

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, March 24, 2025**

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**Members Present:** Ian Albinson, Joel Bouvier, Peekar Heffernan, Michelle Perlee, Jessica Teets  
**Staff Present:** Eric Cota (Public Works Foreman), AZ Larsen (Zoning and Planning Administrator), Sharon Lucia (Town Clerk), Kris Perlee (Assistant Treasurer and Assistant Town Clerk), Bruce Nason (Police Chief), Freeda Powers (Grant Admin)  
**Others Present:** Bob Anderson, Dan Batten, Porter Knight, Dan Mallach, Mike, Jim Quaglin, Ben Skolozdra, NEAT

**I. Call to Order.** Sharon Lucia called the meeting to order at 6:31 pm.

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

Approval of Basin Street archeological work was added to the Consent Agenda.

**II. Annual Selectboard Organization Matters.**

**1. Oath of Office.**

Peeker was sworn in.

**III. Public Forum.**

Bob Anderson suggested flying a Canadian flag in town as a gesture of friendship. He also asked about the possibility of lowering the speed limit in the downtown area; Board members explained that this project is still a work in progress for the Town and outlined some of the parameters involved in the State approving a reduction.

**IV. Department Head Roundtable.**

Sharon Lucia (Town Clerk):

- Nothing of note to report

Kris Perlee (Assistant Treasurer and Assistant Town Clerk):

- Reconciliation and audit work is underway
- New computer in place

Freeda Powers (Grant Administrator):

- Skate Park grant application (LWCF) has been submitted, will learn in February 2026 if awarded
- Potential to apply through AOT for Basin Street work
- Will be looking into water system funding possibilities
- Closed out FEMA work for 2024 storm event

**V. Consent Agenda.**

Some information related to the Consent Agenda items was provided.

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

- Appoint Sharon Lucia to serve as Treasurer until March 2027.
- Approve purchase of a new laptop for the Clerk/Treasurer using the Technology Reserve Fund
- Update authorized signer on ANR SRF payments.
- Approve the NEPA-identified archeology survey required on Basin Street, to be undertaken by UVM.

## **VI. Regular Business**

### **1. Consider appointment of candidate to fill Energy Committee vacancy: Dan Batten.**

Dan introduced himself and provided some information about his background and interest in serving on the committee.

**MOTION:** *A motion to appoint Dan Batten to the Energy Commission passed unanimously.*

### **2. Bristol Accessible Parks Project Presentation: Dan Mallach, DuBois & King Inc.**

Dan provided a slide presentation of design plans for accessibility in Memorial, Eagle, and Sycamore Parks, including the following information:

- Accessible access and signage
- Background and history of the parks as well as the project
- Efforts to gather public input
- Work with Kyle Medash, DEC River Engineer
- Outline of plans – parking, paths, amenities
- Design details – path surfaces, knotweed treatment, signage, benches/structures
- Permitting, funding, phasing, cost estimates, grant resources

### **3. EV Interim Bylaw Update: AZ Larsen, Planning & Zoning Administrator.**

AZ provided an update on the EV Bylaw work, noting that they are working with the PC to tailor the regulations and that a final draft should be available soon for Selectboard review and adoption. It was explained that this bylaw is needed in order to take advantage of EV charger grants which have been or may be awarded to the Town.

### **4. GIS System Proposal: AZ Larsen, Planning & Zoning Administrator**

AZ had developed a presentation about their efforts in learning what approaches are available for Bristol's switching to a GIS system for retention and updating of parcel information, and outlining the reasons for suggesting that that this transition be undertaken. Board members agreed that AZ should pursue this matter further.

### **5. Selectboard calendar and goals for the coming year.**

Ian provided an outline of the updated calendar, noting specific items and projects to be addressed during the year. He had also created a list of projects by topic/activity, and noted upcoming meetings, current stages, and so forth for several items. Lists are available of currently active projects, future projects, and those that have been completed.

### **6. Review and approval of past meeting minutes.**

**MOTION:** *A motion to adopt the past meeting minutes of 7/3/24, 7/22/24, 10/14/24, 10/28/24, 2/24/25, and 3/10/25 passed unanimously.*

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

The warrant was for the amount of \$94,687.25

**MOTION:** *A motion to authorize the Town Clerk to approve licenses as listed passed unanimously.*

- Hogback Mountain Brewing – 1<sup>st</sup> Class Liquor and Outdoor Consumption
- Bristol Country Store – 2<sup>nd</sup> Class Liquor, Tobacco, and Tobacco Substitute

## **8. Selectboard Roundtable**

It was confirmed that an annual Selectboard road trip will be scheduled.

It was explained that Briggs Hill Road will not be opening, as the road's condition is deteriorating, and further discussion of the ultimate resolution is needed.

Joel asked about the Lawrence Memorial Library providing a budget report to the Selectboard; Ian noted that this report was made available for the Town Report, and that there is ongoing conversation regarding the governance of the Library.

Joel asked about water meters that are not working; Kris indicated that there are approximately 25-30 of these.

Peeker raised the matter of selling the generator being stored at the pump house; Ian will look into advertising this.

## **9. Interim Town Administrator's Update**

Ian reviewed some of the items on the list he had posted along with the meeting materials.

## **VII. Other Business.**

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

Ian noted that the Budget Report has been posted for folks to review.

## **VIII. Executive Session.**

**MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel], inviting Sharon and Kris to join, passed unanimously.*

The meeting entered Executive Session at 9:23 pm and returned to open session at 10:03 pm. No further action was taken by the Board.

## **IX. Adjourn.**

The meeting adjourned at 10:04 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary