

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, September 8, 2025**

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**Members Present:** Ian Albinson, Peeker Heffernan (Chair), Michelle Perlee, Jessica Teets

**Staff Present:** Gregory Faust (Town Administrator), Sharon Lucia (Town Clerk and Town Treasurer), Kris Perlee (Assistant Town Clerk and Assistant Town Treasurer), Eric Cota (Public Works Foreman), Meridith McFarland (Rec Director), Colby Gile (Public Works Crew), Bruce Nason (Police Chief)

**Others Present:** Jill Marsano (VTUMS), NEAT, Jordan Douglas, Cheri Jackman, Paul Jackman, Amos Martin, Ronald Tatro, Silas Clark, Megan Walsh

**I. Call to Order.** Peeker Heffernan called the meeting to order at 7:02 pm.

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

No changes were made to the agenda.

**II. Public Forum.**

Paul Jackman spoke of sidewalk conditions, explaining that his wife Cheri suffered some serious injury recently due to tripping on an uneven section near the Library, where a tree has pushed the surface up. He encouraged the Board to evaluate the Town's sidewalks and complete repairs as necessary.

This led to the Board's discussing sidewalk fund availability and the inventory/evaluation which was completed two or three years ago. It was explained that this section of sidewalk is not slated for replacement, but it is understood that it should be inspected and a determination made if it should be planed/ground down to be made level again, or if this section should be replaced. It was noted that the newer plantings in Town are of species that are not as likely to create this type of damage and also explained that the upcoming sidewalk study for West Street is to be covered by grant funding with a match from the Town. Board members indicated that a balance is sought between where repairs are needed and where studies indicate the need for new sidewalks to be installed.

The Board confirmed that sidewalks will become a priority matter to be addressed, with both short-term and long-term solutions to be determined.

**III. Department Head Roundtable.**

Eric Cota (DPW):

- Guardrail work is underway
- Gravel crushing will commence next week; this will require most of the crew's attention
- Roadside mowing continues
- Winter sand about 2/3 put up
- Still waiting on a salt price

Bruce Nason (Police Chief):

- Staying busy
- Three transports to jail in past month
- This week spent over hour at courthouse with an individual
- New change means that Sheriff's Department charges for service, so PD doing its own transport
- Fourth position still open – applicants looking for higher pay rate, and other area positions are open

Jill Marsano (VTUMS):

- Resuming hydrant flushing next week
- Observation after flushing and drills last week is that more communication is needed in advance of FD drills due to potential impacts on pressure in certain areas, or those areas not having water – working with engineer as part of the upgrade project to balance the needed flow for firefighters as well as users; the state is also working on guidance for this

#### **IV. Consent Agenda.**

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

- Approve Public Displays and Public Assemblages Permit – Bristol Harvest Festival
- Authorize submission of a Municipal Planning Grant application of up to \$30K with a 10% match
- Approve authorizing Gregory Faust, Town Administrator, access to Town Banking Accounts at National Bank of Middlebury
- Approve Town of Bristol Credit Card Usage Policy
- Authorize warrant in the amount of \$88,796.75 and liquor a license renewal for Cubbers

#### **V. Regular Business**

##### **1. Interview/consideration of Development Review Board candidate Ronald Tatro to fill a vacant alternate seat that runs to March 2026 or 2027.**

Ron Tatro provided some background information about himself and his interest in serving on the Board.

**MOTION:** *Ian moved to appoint Ronald Tatro as an Alternate on the Development Review Board, to serve until March 2027. The motion was seconded by Michelle, and passed unanimously.*

##### **2. Peace Garden renovations plan update.**

Silas Clark outlined the plans for renovation work, explaining that over the next two months there will be one or two beds worked on at once, in order to create less disturbance than working on all seven beds at the same time. Safety precautions will be in place, and Silas will coordinate with the Police Department for procuring items such as signs, cones, and caution tape. Most of the work will be staged on School Street, and there may occasionally be a need to keep a trailer parked there overnight. He and Megan noted that they will be working with various school groups who will be participating in the project.

##### **3. Water Commission: Consider water connection request at 63 Basin St for Jordan Douglas.**

Jill reported that she had reviewed this application, and the use of CTS has been approved, with the condition that it be confirmed that tracer wire and an appropriate access box are in place; she will be on site when the work is completed, and has the appropriate access box available. At that point Jill will also inspect the Town side of the connection to determine if it is galvanized line that needs to be replaced.

**MOTION:** *Michelle moved to approve the connection request for 63 Basin Street, subject to the conditions outlined by Jill. The motion was seconded by Ian, and passed unanimously.*

##### **4. Selectboard Roundtable.**

Ian explained the legal logistics involved in putting forth a question to be voted on regarding having the Police District become town-wide. As this would be the abolishment of the current Police District, only one vote is necessary.

Ian raised the topic of customer service line replacements which have been or will be found to be necessary along the upcoming route of water line work. These total from 40 to 60 service lines. Ian suggested having a contractor lined up to do the work; Jill explained that the Town cannot go on private property without proper protocol in place, and that it is expensive to set this up. There was some discussion of whether to have a contractor available and the ability to provide customers with that contractor's information, or to simply shut off the water supply if the service line is not replaced with appropriate material. No decision was made.

#### **5. Town Administrator's Update.**

Greg reported that he is working on:

- A fiscal analysis for the Town
- Internal evaluation of systems, processes, and communications
- Town administration policies for staff
- Grants, contractual items
- Procurement policy
- Working with staff on ordinance update proposals
- Current projects, forecasting

#### **VI. Other Business.**

##### **1. Correspondence/reports received** were reviewed.

It was mentioned that a request had been received to take up a discussion regarding a general animal ordinance.

#### **VII. Executive Session.**

**MOTION:** *A motion to find that premature general knowledge of confidential attorney- client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage passed unanimously.*

**MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(1)(F) [Attorney-Client Communications] and per 1 VSA §313(a)(3) [Personnel], inviting Kevin Brown to join, passed unanimously.*

The meeting entered Executive Session at 8:00 pm and returned to open session at 9:57 pm. No further action was taken by the Board.

#### **X. Adjourn.**

The meeting adjourned at 9:58 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary