

**Town of Bristol, Vermont  
Selectboard  
Minutes of Meeting  
Monday, February 10, 2025**

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

**Staff Present:** Eric Cota (Road Foreman), Sharon Lucia (Town Clerk), Bruce Nason (Police Chief), Kris Perlee (Assistant Treasurer and Assistant Town Clerk)

**Others Present:** Dennis Hasko, Tonya Lawyer

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:30 pm.

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

Consideration of quotes received for a DPW truck replacement was added to the agenda.

**2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.**

**II. Public Forum.**

Nobody requested time to speak.

**III. Annual Police District Meeting Public Information Meeting.**

Bruce was available to review the budget with those present. He clarified that the COPS grant, which is paying a portion of the salary for the new position, will be drawn down before the grant period ends and so an extension will not be needed. Ian reviewed the District Report and associated Warning.

Tonya Lawyer asked some questions about Police/Town policies regarding forensic testing and how complaints regarding handling of Police cases are handled. Bruce outlined some of the procedures followed, and assured Tonya that he is always available to answer these types of questions as they arise.

**IV. Department Head Roundtable.**

Bruce Nason (Police Chief):

- Bruce reported 'business as usual'

Brett LaRose (Fire Chief):

- Brett had nothing of significance to report

Sharon Lucia (Town Clerk):

- Ballots should arrive this week
- Town reports are also anticipated this week
- Ian noted that the PDF of the Town Report is on the website

Kris Perlee (Assistant Treasurer and Assistant Town Clerk)

- Auditors have been in this week, continuing their review

## **V. Regular Business**

### **1A. Consideration of quotes for new DPW truck.**

Eric presented the bid information for the chassis, the equipment build out, and the warranty, and answered several questions raised by Board members. It was noted that the 84 month warranty will cover most of the likely life of the truck, that there is no trade or sale allowance for the current truck included, and that the bids have been reviewed by the Equipment Committee, which has recommended the truck quoted by Charlesbois and Viking for a total of \$300,362.

The balance of the Equipment Reserve fund was reviewed, and the timing of payments considered; it was confirmed that the necessary funds will be available when needed.

**MOTION:** *Michelle made a motion to approve the truck purchase as recommended by the Equipment Committee. The motion was seconded by Jessica, and passed unanimously.*

### **1. Consider request from The Royal Group, Inc. for the replacement of the Fire Alarm Control Panel at Holley Hall.**

Kris explained that there was a system failure recently, at which point it was determined that no components are available for the current panel. Peeker noted that it is likely that the panel was not replaced during the recent remodel.

**MOTION:** *Peeker made a motion to approve the replacement of the fire alarm control panel at Holley Hall by The Royal Group, Inc. for the price quoted. The motion was seconded by Michelle; it was agreed that the payment will be made from the Capital Building Fund, and the motion passed unanimously.*

### **2. Consider appointing Deputy Town Health Officer Grace Williams as Town Health Officer by the Vermont Health Department.**

Ian explained that the position is now held by Joel, due to the passing of Diane Cushman; Ian has reached out to Grace, who confirmed she is interested in the Health Officer position. Michelle asked if any training was required or had been completed by Grace; this will be looked into.

**MOTION:** *Jessica made a motion to recommend to the Vermont Health Department that Grace Williams be appointed as Bristol's Health Officer. The motion was seconded by Peeker, and passed unanimously.*

### **3. Continued review and possible adoption of a new Livestock Running At Large Ordinance.**

Michelle reported on Kevin Brown's review of the draft ordinance, explaining the various aspects of the language that Kevin had indicated needed additional work. She highlighted that the Town has no legal obligation to control or be responsible for large animals, that statutory definitions should be used where possible, impoundment measures and procedures need to be outlined, and that a process for matters to be brought to the Selectboard needs to be included. Other items were also noted, such as time frames, means that might be used for gaining control of loose animals, and sections that were suggested for removal. After some discussion of the pros and cons of enacting this type of ordinance, there was consensus to ask Kevin if there is another way to approach addressing the triggering issue of horses/animals roaming from one particular resident's property.

### **4. Update from Selectboard Member Jessica Teets on Town Meeting educational outreach.**

Jessica provided an update on the work she has been doing with a group of volunteers, noting that:

- The group first endeavored to learn what barriers people experience regarding attendance and participation. They learned that there is some confusion regarding Town Meeting/Australian Ballot as well as some sense of intimidation when it comes to attending/speaking up at Town Meeting.
- Members of the group have been placing posts on Front Porch Forum, addressing the topics raised in their research.
- They will also be pulling out information from the Town Report to present items such as budget infographics.
- Post from Board members would also be beneficial.
- Two food vendors have been lined up.
  - One would like to set up inside; Sharon indicated that space should be available for this.
  - Food will be served from 5:00 to 6:00.
  - Music will also be provided during that time.
- A grant application has been submitted for covering child care expenses.
  - Meridith is lining up camp counselors to supervise the children.
  - Ian noted that the capacity of the building should be verified.
- Volunteers will be in place for both set up and clean up.
- It was agreed that a flyer could be designed and sent to parents of Elementary School students.

#### **5. Review of draft 2024 Town Report.**

Ian noted that the Report is at the printer; he reviewed the report, highlighting some items.

#### **6. Review of meeting minutes.**

**MOTION:** *Michelle made a motion to approve the minutes of January 20, 25, 27, and 31, 2025. The motion was seconded by Peeker, and passed unanimously.*

#### **7. Authorize accounts payable warrant and any liquor or tobacco licenses.**

**MOTION:** *Peeker made a motion to authorize the Town Clerk to issue a second-class liquor and a tobacco license for Walgreen's. The motion was seconded by Michelle and passed unanimously.*

#### **8. Selectboard roundtable.**

Michelle asked about the status of property tax sales; Sharon noted that things are in progress.

Michelle asked about that status of Lawson Lane water loans and the revolving loan fund payments; Sharon indicated that she did not believe any payments had been made, but will check on this.

Joel asked the Board members to be familiar with budgetary information regarding the groups for whom they serve as liaison for Town Meeting.

#### **9. Town Administrator's report.**

Ian noted the following:

- Annual Above and Beyond Award nominations need to be submitted by February 14.

- He is working with Freeda and with Kristen Underwood to untangle available information regarding the Federal spending freeze and how it will impact FEMA payments, other open grant awards, and potential grant applications.
- The contracted assessor has requested that their contract be terminated due to a lack of work. The Listers are agreeable, as they don't currently have a need for these services and can engage again if necessary.
- Ian has been meeting with Jill and Steve regarding water line projects.
  - The deadline for the Bristol West application is the week; the application will be completed and submitted on time.
  - Approval has been received for the engineering loan for Bristol East.
- Police Union contract negotiations are continuing, and going well.
- Airport Drive scoping study information has been provided to Jill and Steve, as the sidewalk is currently planned to be located over the water line. This likely means that any future water line work/repair that is needed will relocate that line, which is relatively new and should not need attention in the foreseeable future.
- Scope of work documents for Holley Hall and Library energy work have been sent to four contractors, seeking letters of interest from any who would like to participate in the bidding process.

Sharon offered a reminder that VMERS changes are only allowed on the first of each quarter, which impacts a Police Department employee who may be requesting a change.

It was agreed to repost the TA position.

Delivery of a copy of the Town Report to this year's dedicatee was arranged.

## **VI. Other Business.**

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

## **VII. Adjourn.**

The meeting adjourned at 8:14 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary