

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

Members Present: Joel Bouvier, Peeker Heffernan (Chair), Michelle Perlee (Vice-Chair), Jessica Teets
Staff Present: Eric Cota (Public Works Department), Sharon Lucia (Town Clerk and Treasurer), Kris Perlee (Assistant Treasurer and Assistant Town Clerk), Freeda Powers (Grant Administrator)
Others Present: Gary Kessler, Steve Palmer (VTM Eng), Jim Quaglino

I. Call to Order. Peeker Heffernan called the meeting to order at 7:03 pm.

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

No changes.

II. Public Forum.

None.

III. Department Head Roundtable.

Eric Cota (Road Foreman):

- Some stoning left to do
- Grading work for improved maintenance being completed
- Vehicle repairs were outlined

Freeda Powers (Grant Administrator):

Freeda reported later in the meeting on these topics:

- 2023 FEMA event closed out, will be receiving state funds for 2019, 2023, and 2024
- UCF Tree Grant still has funds available, a focus on ash tree removal was suggested
- AOT Class 2 funds will be recouped from the paving invoice in the current warrant
- Basin Street – state review just completed, next steps include right of way and procurement work
- AOT TAP Grant for Airport Drive sidewalk – some information needs to be submitted, will address when Ian returns
- A meeting with Pat Travers will be set to help clarify the Basin Street timeline so that culvert installation and other coordination can be addressed

IV. Consent Agenda.

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

Gary Kessler explained that the race configuration and safety coverage will be the same as in previous years.

- Approve Special Event and Street Use Permit: Green Mountain Stage Race
- Approve curb cut application for 430 Meehan Road
- Approval of past meeting minutes (06-23-25, 06-30-25)
- Authorize warrant

V. Public Hearing – Water and Sewer District Annual Meeting

Review and approval of operating and capital budgets

Sewer – It was noted that the new rate is yet to be calculated, but the budget of \$60,240.00 reflects an increase of 4.70%. Steve Palmer indicated that the budget outlined contains all the critical work for the coming year.

MOTION: Joel moved to approve the Sewer District Budget as presented, in the amount of \$60,240. The motion was seconded by Michelle and passed unanimously.

Water – Sharon clarified some miscellaneous revenue information, and Kris explained the logistics of bonds, noting that if funds have not yet been received, they are not yet in the water budget. It was noted that, if the extra \$50K put into Reserve was not included, the increase would be 2.17%. Those extra reserves are necessary to provide a better standing in future grant applications.

MOTION: Michelle moved to approve the Water District Budget for FY26 in the amount of \$447,510.89. The motion was seconded by Jessica and passed unanimously.

VI. Regular Business

1. Skatepark Project: Utility lines discussion.

Photos were provided for Selectboard review, and it was indicated that a response from GMP had not yet been received. Various potential changes to configuration of the sidewalk and the park features themselves were discussed; Freeda explained that the response needed from the Town at this point is whether to spend the funds to relocate the lines. If the Town agrees to spend the increased amount, the grant award can be increased; the grant includes a 50/50 match agreement. As configured, the utility lines will negate the federal funding that is part of the grant. It was understood by Board members that not paying to move the lines will necessitate a reconfiguration of the plans to avoid those lines.

Peeker pointed out that The Legion has an easement for a septic line, which may be located under the proposed skate park. He explained that the line could be put in place prior to pouring concrete, so that it is available for future use if needed.

Board members decided not to move ahead with relocating the power lines.

2. Pedestrian Safety Intersection Project: North & Pleasant Street.

Bike ped grant – Freeda explained that she is considering applying for an RRFB to be located at this intersection, but that funding from federal sources requires that certain parameters be met. These indicators are not found at the intersection, but a traffic study may provide information to support a funding request. Existing studies are outdated, or do not point to the need for a beacon, which is being considered due to the nature of the interactions between motorists and children who are walking/biking to school. There is a consistent lack of stopping by motorists, who cannot see the children waiting to enter the crosswalk. An intersection study would be able to provide pedestrian information and could be funded through a regional planning grant.

Eric pointed out that it appears grant funding would provide around \$11K for purchase of a pair of beacons, while a set can be purchased directly for about \$14K. It was noted that purchase and installation without grant funding would also be able to take place on a much shorter timeline.

It was agreed to make a decision regarding this matter at the next Board meeting.

3. Revolving Loan Fund (RLF) loan adjustment request: Chris and Samantha Morrissey.

Michelle outlined the Morrissey's request for additional funds, and the RLF Committee's recommendation for providing the additional amount. It was confirmed that the Morrisseys have consistently made timely payments.

MOTION: Michelle moved to approve the Committee's recommendation, and approve the new total requested by the Morrises, to be paid over six years at 5% interest. The motion was seconded by Joel and passed unanimously.

4. Review of current Revolving Loan Fund (RLF) loans.

Michelle provided a summary of loans that are not current, indicating that the RLF Committee is seeking guidance from the Selectboard on how to proceed. It was agreed to discuss this matter in Executive Session.

5. 2023 Audit Review, Feedback, and Approval.

Kris noted that the auditors are waiting for this approval before finalizing the 2024 audit; he noted that there is nothing critical in the report that would require another audit be completed.

MOTION: Michelle moved to approve the 2023 Audit and authorize the Board Chair to sign the approval. The motion was seconded by Joel and passed unanimously.

Sharon and Kris pointed out that there will be a more expensive single audit needed for the current and upcoming years due to the amount of grants/loans being finalized.

6. Selectboard Roundtable

Jessica reported that her student has been working with Kris to gather information related to the implementation of a LOT, with some focus on determining projected revenue and how other towns are using funds raised through a LOT.

Jessica suggested that Department Head updates include addressing their budget status; Kris indicated that the Board will begin receiving an updated balance sheet at their meetings, which will help give a better picture of the current budget situation.

Joel reported that he had spoken with Eric regarding paving approximately 100 feet on River Road, which Eric will be looking into.

Joel indicated that he had been approached regarding the streets being closed for the parade and those with mobility issues having difficulty getting to the parade route. The logistics of this were discussed by the Board, with Pecker also noting that the Fourth committee is losing some key people. This will likely be discussed again closer to next year's event.

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) and contracts per 1 VSA §313(a)(1)(A), inviting Kris and Sharon to join, passed unanimously.

The meeting entered Executive Session at 8:34 pm and returned to open session at 9:01 pm.

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

MOTION: Jessica made a motion to authorize the end-of-year sick/vacation payouts for personnel. Joel seconded. The motion passed unanimously.

MOTION: Joel made a motion to authorize contract updates with Vermont Utility Management Services (VTUMS) for the management and operation of the Bristol Water District system. Michelle seconded. The motion passed unanimously.

MOTION: Michelle made a motion to approve the Revolving Loan Fund Committee to renegotiate terms with current loan recipients. Jessica seconded. The motion passed unanimously.

X. Adjourn.

The meeting adjourned at 9:02 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

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