

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, October 27, 2025**

Members Present: Ian Albinson, Joel Bouvier, Peeker Heffernan (Chair), Michelle Perlee, Jessica Teets
Staff Present: Gregory Faust (Town Administrator), Colby Gile (Public Works Crew), AZ Larsen (Zoning and Planning Administrator), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk and Town Treasurer), Meredith McFarland (Recreation Director), Kris Perlee (Assistant Town Clerk and Assistant Town Treasurer), Freeda Powers (Grant Administrator), Amy Smith (Community Resource Specialist), Jacqueline Steponaitis (HUB Assistant), Taylor Welch (HUB Director)
Others Present: Betsy Blair, Chuck, James Cole, Dustin Corrigan, Chris DaBica, Porter Knight, Jill Marsano (VTUMS), NEAT, Jim Quaglino, Courtney Radford (Bristol CORE), Dave Rosen, WCAX

Video: https://youtu.be/CkdeC_erV3Q?si=cYGyv3soOJ5ByGYI

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).

Approval of a letter of support for Willowell Foundation's grant application for work on facilities on Harvey Road was added to the Consent Agenda, and the order of some agenda items was revised.

II. Public Forum.

Nobody requested time to address the Board.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk/Treasurer):

- Tax and water payments are coming in
- Work was done on the West side water project application
- Not much activity for election; working on cleaning up the voter check list

Kris Perlee (Assistant Town Clerk/Treasurer):

- Working on account reconciliation and reserve fund clarifications

Freeda Powers (Grant Administrator):

- Fountain project grant application was submitted
- Creative Aging Funds grant application was not submitted – maybe next year
- This week, a grant for updating the Town Plan and one for master planning work are being completed
- Received feedback from state re the Vermont Integrated Architects invoices – as the work is for two projects, invoices need to be split properly

Meredith McFarland (Recreation Director):

- Soccer has wrapped up, basketball registration open
- Pumpkin in the Park event was successful
- Pet Parade is being cancelled due to weather
- Howden hall is being rented almost every weekend

Taylor Welch (HUB Teen Center Director):

- Average HUB attendance is 45 people per day, things are running well

AZ Larsen (Planning and Zoning Director):

- Seasonal slowdown in permit applications
- Grant opportunities for planning as mentioned by Freeda
- GIS project is wrapping up, have received draft printed copies of maps
- Working on updating applications
- Working on a case study for planning opportunities in Bristol

IV. Consent Agenda.

Several questions regarding the Consent Agenda items were addressed.

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

- Approve Special Event and Street Use/Closure Permit for Thanksgiving Day running event, 2025: Dustin Corrigan
- Approve Work in Right-of-Way and Access Permit: Hewitt Road
- Approve Appointment of Greg Faust as Alternate Authorized Representative for DWSRF loans
- Approve VT Bond Bank loan application
- Approve submission of Bristol West DWSRF Step 3 Loan Application
- Approve grant application to Better Connections for \$200K with a 10% match to support long-term master planning
- Approval of past meeting minutes (10-10-25)
- Authorize warrant in the amount of \$ 233,433.00
- Approve providing a letter of support for Willowell Foundation

V. Regular Business

1. Bristol Hub Director Updates: Taylor Welch, Hub Director.

Taylor reported that eight applications had been received for her position, and that she is meeting with interested people. Her hope is that somebody will be hired before she leaves at the end of January.

Taylor then outlined that a grant which has been received annually from DCF has been offered again, and proposed using the funds to hire a part-time, temporary staff member. She explained that the funds available will cover a 3-day/week, 4-hour/day position for 27 weeks, through the end of June.

MOTION: *Ian moved to approve the hiring of an additional temporary, part-time HUB staff member as outlined, to be funded by the DCF grant, using up to \$9800 of those monies to fund the position. The motion was seconded by Michelle and passed unanimously.*

2. Consider appointing Amy Smith, Bristol's Community Resource Specialist, to the role of Town Health Officer.

Sharon explained that she has been unable to contact the current Health Officer. Amy Smith was present and confirmed that she understands what the position entails and that she feels capable of taking on the added responsibilities.

MOTION: *Ian moved to recommend that the State appoint Amy Smith as Bristol's Town Health Officer. The motion was seconded by Michelle and passed unanimously.*

3. Consider approving Act 181 Opting in to Tier 1B status.

Michelle expressed that she would like more information regarding Act 250 jurisdiction being removed from Village development. AZ provided some explanation of the need to continue to follow local and state regulations, and there was further discussion regarding Bristol's ability to administer the necessary permitting without Act 250 involvement. The potential to table the item until a review by the PC and the DRB was provided was raised.

MOTION: *Ian moved to authorize Bristol's opting into Tier 1B status for the eligible Village area. The motion was seconded by Jessica and passed with Michelle and Joel opposed.*

4. ARPA Funds Status Update.

Ian provided some background information regarding the ARPA Committee's suggestions for use of the funds and then outlined details of the awards and amounts spent from the first round of funding. The use of funds from the second round of funding was then outlined, with it being explained that towns were advised to move any unspent funds into their regular budget in some manner to be sure the ARPA monies were all obligated by the cutoff date. The decision was made to move funds to Bristol's unassigned fund balance, with some future uses intended for those funds as agreed upon following ARPA Committee recommendations. A subsequent need for covering the cost of emergency repairs led to the expenditure of those unassigned funds to avoid taking on loans to pay for that repair work. This has resulted in there no longer being those funds available to cover some approved uses of the ARPA money. These include the EV Charger Project, support for the Farmers' Market, and construction of a new Skatepark. It was indicated that the Board will need to decide whether to use funds from other budget areas/capital reserves to cover these expenses.

Several of those present spoke of their frustration regarding the loss of funds for the Skatepark, noting that the current park is becoming unusable and that the funds which were anticipated were to be used to leverage other funding for the project. Discussion included the cost of the current design for the park upgrade, the plans for fundraising, and the benefits to the community of having a Skate Park available.

5. Town Projects Status Update.

Ian provided information regarding the funding status of each of the following projects, noting that there is a funding gap for the Holley Hall work.

- Bristol West Water Line Replacement Phase 2
- Bristol West customer service line replacement project
- Holley Hall energy efficiency upgrades
- Lawrence Memorial Library energy efficiency upgrades
- Airport Drive sidewalk project
- Mountain Street scoping study
- West Street sidewalk scoping study

He then outlined two projects which at this point require decisions regarding how to proceed:

- Basin Street Improvement Project – there is a \$674,704 funding gap even with four grants awarded; Ian recommended pausing on this project and noted that it would need to be determined if the grant monies which have been awarded and spent would need to be repaid.
- Skatepark – there is a funding gap of \$258,697 if the ARPA earmark amount is made available, and a gap of \$392,216 without the ARPA funds. Ian recommended pausing on this project, noting that there is a funding gap even if ARPA funds were available, and that some grant award money is still tentative.

There was further discussion on the Skatepark, including that the Rec Club had not signed the deed changes required by the LWCF grant (though there was verbal support from two Rec Club trustees), that fundraising had only raised a small amount of money for the 50% match, and indicating the active

community involvement and support for the new park. It was brought up that a less expensive design plan might be implemented but pointed out that the decisions were made based upon funds which were anticipated to be available, including the \$140K ARPA allocation.

There was also some discussion regarding the timing of the news that the funds are no longer available, with it being explained that the several recent changes in administrative staff led to a lack of financial reporting, etc., so that it was unknown that the totality of funds had been spent on other work. The Board assured those present that things were now on track, and that the current staff will be able to keep the Board apprised of current financial matters.

Taylor noted that contracts have been signed and work has taken place and indicated that it would be helpful to know the anticipated timeline going forward with work on the new park.

MOTION: *Ian moved to pause the Skatepark project. Michelle seconded, and the motion passed with Joel abstaining.*

MOTION: *Ian moved to pause the Basin Street project. Michelle seconded, and the motion passed unanimously.*

6. Level 2 EVSE Grant Update.

Ian explained that a grant of approximately \$26K was awarded in 2024 for installation of Level 2 charging; the quote for the equipment and installation at that point was \$40K; work on this was paused due to the anticipation of receiving funds for the installation of Level 3 charging, but that is currently on hold due to federal government impacts. He suggested revisiting the Level 2 installation, for which he had recently received a quote of \$20K, which the grant will cover.

The quote received is for installation at the back of the park, near the church. It was discussed that there is ordinance language related to no new structural installations at the park, along with other reasons for the park not being a preferred location for EV charging stations. Other locations were suggested, with there being some support for either South Street or reaching out to Pomerleau regarding use of their property. Ian will move forward with finding a suitable location.

7. Review of Selectboard Roles, Responsibilities, and Expectations.

Greg presented the document he had drafted, outlining the roles and responsibilities of the Selectboard. It was agreed that the Board member liaison roles should be eliminated, as this work is more in line with the roles of the Town Administrator. It was agreed that all Board members would sign the Roles and Responsibilities document.

8. Selectboard Roundtable.

Jessica reported that there is a new volunteer for the Bicycle and Pedestrian Safety Committee, she will have them follow up on paperwork submission.

Ian reported that he is working on EV charging installation, clarifying the customer service line project, and organizing information related to consideration of a Local Options Tax.

Michelle noted that the Water Ordinance should be reviewed again, following the changes suggested by Kevin Brown.

Michelle asked for an update on the proposal for moving the Police Department to townwide; Greg noted that this is being worked on.

There was some discussion of Board members having difficulty navigating the Base Camp software and not being aware of/able to access documents in that system that were available for review.

Joel indicated that an Alternate Solid Waste District representative needed to be appointed. Greg was at the last meeting, and the former Town Administrator had served as the Alternate.

MOTION: *Michelle moved to appoint Greg as the Alternate Solid Waste Management Representative. The motion was seconded by Joel and passed unanimously.*

Peeker reported that he had spoken with Lathrop's regarding storing pipe and other materials on their property in preparation for/during the upcoming water line work, and that some storage there may be accommodated. He is also looking into options at some other sites.

Peeker had also asked about replacement of the fire hydrant at the Lathrop site, and it was indicated that if it is a Town-owned hydrant, replacement is acceptable. If not, it would be preferred that it be left in place, with an easement created if necessary.

Peeker noted that some burying of lines had taken place along Hewitt Road, and that he did not recall a request for Work in the ROW being received/approved. Ian suggested checking with AZ on this matter.

9. Town Administrator's Update.

Greg noted that he is reaching out to Department heads for project discussions and is otherwise busy with project work. He is also beginning to plan for budget work.

VI. Other Business.

1. Correspondence/reports received were reviewed.

VII. Adjourn.

The meeting adjourned at 10:09 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary