

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, April 27, 2026**

Members Present: Ian Albinson (Chair), Joel Bouvier, Peeker Heffernan, Michelle Perlee
Members Absent: Jessica Teets (Vice Chair)
Staff Present: Gregory Faust (Town Administrator), 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)
Others Present: Madison Coombs (VHB), Evan Haugh (VHB), Jill Marsano (VTUMS), NEAT, Slim Pickens

I. Call to Order. Ian Albinson called the meeting to order at 7:03 pm.

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

One item was noted to be postponed, and an Executive Session was added.

II. Public Forum.

Slim Pickens spoke of the intersection of Route 116 and Lincoln River Road being a dangerous location that could benefit from a caution sign of some type. Ian noted that a scoping study had been completed in the past, and that the solutions suggested might be revisited by the Board.

III. Consent Agenda.

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

- Approve of past meeting minutes (04.13.2026)
- Authorize warrant in the amount of \$351,605.94
- Authorize signing of the VANR/VTrans 2026 Town Road and Bridges Standards
- Approve Liquor License renewals for South Mountain Tavern and Minifactory with the same conditions as in the current licenses

IV. Regular Business

1. West Street Sidewalk Scoping Study Final Presentation.

Evan Haugh explained that the only major change in this iteration of the plan is reverting to leaving the west end crosswalk in its current location, but changing the curve of the road at the intersection to slow down turning traffic, and adding a landing for the crosswalk. He confirmed that there is no difference in cost anticipated due to this change. Evan also indicated that any decision regarding removal of the tree at that corner can be made at a later point. It was also discussed that the angled parking proposed along the Green can be pursued later as a second phase of work, but that the State has requested this change for safety reasons. Evan and Madison answered some questions from Board members, and explained that once the Board approves the Study it will be submitted to VTrans for comments before it is finalized.

MOTION: *Peeker moved to approve the current version of the West Street Sidewalk Scoping Study. The motion was seconded by Michelle, and passed unanimously.*

2. Planning and Zoning Update.

AZ reported that a consultant had not yet been found to assist with the Town Plan update, but there is one person interested; they will have to adjust and republish the RFP to require less detail to accommodate what

this consultant will be able to provide, and it is now anticipated that the RPC will cover the GIS-related aspects of the update.

AZ noted that the Climate Action Office pilot program is going well, and the PC has begun work on a community assessment, for which a dinner and summer outreach are planned. They asked the Selectboard to review the implementation tasks in the current Plan which were assigned to the Board, and report what has been completed and where the progress of the other items is at.

Other items noted by AZ include that they have applied for funding for a UVM intern, a general DRB update, some clarification of GIS information in the new mapping software (for which surveys need to be updated), and that the RPC has reached out regarding having the water line information included in their GIS system.

3. Bristol Bicycle Pedestrian Advisory Committee Social Media Presentation.

This agenda item was postponed.

4. Conservation Commission Candidate Jon Cummings.

Jon was not present, and this item was postponed.

5. Planning Commission Candidate Kris Perlee.

Kris spoke of his interest in rejoining the Planning Commission.

MOTION: *Joel moved to appoint Kris Perlee to a three-year term on the Planning Commission. The motion was seconded by Michelle, and passed unanimously.*

6. Water Commission – Radio Read Meter Equipment.

Jill explained that she was recommending that some meters be upgraded to a radio system, making it easier to get readings and current information when necessary. She outlined the cost involved, which she noted is less than she had believed for the annual support required for the system. Jill indicated her preference to complete the meter switching for residents where the water line work will be taking place, and to also address the properties at the far ends of the system where more driving is necessary to complete a meter read.

Jill had obtained a quote through which 196 Smartpoints (the hardware needed at the meter site) are available for a discount, to cost \$100 rather than the current price of \$170. She outlined the full cost associated with the switch for both hardware and software, and noted that it would be considered a capital expense. Ian confirmed that this could be a sole-source purchase. Joel cautioned that Middlebury had switched to a similar system and then reverted; Jill explained that the system they were using may have had higher associated fees.

MOTION: *Peeker moved to approve the purchase of the 196 meters at a discount, along with other necessary hardware, software, and support contract. The motion was seconded by Michelle, and passed unanimously.*

7. Appointment/Reappointment of Town Officers or Representatives.

Ian noted that Bill Sayre is willing to be reappointed to the Revolving Loan Committee.

MOTION: *Peeker moved to appoint Bill Sayre to the Revolving Loan Committee. The motion was seconded by Joel, and passed unanimously.*

8. Selectboard Roundtable.

Joel reported on a recent conversation with the Scoutmaster regarding his fixing stones in some of the cemeteries and the potential for a Scout to complete his Eagle project through installing a cemetery fence. Joel directed him to Greg to discuss these matters further.

Joel asked about the start date for the water line work. Greg explained that coordination with the bond bank had delayed the start date, and Jill explained that work would be starting in the next couple of weeks, with adjustments having been made to the phasing so that work around the park would be avoided during holiday periods.

Joel noted that North Street had been patched, related to water line work. Greg confirmed that Eric is aware that further work may be necessary at this site.

Joel raised a constituent concern from his nephew at Jackman's of Bristol, who believed his propane tank replacement permit had been denied and feared it could threaten his business. AZ Larsen clarified the application was referred to the DRB, not denied, and explained the path forward. Chair Albinson advised Mr. Bouvier that individual constituent permit applications are not Selectboard business and directed that future inquiries of this nature be directed to AZ Larsen rather than being raised during a Board meeting.

Ian and Greg will work on scheduling the Board's annual road trip.

9. Town Administrator's Update.

Greg noted that:

- He will be meeting with Don Lathrop regarding a transition plan for the Cemetery Trustees
- He has been meeting with Library trustees and staff regarding the MOU for readoption of the Library into the Town
- He is working on addressing illegal dumping; both the Town's Health Officer and the State have been notified
- The renewal for the Police Department lease is coming up
- He will be meeting with Don Lathrop about transition plan for cemetery

Greg indicated that the timing is not suitable for acquisition of property south of the Library.

V. Other Business.

1. Correspondence/reports received were reviewed.

VI. Executive Session.

MOTION: *A motion to enter Executive Session per 1 VSA §313(a)(1)(A) [Contracts], inviting Gregory Faust to join, passed unanimously.*

The meeting entered Executive Session at 8:09 pm and returned to open session at 8:42 pm.

VII. Adjourn.

The meeting adjourned at 8:43 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary