

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, December 8, 2025**

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

**Staff Present:** Gregory Faust (Town Administrator), Colby Gile (Department of Public Works), AZ Larsen (Planning and Zoning Administrator), Sharon Lucia (Town Clerk and Town Treasurer), Bruce Nason (Police Chief), Kris Perlee (Assistant Town Clerk and Assistant Town Treasurer), Taylor Welch (Hub Director)

**Others Present:** Madison Coombs (VHB), Kevin LaRose, Karen Lueders, John Moyers, NEAT, Dylan Verner, Emily Verner

**Video:** <https://youtu.be/OxLcBHUxmBE>

**I. Call to Order.** Michelle Perlee called the meeting to order at 6:05 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.**

John Moyers read a letter, which he submitted to the Board, requesting specific information relevant the reconfiguration of the Police District, asking that this be provided in advance of Town Meeting.

Michelle announced that Jim Quaglino had passed away recently, and offered the Town's condolences to his family.

John Moyers requested that the blinking GMP light at the pump house be addressed.

**III. Department Head Roundtable.**

Greg reported for Eric Cota:

- DPW has been working with OSHA to bring things up to standard

Bruce Nason (Fire Chief):

- 3800 calls so far this year, a little more than last year
- Recent filming was completed without contacting the Police Department, and with no signage in place

**IV. Consent Agenda.**

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

- Approve Listers Errors and Omissions Report
- Approval of past meeting minutes (11-24-25)
- Authorize warrant in the amount of \$3,207,856.54
- Accept the resignation of firefighter Tim O'Toole, thanking him for his service

**V. Regular Business**

**1. West Street Sidewalk Scoping Project Draft Alternatives Presentation.**

Madison Coombs provided some background information regarding the scoping study completed for this project, and then outlined the three alternatives being proposed for consideration.

- Alternative A is the simplest solution, and provides only for new connections to existing segments of sidewalk. These include a new crosswalk and ramps at the Maple Street intersection and a new segment of sidewalk south to the Creemee Stand. This alternative would retain existing sidewalks, and realign the connection near Howden Hall/Community Bank. It also includes a new curbed sidewalk from the Post Office, crossing the Champlain Farms property by jutting in to be sited along the building's front in order to avoid the gas pumps. It was noted that Champlain Farms would need to be accepting of this configuration, as it would be outside of the Town's ROW.
- Alternative B provides for most of the same work to be completed as in Alternative A, with the addition of some widening of sidewalks to 5' to meet minimum standards. This alternative would not move the Maple Street crosswalk as proposed in Alternative A, but would rather tighten the roadway's turning radius to make the crossing safer for pedestrians. There was some discussion of the potential removal of a large tree on that corner; there are three trees in that area, one of which is not in good health.
- Alternative C is the most comprehensive of the options, providing for both the new connections and realignment outlined in the other alternatives, as well as widening and straightening the existing segments along the route. This alternative also includes running the sidewalk between the gas pumps and the roadway at Champlain Farms, with an island to be incorporated for a the segment of sidewalk in the area of the pumps.

The options were discussed, with several questions raised and comments provided regarding Alternative C. Included were concepts such as moving the sidewalk closer to the roadway, addressing the parking on the sidewalk issue at an apartment house along the route, and replacing parallel parking with (potentially angled) head-in spaces in front of the bank. There was also discussion of the best approach to implement at Champlain Farms, with it pointed out that keeping the sidewalk on the road side of the pumps keeps it in the Town ROW, but the logistics of maneuvering around the island that would be created might potentially negatively impact the convenient use of the pumps.

Madison then presented an evaluation matrix for the three Alternatives, which rates safety, costs, utility and ROW impacts, and permitting needs. She explained that the Board may decide to implement aspects of different alternatives as the final solution, and noted that all three alternatives include the replacement of currently damaged sidewalks. Based on feedback received at the meeting and any further input provided by Board members, she will put together a more detailed report on the preferred alternative. Madison also noted that the final scoping report will be presented for approval/endorsement, as that document will be useful in securing grants and other funding.

Kevin LaRose offered comments regarding the sidewalk near his property, requesting that replaced sections be raised to ensure that drainage works correctly. He also noted that traffic frequently backs up to the west, which might make head-in parking challenging at times.

## **2. Interview Hub Director Candidate.**

Taylor introduced Dylan Verner, who provided some information about himself, his enthusiasm for the space that has been created at the Hub, and some of the plans he will implement when he takes on the Director position. He answered several questions posed by Board members.

**MOTION:** *Michelle moved to hire Dylan Verner as the Hub Director. The motion was seconded by Joel, and passed unanimously.*

### **3. Financial Status Update.**

Sharon explained that the auditor had provided suggestions for changes to the Town's accounting practices, which are currently being implemented. Once that work is complete, a more accurate balance sheet will be available for review by the Board. Kris outlined some of the details in the process to be followed to provide accurate data for the current year.

### **4. 2024 Audit Summary.**

Kris noted that one major audit finding was the lack of a cash management policy around federal funds; that policy has now been drafted. Other points made in the audit have been resolved, and the Audit Report is available.

### **5. Budget Review.**

Greg reviewed the portions of the draft budget he had developed, noting the following:

- The Grant Administrator and Planning and Zoning Administrator positions have both been increased to 40 hours/week.
- Staff training, office supplies, and computer expenses lines are all increased.
- Building maintenance for Holley Hall is up significantly.
- Auditing fees are increased – it was noted that an explanation is needed for why the Water Department audit expense is charged to the whole Town.
- It might be necessary to raise the fountain repair budget line, as the grant for that work was not awarded.

The Police Department budget was reviewed, and the following noted:

- Salaries are proposed to be increased 6.5%, in an effort to become more equitable with surrounding towns.
- The building lease is up this year, so the facility expense may change.
- The non-District expense in the General Operating Budget should be increased; Bruce confirmed that this should be increased every year.

It was discussed that the salary levels need to increase in order to successfully recruit new members, and that increasing the tax base which supports the Department would help with this.

### **6. Selectboard Roundtable.**

Ian reported that he continues working on the School Street water line, putting together LOT information, and addressing the customer-side water line replacements.

Jessica asked for input regarding Town Meeting logistics. It was agreed to keep the meeting at Holley Hall, and to again provide for child care and food trucks.

Joel noted the importance of growing the Grand List in order to reduce/stabilize taxes. He also introduced Karen Leuders, who was recently appointed to fill a vacant Vermont House seat.

Michelle asked about the dedication to be included in the Town Report. Ian noted that there is one suggestion left from last year, and asked that Board members let him know of any others they would like to suggest.

Peeker reported that Brian Hill and GMP are discussing the potential to move utility poles at the corner of Burpee and Monkton Roads; Brian has suggested that the number of accidents at that intersection might be due to folks not being aware of the stop sign, and that installation of a flashing light might be suitable.

**7. Town Administrator's Update.**

Greg reported that the staff is doing well.

**VI. Other Business.**

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

**VII. Adjourn.**

The meeting adjourned at 8:35 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary