

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, October 6, 2025**

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**Members Present:** Ian Albinson, Joel Bouvier (joined at 8:45 pm), Peeker Heffernan (Chair), Michelle Perlee, Jessica Teets

**Staff Present:** Gregory Faust (Town Administrator), AZ Larsen (Zoning and Planning Administrator), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk and Town Treasurer), Kris Perlee (Assistant Town Clerk and Assistant Town Treasurer), Colby Gile (Public Works Crew)

**Others Present:** James Cole, Jill Marsano (VTUMS), NEAT, Jim Quaglino

**I. Call to Order.** Peeker 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).**

No changes were made to the agenda.

**II. Public Forum.**

Nobody requested time to address the Board.

**III. Department Head Roundtable.**

Eric Cota (Public Works):

- Gravel has all been put up
- Winter sand has all been put up
- Trucks are being readied for winter work
- Salt will be brought in soon
- Culvert change on Carlstrom Road went well
- Rapid Response Flashing Beacon is being set up, will require the loader to install, Eric has plans for installing in concrete to ensure stability in all seasonal conditions
- Has looked into planing uplifted sections of sidewalk, but has not yet been able to locate adequate equipment. One alternative solution is to cold patch these sections, another would be to concrete a slope at these uneven locations. Michelle suggested checking with Middlebury for a planer.
- Paving schedule for upcoming week outlined

Brett LaRose (Fire Chief):

- Last week an open house was held for prospective cadets, there was enthusiasm among attendees
- Annual pump testing on Engine 1 and 2 completed
- Hose and ladder testing coming up
- Still working to obtain a half ton pickup as planned
- Also pursuing purchase of a mini pumper, emergency equipment has become even more expensive, even when looking at used equipment

Jill Marsano (VTUMS):

- Ranked fourth highest on FY25 State Revolving Loan Fund, so eligible for funding, but do not know what the subsidy eligibility is, should assume for planning that it will be 30 years at 2%
  - Next step is to apply for the loan; she, Steve, and Greg will be working on putting those materials together
  - Will be important to submit monthly reimbursement requests

- May potentially need interim financing
- Service Line Inventory – state has requested that letters be sent to ‘unknowns’ which Jill will be sending out as necessary
  - Suggestions discussed for how to ensure compliance in reporting to complete the Inventory
- Discussion of whether to plan on repeated testing or to replace the lines where it cannot be guaranteed that the line never contained lead components; Jill suggests replacement, but notes that some won’t be known until at the point of connection to the service line. Agreed it would be best to get replacements completed before the project work begins.
- Winterization work is commencing, hydrants, etc.
- Will be looking into replacing the bulk meter

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

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

- Certificate of Adoption: Local Hazard Mitigation Plan
- Consideration of Work in Right-of-Way and Access Permit: 24 Garfield St.
- Approval of past meeting minutes (09-22-25)
- Authorize warrant in the amount of \$190,016.73

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

##### **1. Update on Act 181, FLU maps and opting in to Tier 1B status: AZ Larsen, PZA.**

AZ provided a presentation on the Act, which covers future land use mapping, housing, and long-term planning, with changes for Act 250 jurisdiction incorporated. They reviewed the proposed Future Land Use map for Addison County and Bristol, noting the various land use categories anticipated for the Town. It was confirmed that this does not change the current Zoning Districts in Town, but that changes might be considered as the Town Plan is updated over the coming months.

The Tier designations were then discussed, with AZ explaining that opting in to Tier 1B status allows for Act 250 exemption for development of up to 50 units of housing, and how that would connect to Bristol’s projected need for additional housing units. They noted that Bristol meets the requirements for opting in, and that a Selectboard Resolution is necessary if it is decided that opting in is desired. AZ outlined how all these factors will tie into Bristol’s future planning.

##### **2. Water Commission: Consider Approval of New Water Service Connection: North St**

Jill had provided details, and it was noted during the meeting that CTS line will be used on the customer side of the connection. Jill had provided some conditions to be incorporated in the installation.

**MOTION:** *Michelle moved to approve the North Street Water Service Connection application, incorporating the conditions outlined by Jill. The motion was seconded by Ian, and passed unanimously.*

##### **3. Consideration of Authorization to Hire for an Administrative Assistant.**

Greg explained that this was a position previously occupied, that a job description exists, and that funds are available in the current budget to cover the position at the proposed 16 hours per week. It was confirmed that the person hired will also be appointed as an Assistant Clerk in order to be able to cover some of the Clerk’s responsibilities.

**MOTION:** *Ian moved to authorize the hiring of an Administrative Assistant. The motion was seconded by Jessica, and passed unanimously.*

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

Jessica indicated that she would like to hear more about potential sidewalk solutions, noted that she and Ian will be attending the upcoming ACRPC meeting regarding future land use, and reported that the student work she has been overseeing regarding gathering information regarding projections of potential LOT receipts has been completed. She indicated that the student work regarding Police Department information has not yielded anything useful for Selectboard purposes.

Ian reported that he has passed oversight of the Holley Hall energy work project over to Greg, and that he had attended a positive library meeting regarding their energy grant.

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

Greg noted that he is looking into the logistics of establishing a quarterly rather than semi-annual tax payment schedule and noted that interim funding will likely be needed for the initial Bristol West waterline work. He also indicated that preliminary budget work with Department heads is underway.

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

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

#### **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 8:27 pm and returned to open session at 10:18 pm.  
No further action was taken by the Board.

#### **VIII. Adjourn.**

The meeting adjourned at 10:19 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary