BRD.

Aidan explained that he was only able to get quotes from Vermont Castings; nobody else he contacted provided a response. Vermont Castings quoted \$35K for the work on the cherub, and \$47K - \$50K for the completion of the cherub, the base repair, and addressing any issues related to bolting the two components together – their ‘turn key’ solution.

Aidan then presented a donations goals sign he had drafted, to be posted at the fountain during the fundraising campaign that is planned; he noted that he is hoping to have this in place in time for the July 4 activities in Town. Board members pointed out some minor edits to be made to the graphic picturing the fountain and green.

MOTION: *Michelle moved to approve the proposed fundraising campaign sign with the modifications proposed, and to pursue a fundraising campaign for the turn key solution provided by Vermont Castings. The motion was seconded by Joel, and passed unanimously.*

2. Review and selection of engineering firm for West Street Sidewalk Scoping Study.

Ian indicated that the group reviewing the proposals that were submitted agreed that the VHB and the Dubois & King proposals were the two that stood out for completeness, and that both those firms have the expertise and experience needed for this work. It was confirmed that this project encompasses the sidewalk from the traffic light to the creemee stand, and that the funding is being provided through a grant award. The review group is recommending that VHB be selected for this work.

MOTION: *Michelle moved to accept the proposal from VHB for the work involved in the West Street Sidewalk Scoping Study. The motion was seconded by Joel, and passed unanimously.*

3. Selectboard Roundtable

Joel reported that Meadow Lane and South Street both have water line issues that will require road closures in order to complete the repairs. He explained that Jill will coordinate with Eric as necessary when he returns from vacation.

4. Interim Town Administrator's Update

Ian reported that he has been working on the following:

- 2025 Bike and Ped Grant – he would like to submit for an RRFB at the Pleasant/North crosswalk; Board members indicated a preference for the round sign option
- The agreement with VIA for the Holley Hall and Library work has been signed; an initial meeting will be scheduled
- The historic review form for Holley Hall has been submitted
- A meeting will be scheduled with SLR, the firm that will be working on the Mountain Street scoping
- He is working on creating a larger overview of the planning needed for water project work

VII. Other Business.

1. Correspondence/reports received were reviewed.

VIII. Executive Session.

MOTION: *A motion to enter Executive Session for the purpose of discussing personnel matters per 1 VSA §313(a)(3) passed unanimously.*

The meeting entered Executive Session at 9:06 pm and returned to open session at 9:58 pm.

Upon returning to open session, the following motions were made:

MOTION: Peeker made a motion to approve the compensation adjustments for municipal employees as discussed in executive session, effective for fiscal year 2025-2026. The adjustments include salary increases. Michelle seconded. The motion passed unanimously.

MOTION: Michelle made a motion to accept the updated three-year contract with Vermont Utility Management Services (VTUMS) for the management and operation of the Bristol Water District system. The contract includes revised terms, compensation adjustments, and service specifications as negotiated and reviewed in executive session. Peeker seconded. The motion passed unanimously.

MOTION: Peeker made a motion to acknowledge receipt of report regarding damage to town property at 10 Elm Street, authorize sending a letter to the property owner documenting the damage, and take no further action at this time. Joel seconded. The motion passed unanimously.

X. Adjourn.

The meeting adjourned at 10:00 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary