

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, August 11, 2025**

Members Present: Ian Albinson, Joel Bouvier, Peeker Heffernan (Chair), Michelle Perlee, Jessica Teets
Staff Present: Eric Cota (Public Works Foreman), Gregory Faust (Town Administrator), Sharon Lucia (Town Clerk and Treasurer), Meridith McFarland (Rec Director), Brett LaRose (Fire Chief)
Others Present: David Brynn (VFF), Chris Lathrop (DuBois & King), Cyrus Marsano (VTUMS), Jill Marsano (VTUMS), NEAT, Jim Quagliano

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).

Approval of a propane prebuy agreement with Jackman Fuels was added to the Consent Agenda.

II. Public Forum.

There were no requests to address the Board.

III. Department Head Roundtable.

Eric Cota (Public Works Foreman):

- Have started hauling sand
- Mowing continues
- Winter maintenance preparation is beginning
- Meehan Road culvert work is scheduled for tomorrow
- Steel has been ordered for the Grizzly repair, the project is in the works
- On a reminder from Joel, Eric noted that he will look into the needed sign work on North Street

Brett LaRose (Fire Chief):

- 76 calls for service this year
- Hot and dry, currently the area is classified as very high fire danger, no burn permits will be issued
- Would like to be on 8/25 agenda to present social media plan for the Department
- 27 members currently, usually at least 30, Department is aging and needs to engage youth – update on Junior Firefighter program on 8/25 as well
- Connex box continues to serve the Department well, some improvements being made
- Answered questions regarding participation and training requirements and consequences if not met

Jill Marsano (VTUMS):

- South street water leak fully resolved
- Paving scheduled for August 20, one way road closures will be needed
- Hydrant flushing coming up – will provide notification, will schedule before school is back in session, and will make sure reservoir is at adequate level
- Based upon input from Brett, Jill will reach out to homeowners regarding cutting back/removing vegetation around hydrants, it was agreed to post this on FPF as well, asking for a 3' circumference to be kept open

IV. Consent Agenda.

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

- Approve closure of Town Office on Monday, August 18, due to staffing availability
- Approve use of Technology Reserve Fund in the amount of \$1016.40 for replacement of Zoning Administrator computer
- Approve a one-year leave of absence for Firefighter Anthony Robideau
- Approve minutes from meeting of 7-14-2025, 7-28-2025, and 08-06-2025
- Authorize warrant
- Approve agreement with Jackman Fuels for propane prebuy for several Town buildings

V. Regular Business

1. Basin Street Project Update.

Chris Lathrop presented some information regarding the off-alignment alternative which the Board had decided to pursue at an earlier meeting. He explained that he has received comments and submitted information for NEPA review, which was approved in June. Chris has been meeting with Ian and others involved in the project, and provided the Board with an update, including:

- An overview of the project, which consists of three components:
 - The steep Basin Street exit makes it dangerous to enter traffic on East/Main Street
 - There is a slope stability issue behind the sidewalk on the south side of Main Street, above Basin Street
 - Stormwater at the lower end of Basin Street will be addressed through stone lining of ditch and tied in with existing drainage, including the bottom of Mountain Street
- Project background, from the original 2008 scoping study through current planning, including grant awards
- Current status – review of the VTrans Municipal Assistance Flowchart, with steps completed noted
- Next steps
 - Preliminary design, anticipated to need a couple of months
 - Right-of-way phase – some temporary, one parcel needs to be acquired by the Town
- Final plans, construction funding, construction

Some further landscape/infrastructure details were provided for Chris by Eric and Board members, including an overview of the upcoming water line work. There was agreement that a 30" culvert will be suitable for the Main Street culvert replacement included in the project.

Chris reviewed the preliminary plans, and noted the price increase for construction estimates.

It was agreed that steps may be taken towards the acquisition of the one parcel needed, and discussed that there is not suitable access to that lot which would allow for other uses.

Chris will work with Greg to determine next steps to be taken.

2. Seth Hill Waterworks Updates.

David Brynn outlined that the prior installation of water bars needs to be altered in order to accommodate USFS rules and regulations, and that Don Gayle, the sugar maker using the parcel, has asked that the Town assist with this work, as he does not have appropriate equipment. The work that needs to be completed is a reduction by half of the number of water bars, and cutting the height of the remaining bars. Ian provided some further background information, explaining that it was believed that the roads on which this work needs to be completed were Bristol property, but that they are actually USFS roads. The USFS did approve the creation of the water bars before they were completed, but is now asking for their removal/reduction.

Based upon this background, it was agreed that the USFS would be the appropriate party to take on the work which they have outlined. It was decided that Ian will reach out to USFS and let them know that the Town has no objection to their completing the work as proposed.

3. Water Commission: Update and Approval of latest Bristol Water Use Ordinance Policy revision and appendix updates.

Ian explained that the one item which still needed review was the Construction Specifications Appendix. He noted that there is currently a requirement that copper line be used for connections to buildings, but that Jill has now indicated that CTS may be suitable for certain connections. The plastic material is less expensive, and longer runs without connecting segments is possible.

Jill noted that the tracer wire that goes along with plastic line installation needs to be attached to the line, and not simply placed along with it, as the wire may move. She also pointed out that a line over 200' long needs to be greater than ¾" because the friction loss at that length critically reduces the flow. Any run over 200' needs to be 1" line or greater.

Jill also noted that the use of fused HDPE should not be allowed, as it is completely different technology which precludes timely repairs due to the special parts needed.

Joel indicated his preference for the specifications stating that copper line must be used unless otherwise approved, as most connections are not of a length great enough to justify the savings. Jill and Cy also explained that it is not possible to hear a leak on plastic, as is possible with copper, and the potential need to dig up an entire line to locate a leak may make repairs more costly and negate any savings.

It was agreed to continue review of this appendix.

Jill confirmed that shutting off the water supply at a single-family residence as a consequence of unpaid fees is allowable, but not for multi-unit dwellings.

It was agreed to add a requirement regarding year-round access to fire hydrants before approving the Ordinance.

4. Purdue National Opioids Settlement discussion.

Ian explained that a decision was needed regarding when these funds would be retained by the Town or sent to the State, and noted that the monies may only be used for prevention of opioid use or assistance with stopping its use.

MOTION: *Michelle moved to have the Town retain the funds, and to authorize Sharon to complete the necessary paperwork. The motion was seconded by Ian, and approved unanimously.*

5. Selectboard Roundtable.

Michelle offered a welcome and congratulations to the new owner of the Bristol Market.

Ian noted that he is officially no longer the Interim Town Administrator, but that he will continue to work with Greg on Town business and projects.

Joel offered a reminder of the North Street signage work he had mentioned to Eric earlier in the meeting.

Joel noted that the Pocock festival is being held on the coming weekend.

A Selectboard road trip was scheduled for Wednesday, August 20, at 3 pm.

VI. Other Business.

1. Correspondence/reports received were reviewed.

Budget reports had been provided.

VII. Executive Session.

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

The meeting entered Executive Session at 9:05 pm and returned to open session at 9:24 pm.

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

MOTION: Joel made a motion to authorize the amortization of Kay 5 Designs' existing loan fund balance for 3 years at 4%, and the refinancing of Recycled Reading of Vermont's existing loan fund balance for 5 years at 4%. Jessica seconded. The motion passed unanimously.

X. Adjourn.

The meeting adjourned at 9:25 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary