

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

Members Present: Ian Albinson, Joel Bouvier, Peeker Heffernan (Chair)

Staff Present: Eric Cota (Public Works Foreman), Gregory Faust (Town Administrator), Sharon Lucia (Town Clerk and Treasurer), AZ Larsen (Planning and Zoning Administrator), Meredith McFarland (Recreation Director), Freeda Powers (Grant Administrator)

Others Present: Colby Gile, Jill Marsano (VTUMS), NEAT, Steve Palmer (VTM Eng), Jim Quaglino, Colleen Raiche, Dave Sharp

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

New Town Administrator Introduction and Welcome – Mr. Faust thanked the Board for the opportunity to work with the Town of Bristol.

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

No changes.

II. Public Forum.

Dave Sharp provided some comments regarding changes to the Police Department and the potential for increased costs to taxpayers. Board members noted that this topic will be on an upcoming agenda.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk and Treasurer):

- Working on the single audit, which will delay completion of the 2024 audit until October
- Two tax appeals coming up
- Another round of delinquent tax bills have been sent, one to be satisfied shortly due to property sale
- Tax sales – three parties have reached out, two are estates with no contacts
- Kris is up to date on bank reconciliations
- Lincoln road projects funds have been separated and accounted for correctly
- Working on records retention policy, there are some policies to be reviewed/updated/adopted

Freeda Powers (Grant Administrator):

- ARPA and MERP separation of funds being addressed, VIM is separating the work for different buildings
- Officially closed AOT Class 2 for Lincoln Road paving, invoicing straightened out
- Two BRIC grants underway, one for the LHMP will be closed out soon
- Has found a possible grant to help with funding the fountain statue repair; Meredith indicated that Freeda should move ahead with this
- Historic preservation funding will become available soon, and some Holley Hall work might qualify, to help cover costs above the MERP award

Meredith McFarland (Recreation Director):

- Summer is a very busy time, camps and swim programs are going well, there is a great group of coaches and counselors
- Howland Hall rentals were outlined, including a rental from Thursday through Sunday and plans to be used in the winter for a preschool program on Fridays
- Bristol Harvest Fest is on September 27

- The July 4th event was a big success; the committee did a great job. Thank you to Bruce and Eric for their help

AZ Larsen (Planning and Zoning Administrator):

- An initial meeting for the West Street sidewalk scoping was held recently; working with VHB to design solutions
- The PC met with Adam Lougee (ACRPC) to learn about Act 181 (Act 250 reform), and the regional future land use map. The Selectboard will be asked to decide whether to opt in for Tier 1B designation for the village area, this will be explained more at an upcoming meeting.
- The PC is also discussing Bristol's ADU regulations, and how to bring them into compliance with state statute. Any changes will potentially be included with the proposed EV bylaw that is being drafted.
- The GIS system is almost completely matched with the Grand List, and is proving to be very helpful.
 - Ian is looking into the possibility of adding the water system to this software application.

Eric Cota (DWP Foreman):

- The new truck chassis has been delivered to vendor, but the full truck build out won't be complete until October/November of 2026

IV. Consent Agenda.

Information was provided regarding the Special Event permit by Colleen Raiche, and it was determined that the route is not located in Bristol at any point.

Eric outlined where the access on Notch Road is being requested and spoke of his proposed conditions, some of which are to address the lack of sight distance in one direction.

The two related items were removed from the Consent Agenda:

- Special Event and Street Use Permit: Pedal for Prevention Gravel Ride – approval not needed
- Work in Right-of-Way and Access Permit: 269 Notch Road – agreed to speak with AZ first about garage construction timeline

The approval of past meeting minutes (07-14-25) was also removed from the agenda.

Steve explained DWSRF will require that all anticipated expenses are accurate and to not have any portion of the project go over budget, even though the overall budget is looking as though it will come in under the total. This is a \$6000 addition to the ESA.

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

- Approve Bristol West Waterline Engineering Services Agreement Amendment
- Approve Audit FY2024 - Engagement Letter Amendment for single audit cost
- Authorize warrant

V. Regular Business

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

Ian outlined the options of undertaking a study to provide the data needed to apply for a grant for purchasing and installing a Rapid Response Flashing Beacon (RRFB) at this intersection, which would take approximately a year for completion, or to purchase and install one now so that it is in place for the upcoming school year. There was some discussion regarding the exact configuration of RRFBs for the North/Pleasant/Spring Street

area, with agreement that installation of one RRFB at the North/Pleasant intersection would be best, as there is less concern about the traffic speed on Spring Street. It was noted that funds for this are available in the sidewalk account.

MOTION: *Joel moved to purchase and install an RRFB at the intersection of North and Pleasant Streets, opting for the less expensive of the two models considered. The motion was seconded by Ian and passed unanimously.*

2. Airport Drive Sidewalk Project: Review engineer proposal from Fuss & O'Neill.

Ian reported that a selection was made from the alternate solutions presented, and that Fuss & O'Neill will be turning this into a full project proposal; the project has been vetted by state officials and is ready to go.

MOTION: *Ian moved to approve the engineer proposal from Fuss & O'Neill. The motion was seconded by Joel and passed unanimously.*

3. Bristol Water Ordinance updates and approval.

Ian indicated that Steve Palmer provided specifications for inspection and certification, to be included in an appendix to the Ordinance. It was also discussed that construction standards and use of materials information needs to be finalized, with it being agreed that plastic lines with stainless inserts to allow for tracing will be acceptable once standards are established and included in the document. Steve pointed out that the Ordinance calls for review and approval of a proposed installation before work is completed and so did not feel that the Town Engineer would need to provide approval of materials. Ian agreed to work on finalizing this language, with Jill's input, before the Board finalizes the Ordinance in two weeks.

4. Selectboard Roundtable

Joel spoke with a contractor regarding bidding on the MERP project for the library, and they confirmed that they were too busy and so did not bid on the project.

Joel asked that a road trip be scheduled now that Greg is on board; this will likely take place the 2nd or 3rd week of August.

Joel asked Eric to do some hedge trimming along East and Mountain Streets; it was agreed that a Front Porch Forum post asking residents to address the hedges on their properties would be a good first step in this effort.

Joel would like an update from Bruce Nason regarding use of the Police Department's speed cart in recent weeks, as he has not noticed it being in place anywhere.

5. Interim Town Administrator's Report

Ian noted that he will be working with Greg as he acclimates to the position; Sharon pointed out that Ian has a limited number of hours available before needing to contribute to VMERS.

Joel thanked Ian for his efforts in covering the Town Administrator position for seven months.

VI. Other Business.

1. Correspondence/reports received were reviewed.

VII. 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 8:35 pm and returned to open session at 9:18 pm.

Upon returning to open session, the following motion was made:

MOTION: Ian made a motion to approve a compensation adjustment for a Town employee as discussed in executive session, effective for fiscal year 2025-2026. Joel seconded. The motion passed unanimously.

X. Adjourn.

The meeting adjourned at 9:19 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

DRAFT