

TOWN OF BRISTOL, VERMONT

Selectboard — Minutes of Meeting

Monday, June 22, 2026 • 7:00 PM

DRAFT

Members Present: Ian Albinson (Chair), Joel Bouvier, John “Peeker” Heffernan, Jessica Teets (Vice Chair, joined during Regular Business)

Members Absent: Michelle Perlee

Staff Present: Gregory W. Faust (Town Administrator), Sharon Lucia (Town Clerk/Treasurer), Kris Perlee (Assistant Clerk/Treasurer)

Others Present: NEAT (recording); Gary Kessler, Green Mountain Stage Race (via Zoom); Michael Miller (via Zoom, observing)

I. Call to Order.

Chair Ian Albinson called the June 22, 2026 Selectboard meeting to order at 7:00 PM.

II. Approval of Agenda.

Chair Albinson asked whether there were any additions to the agenda. Hearing none, the Board proceeded. No amendments were made at this point; later in the meeting, item 5c (Procurement Policy second reading) was deferred to the next meeting (see item 5c below).

III. Public Forum.

Chair Albinson opened the public forum, noting the five-minute-per-person limit for non-agenda items and inviting anyone present in person or online to speak or to use the chat. No one came forward, and the Board moved on.

IV. Consent Agenda.

The consent agenda comprised three items: 4a, approval of the past meeting minutes of June 8, 2026; 4b, approval of the check warrant and any liquor/tobacco licenses; and 4c, the Special Event and Street Use/Closure Permit for the Green Mountain Stage Race (Stage 3, September 6, 2026).

Peeker Heffernan moved to accept the consent agenda, and Chair Albinson seconded. In discussion, Joel Bouvier noted that the Green Mountain Stage Race organizers have run the event for years and would coordinate with Police Chief Bruce Nason and handle insurance. Race representative Gary Kessler, joining by Zoom, said he would reach out to the Chief and confirmed he had sent the insurance certificate along with the paperwork; the Chair confirmed the Town had received it.

Heffernan asked whether there were any liquor or tobacco licenses and asked that the warrant be read. The check warrant was read in the amount of \$295,317.68.

MOTION: *To approve the consent agenda as presented. Moved by Heffernan, seconded by Albinson. Passed unanimously by voice vote.*

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V. Regular Business.

5a. Lawrence Memorial Library (LML) PCB Abatement — Bid Award Selection.

Town Administrator Greg Faust presented the bid analysis for asbestos and PCB abatement at the Lawrence Memorial Library. Two bids were received: One Source Environmental, out of New Hampshire, and Alloy (Prism Response LLC), based in Pennsylvania and operating in Massachusetts and surrounding states. Faust explained that the asbestos work is contracted through Silver Maple Construction and the PCB remediation is contracted to the Town. He noted that on both bids the PCB remediation contract does not include the exterior disposal bin, which he estimated would add roughly \$29,000 to \$31,000; he said he had not yet locked in that price and was treating it as a budgeting figure. The PCB base bids came in at \$57,013 for Alloy and \$78,500 for One Source, with identical scopes as written by the project manager Kyle Austin of Clay Point Associates.

Faust said the project was ready to proceed the following Monday pending the Board's signature, with an eight-week turnaround and a one-week break built in so library staff could move items. He stressed the project must be completed by year-end to keep federal reimbursements in line, and reported that he had spoken directly with the state library agency, which is aware of the additional unbudgeted cost; whether the Town receives additional contingency funding would not be known until approximately November. The agency's primary concern was assurance the project would finish on time, which Faust confirmed it would, even with the delay, given that some work is happening concurrently outside. Chair Albinson noted that a good amount of work had been completed before the project was paused, which benefits the Town.

In discussion, Albinson confirmed a single company would perform both scopes, with asbestos done first and PCB immediately after. Heffernan confirmed that both bids carry the same exterior-bin cost, making the comparison “apples to apples,” and that Faust's recommendation was to award to Alloy. Jessica Teets, who had joined during this item, said she wished the work were not necessary but supported moving forward. Heffernan asked about the asbestos cost, and Faust explained at least half would not fall to the Town; certain items would have been found regardless, and Silver Maple is covering some costs as a good business partner because of actions on their part that made them responsible.

Heffernan moved to award the contract to Alloy and, after discussion, amended his motion to designate the Town Administrator as signee. The motion was seconded.

MOTION: *To award the Lawrence Memorial Library PCB abatement contract to Alloy (Prism Response LLC) in the amount of \$57,013.00, and to designate the Town Administrator as signee. Moved by Heffernan, seconded by Albinson. Passed unanimously by voice vote.*

5b. Policies & Ordinances Updates — Conflict of Interest Policy (Meeting 2 — Second Reading).

Chair Albinson presented the second reading of the Conflict of Interest Policy (SB-2026-01). He explained the updated draft includes changes from the prior meeting shown in redline, along with feedback received from Fire Chief Brett LaRose regarding language affecting the fire department. Albinson described the process: comments could be raised now; once the draft is updated, it moves to legal for a final check and then returns for presentation at the next meeting in two weeks. He noted that the three-meeting adoption schedule means the Board can take additional time if needed, though the goal is to move at a reasonable pace toward adoption.

Albinson noted that Michelle Perlee, who had raised a number of questions at the first reading, had been away; he had sent her the updated draft ahead of the rest of the Board. He suggested gathering remaining comments internally and then sending the draft to legal for the final pass. He confirmed the summary of changes and the updated document are posted on the Town website for public review. No further questions or discussion were raised.

5c. Policies & Ordinances Updates — Procurement Policy (Meeting 2 — Second Reading).

This item was deferred to the next meeting. Chair Albinson explained the Procurement Policy is still being worked on and the details are not yet finalized. Faust said he had not yet had time to get into portions of it and would do so during the week. Albinson noted most of the remaining work on this policy requires a legal review, which would advance it once submitted.

5d. Selectboard Roundtable.

Joel Bouvier asked that, sometime before September, the Board receive a synopsis of the Revolving Loan Fund — where things stand, who owes the Town, and who has not been paying. Faust agreed and said he would likely take it up at the beginning of the next fiscal year in July.

Jessica Teets asked about the “Rocky Dale” speeding enforcement matter. Faust explained it was correspondence with a resident concerned about high speeds near her property; he had connected her with Police Chief Bruce Nason and the area sheriff, and Heffernan noted the Vermont State Police had also been notified. Faust confirmed it was a communication matter the police would handle, with no further action needed from the Board. Teets said she appreciated the update and the briefing format.

Heffernan asked about the identity of online attendee Michael Miller, who had appeared at a couple of meetings. Miller remained muted and was observing only. Board members noted anyone is welcome to join.

Bouvier raised a longstanding line-of-sight safety concern at the second of the twin bridges, at the intersection of Route 116 and Lincoln Road. He reported driving there over the weekend and being unable to see an oncoming car. He suggested cutting the bridge rail down on the river (south) side so drivers can see approaching traffic, and proposed sending a formal letter to the Agency of Transportation rather than continuing to assume the state would not allow changes. Chair Albinson recounted that a prior safety/traffic study had identified options including a costly road reconfiguration (in the millions), warning technology at the stop sign, and shifting the stop sign to the right as the least expensive option to give drivers a safer sightline past the bridge. Heffernan recalled that when the bridge was rebuilt, crews hit fissures in the ledge and had to extend the bridge, which extended the curb beyond the original sightline; afterward the stop bar was moved out to the white line, and a driver who pulls fully to the right and to the bar can see, though not everyone knows to do so. The Board agreed it is a dangerous intersection with frequent near misses and that the matter is worth raising with the state again; Albinson said he would dig up the earlier study. Bouvier also praised the flashing stop sign at the Rupert/Monkton Road intersection and suggested investing in higher-quality flashing signs (lit on both sides, like those used on interstates).

Chair Albinson had no items.

5e. Town Administrator's Report.

Town Administrator Greg Faust reported on cash flow tied to the construction projects: roughly \$441,000 in construction (water line) invoices going out this month against approximately \$331,000 coming back in reimbursement. He clarified the figures relate to the water line project,

not the building construction. The construction loans with the state are closed, so reimbursement can begin, with about \$95,000 plus half the mobilization costs and other factors ready to reimburse. Moving into July, larger materials costs will increase, with an estimated \$600,000 bill expected; the Town issued a bond anticipation note to protect general-fund cash flow. Faust said the bond anticipation note documents would be ready by the July 6 meeting, and could be handled then or at the July 13 meeting. Sharon Lucia asked whether a special meeting would be needed; Faust said either the regular July 13 meeting would work or the timing could be revisited closer to the date depending on the July 4th holiday.

Faust provided additional operational updates:

- Town Plan: The Town Plan update is underway with the consulting firm Dubois & King. A kickoff event was held June 6 with the Planning Commission, advisory boards are being convened, and meaningful public-input opportunities are coming; he encouraged residents to participate.
- Skate park: Hub Teen Center Director Dylan Verner wrapped up the first phase of the skate park ramp renovations. The event was well attended and supported by community volunteers, whom Faust thanked.
- Stormwater: Stormwater scoping study work on Mountain Street is complete; Faust will line up the study results and possibly schedule a presentation.
- Landfill: Landfill solar permitting is moving through. The Town was notified that landfill sampling will only need to be conducted once a year going forward, saving money and administrative oversight.
- Roads / West project: The Munson bid is taken care of; work finished on Elm, Taylor, and down Maple, with some cleanup remaining. The Town is waiting on BABA (Build America, Buy America) certifications to continue.
- Holley Hall: The building is doing well and looks much different. An initial blower-door test showed a 30% air-leakage reduction, keeping the project in line with Efficiency Vermont rebates.

On Holley Hall, Bouvier asked whether, during a final blower-door test, the contractor could temporarily seal the windows to model the additional savings newer, tighter windows would yield for future planning. Faust said he could ask, and described work already done (thermal imaging, addressing findings, moisture-detection sensors at key points). Chair Albinson explained that operable storm windows will encapsulate the upstairs windows year-round, and the original windows will be restored to operable condition as a backup. He noted three of the building's four walls will be fully and well insulated; the end wall with the half-round window is not part of the project due to its complexity, but insulating the other three walls should substantially improve the building's balance. Faust added that he is having the contractor look at the dormer window and balcony, where water runoff has caused rotting, to fold repairs into the current scope and save money where possible, and that he is compiling a comprehensive list of future items to address.

Bouvier returned to the Mountain Street stormwater work and asked whether the planned catch-basin work on the Munsill Ave. project (near where the police enter) would still proceed. Heffernan recalled that Public Works Foreman Eric Cota was to obtain prices and order the structures so they could be set during the waterline project and given time to settle. The discussion identified roughly three catch basins to be tied into the West Street project, located near the telephone company and corner building, on each side of the intersection, and up by the

foam building. Chair Albinson noted the work had been paused pending the timing of the water project and street paving. Members agreed that even setting the structures ahead of connection would aid drainage.

Faust closed by thanking all staff for their work.

VI. Other Business.

6a. Correspondence, Reports, and Communications Received.

Faust reported nothing beyond the correspondence he had already sent the Board.

VII. Executive Session.

Chair Albinson moved that the Board enter executive session under 1 V.S.A. § 313(a)(1) to discuss contracts and a personnel matter, and that the Town Administrator be invited to attend. The motion was seconded.

MOTION: *That the Board enter executive session under 1 V.S.A. § 313(a)(1) to discuss contracts and a personnel matter, with the Town Administrator invited to attend. Moved by Albinson, seconded. Passed unanimously by voice vote.*

The Board entered executive session at 7:29 PM and returned to open session at 8:14 PM. No binding action was taken in executive session.

Upon returning to open session, the Board acted on a personnel matter discussed in session.

MOTION: *To allow a one-time exception permitting the Town Administrator to carry over vacation time into the new fiscal year. Moved by Heffernan, seconded by Teets. Passed unanimously by voice vote.*

VIII. Adjourn.

MOTION: *To adjourn the June 22, 2026 Selectboard meeting. Passed unanimously by voice vote.*

The meeting adjourned at 8:15 PM.

Respectfully submitted,
Ian Albinson, Selectboard Chair