

Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, November 24, 2025

Members Present: Ian Albinson, Joel Bouvier, Peeker Heffernan (Chair), Michelle Perlee (Vice-Chair)
Staff Present: Gregory Faust (Town Administrator), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk and Town Treasurer), Kris Perlee (Assistant Town Clerk and Assistant Town Treasurer), Colby Gile (DPW)
Others Present: NEAT, Jim Quaglino, Jill Marsano (VTUMS), Anthony Santos, Karen Lueder, Bruce Beeken, Matlak Mayforth, Courtney Radford (Bristol CORE)

I. Call to Order. Peeker Heffernan called the meeting to order at 7:01 pm.

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

One item was added to the Consent Agenda.

II. Public Forum.

Jim Quaglino thanked Board members and staff for their service to Bristol and wished all a Happy Thanksgiving.

III. Department Head Roundtable.

Sharon Lucia (Town Clerk and Treasurer):

- Property tax update
- No elections this year
- Working on audit for FY25, FY24 should be available as bound copy shortly
- Update on properties going through tax sale

Kris Perlee (Assistant Clerk and Treasurer):

- Document clean-up work done, have kept what is necessary in paper format
- Working on IT matters, Personnel Policy

Freedra Powers (Grant Administrator): (provided by Ian)

- Closeout FEMA payments for 2023 and 2024 events
- Have rescinded skate park application for funding through LWCF program, will apply again in future
- Have notified parties of decision not to continue with Basin Street project, will likely need to reimburse State payments
- 2026 Better Connections Grant – will wait until next year to submit a stronger application

IV. Consent Agenda.

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

- Approve Park Use Application from Bristol CORE for Lumen event
- Approve Cash Management Policy
- Authorize signing of documents for Amy Smith's Town Health Officer appointment
- Approval of past meeting minutes (11-10-25)
- Authorize warrant in the amount of \$189,823.85
- Authorize signing of loan documents with Vermont Bond Bank for Bristol East water line project.

V. Regular Business

1. Consideration of Special Event and Street Use/Closure Permit: Anthony Santos, Saints Underground.

Anthony explained that he is a film producer and outlined his request to film on Main Street. He has requested that the street be closed to traffic and parking from 12 am to 9 am, with filming planned for the 7 am to 9 am period on December 2. It was agreed that an alternate date of December 11 be established. Anthony indicated that businesses will not be asked to make any changes to their operating hours. Board members discussed the potential for making related announcements and notifications. Board members advised Anthony to coordinate as necessary with the Police Department.

MOTION: *Michelle moved to approve the application for Street Use/Closure as requested, with December 11 as an alternate date, and on the condition that appropriate insurance coverage for the Town has been provided. The motion was seconded by Joel and passed unanimously.*

Board members indicated that Road Department signage could be used to set up the necessary detour and that signage will be placed in advance of the event to notify of the closure.

2. Bristol Fire Department purchase authorization for a Utility Pickup Truck.

Brett LaRose indicated that he had provided an outline of the vehicle specifications in a memo to the Board, and that he recommends purchasing from Heritage Ford as they are offering the lowest price. He explained the equipment that will be included at the time of purchase, and noted that a decision regarding a bed cover will be made after the vehicle has been in use. Brett confirmed that he will work with Sharon to have appropriate insurance coverage in place.

MOTION: *Ian moved to approve the purchase of a utility pickup truck for the Fire Department, as proposed by Chief LaRose. The motion was seconded by Michelle and passed unanimously.*

3. Water Commission: Bristol West Customer Service Line Replacement Project Proposal overview.

Ian reviewed the draft proposal he had developed, including an outline of the timeline and potential financial incentive/assistance strategies to be used in replacing the 41 – 59 individual service lines which are non-compliant. He explained that VTUMS is able to do the work in advance of the water line replacement project; Ian noted the complexity of the easements that need to be addressed which may preclude putting the project out to bid.

It was agreed that VTUMS will support and supervise property owners seeking financial assistance from the Town, and that those contracting the work on their own may proceed with their line replacements. There was consensus that Ian should continue working on this matter.

4. Water Commission: School Street Extension replacement decision.

Ian provided some background information regarding the ownership issues (currently MAUSD owns the line) and Steve Palmer's pricing out the line replacement work; the current line is galvanized, and is leaking. Four bids for the project were received in August 2024, ranging from \$76K to \$162K, but no action was taken due to the unknown logistics regarding financing and ownership. Related engineering costs of \$8135 have been paid. Options for completion of the work were outlined, with Jill explaining that VTUMS has estimated a time and materials cost of \$40K for their completing the project, and it being explained that the financing and ownership going forward need to be worked through with MAUSD.

After some discussion of who should bear the responsibility for the costs involved in this replacement, it was agreed to request that the School District pay for half the expense, and the Town will take over ownership of the line in exchange for paying the other half. Kevin Brown indicated that he would look into pertinent sections of the Ordinance, and the Board will proceed in order to allow for the repair to take place as soon as possible.

5. Selectboard Roundtable.

Joel asked about the removal of the structure on East Street, which was severely damaged in a house fire some time ago. Kevin Brown offered to provide a draft Vacant Building Ordinance for the Board's consideration.

6. Town Administrator's Update.

Greg reported that the staff is working diligently and cohesively as a team.

VI. Other Business.

1. Correspondence/reports received; nothing needed to be 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 8:29 pm and returned to open session at 9:18 pm.

VII. Adjourn.

The meeting adjourned at 9:19 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary