

**Town of Bristol, VT**  
**Selectboard**  
**Minutes of Meeting**  
**Monday, February 23, 2026**

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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 (DPW Assistant Foreman), Bruce Nason (Police Chief), AZ Larsen (Planning and Zoning Administrator), 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)

**Others Present:** Bruce Beeken, Noah Greenstein, Evan Haugh (VHB), Clove Haviva, Peter Hewitt, Jill Marsano (VTUMS), Edmond Mayer, NEAT, Steve Palmer (VTM Engineering), Courtney Radford, Ben Skolozdra, Jennifer Wagner

**I. Call to Order.** Michelle Perlee called the meeting to order at 6:07 pm.

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

Approval of an access permit was added to the Consent Agenda.

**II. Public Forum.**

Nobody requested time to address the Board.

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

Peeker opened the Public Information Meeting.

Bruce emphasized that the proposed budget total reflects a minimal 1.88% increase over the current year's budget. He then presented some background and experience information for each member of the Police Department.

Peeker closed the Public Meeting.

**IV. Department Head Roundtable.**

Sharon Lucia (Town Clerk and Treasurer)

- Election activity is ongoing
- The 2024 audit is complete; 2025 audit is set to begin

Freeda Powers (Grant Administrator):

- Final payback for all FEMA events has been received
- Bristol is one of four towns awarded a Highway Team Safety Equipment grant
- Working on reporting completion for closed grants; about 15 grants are currently open, with close dates for 6 in the coming year

Meredith McFarland (Recreation Director):

- Holley Hall renovation preparation continues
- The Thompson building office is almost ready to be occupied
- The storage container is arriving Thursday
- Planing underway to arrange for storage of the historical stage curtain

- Rec Department will be fully out of Holley Hall by March 6
- All camps are full, and there are many names on the wait list; more camps will be added if possible
- The Department has a great team, who are all working well together

AZ Larsen (Planning and Zoning Administrator):

- The DRB has been active, with a couple of subdivision approvals as well as other items
- Work on an update of Zoning Applications and related materials is nearing completion
- The new parcel viewer is live on the Town website
- It is anticipated that the Village area will be included in the new Tier 1B for Act 250 purposes
- They have located the original Harvey Road survey, along with references to an older road which may be what was discontinued; all information points to Harvey Road being a Town Highway

#### **V. Consent Agenda.**

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

- Approve Public Assemblage Permit request for 2026 New Haven Ledges Kayak Race to be held on April 4, 2026 (backup date of April 11, 2026) at the New Haven River
- Approval of Annual Certificate of Highway Mileage (updated)
- Approve of past meeting minutes (02.09.2026 and 02.16.2026)
- Authorize warrant in the amount of \$96,301.81
- Approve Liquor License renewals for American Legion and Tandem
- Approve Curb cut for 26-700 Hardscrabble road

#### **VI. Regular Business**

##### **1. Town Meeting/Voting Information Presentation.**

Ian presented information regarding Town Meeting and voting procedures; the presentation will be available on the Town website.

##### **2. Local Option Tax (LOT) Presentation.**

Ian presented information regarding the proposed LOT, including planned allocations and the implementation timeline. This presentation will also be online.

##### **3. Water Commission: Bristol West Waterline Project Bid Tabulation and Engineer's Recommendation for Award.**

Steve Palmer summarized the bids which were received, reviewing details of the bid evaluation process and noting that some of the packages received were not complete and so could not be considered. He spoke of traffic control considerations and provided an updated project cost summary. Steve recommended that the bid from Munson, which is \$600K under his estimated cost, be accepted.

Ian and Jill explained that information regarding the newly available pool of money from VWSRF makes it likely that the Town will receive 50% forgiveness of the VWSRF loan monies that are provided.

**MOTION:** *A motion to accept the bid from Munson in the amount of \$2,422,563.00, and authorizing the Town Administrator to sign related paperwork, passed unanimously.*

Steve noted that a phasing plan should be available in a week.

#### **4. West Street Sidewalk Scoping Preferred Alternative Draft.**

AZ reviewed the plans for the alternative approved by the Selectboard, and she and Evan Haugh answered several questions from Board members. Evan indicated that moving the southern end of the western crosswalk to create an angled walkway can be investigated, but that the storm drain in that location needs to be considered when making any changes to the plan. It was confirmed that the Board has the authority to adjust driveway entrances, and it was noted that removing one end of a u-shaped driveway was prudent, as the access to that property will be safer and better aligned with VTrans and Town requirements. AZ outlined the multiple benefits of the new proposed crosswalk location.

The center section of the project will retain existing sidewalk and only repair those where necessary, as the width and location meet necessary code requirements.

Regarding the eastern portion of the plans, there was some discussion regarding whether to plan for angled or straight-in parking in the three spaces planned for Post Office access; it was noted that VTrans prefers angled parking for safety reasons. AZ reported that they had contacted Champlain Farms regarding the mountable sidewalk and curbed buffer planned for the section in front of the store.

Ian suggested that a sidewalk also be added from the project sidewalk to the accessible entrance to Holley Hall, explaining that this should be considered, but was told it cannot be included in the funded portion of the project.

#### **5. Town Plan RFP/Overview.**

AZ noted they had sent the draft RFP to Board members, and asked that any feedback be provided. They indicated that it is anticipated that the consultant will provide for an emphasis on public engagement, as well as completing data updates and other backup work for the Town Plan.

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

Joel thanked the DPW for their road maintenance efforts

It was noted that Eric has checked on a tree on Upper Notch Road, following a citizen request, and that the tree will be removed in the spring.

Ian will post to FPF information regarding Town Meeting and the proposed LOT.

Ian continues to work on planning for the upcoming building renovations.

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

Greg had nothing to add to his written report.

#### **VII. Other Business.**

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

#### **VIII. Adjourn.**

The meeting adjourned at 8:20 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary