Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, June 8, 2026

Members Present: Ian Albinson (Chair), Joel Bouvier, Peeker Heffernan, Michelle Perlee, Jessica Teets
Staff Present: Gregory Faust (Town Administrator), Sharon Lucia (Town Clerk and Treasurer), Meridith McFarland (Recreation Director), Kris Perlee (Assistant Town Clerk and Treasurer)
Others Present: Jon Cummings, Christine Lathrop, Jill Marsano (VTUMS), NEAT

I. Call to Order. Ian Albinson called the meeting to order at 7:00 pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).
No changes were made to the agenda.

II. Public Forum.
Nobody requested time to address the Board.

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

- Approve past meeting minutes (5.11.2026 and 6.1.2026)
- Authorize warrants in the amount of $166,810.64
- Approve renewal of a First- and Third-Class Liquor License and Outdoor Consumption Permit for Minifactory with the same conditions as previously included.
- Special Event and Street Use/Closure Permit – 4th of July Celebration (incl. Stampede 5K Run/Walk)
- Special Event and Street Use/Closure Permit – Pocock Rocks
- Authorize signing of Vermont Bond Bank financing documents – Bristol West Water Line Replacement Project

Meridith asked about the timing of signage announcing the Fourth road closure, and was advised that a week in advance is suitable. Other signage details and logistics were discussed.

IV. Regular Business

1. Conservation Commission Candidate Jon Cummings.
Jon provided some information about his background and interest in serving on the Conservation Commission.

MOTION: *Michelle moved to appoint Jon Cummings to a four-year term on the Conservation Commission, through March 2030. The motion was seconded by Peeker, and passed unanimously.*

2. Policies & Ordinances Updates – Conflict of Interest Policy (Meeting 1 – First Reading).
A draft of the updated ordinances and a memo regarding the changes had been distributed prior to the meeting. Ian noted that most updates are to bring the policies in line with statutory language, and then reviewed that the format had been standardized and definitions expanded. He asked that Board members review the drafts and raise questions; he and Greg will make further revisions and then have a legal review completed before bringing these back to the Board for a second reading. There will ultimately be a third reading before adoption takes place.

Specifics of the Conflict of Interest Policy were then reviewed, with some clarifications provided and some sections noted by Ian to be flagged for legal review. The sections noted for further legal review included 6.10; 7.03; 7.04; and 11.07 A and B. It was agreed that the Personnel Policy will be updated to be in agreement with Section 11.07 A of this Policy.

3. Policies & Ordinances Updates – Procurement Policy (Meeting 1 – First Reading).
Greg noted that an important aspect of this update is that the Policy provides for adherence to all necessary requirements which will be evaluated in yearly single audits, as those will be necessary due to the expenditure of multiple grant funds over the coming years for the large projects to be undertaken.

There was some discussion of ceilings and thresholds for allowing for Town Administrator approval, and the purchase order definition was clarified.

Some specifics of this draft were also reviewed. It was agreed to add the Selectboard Chair and Interim Town Administrator as authorized to sign contracts without a formal vote (Section 5.05) and to replicate the $50K threshold from Section 6.05 in Section 6.06. For Sections 7.03 and 7.04 it was agreed to add a note referencing the reporting section, to ensure that the Selectboard is kept apprised. Section 9.06 was clarified. Section 10.02 and 10.03 will be merged for clarity. Section 11.02 needs further clarification regarding the total of each expenditure allowed. It was discussed that Section 12.05 is likely an accountability measure, as it does not appear possible that the Board can reject a purchase after the funds have already been expended.

4. Selectboard Roundtable.
Joel asked for some clarifications on warrant items, which Sharon provided.

Michelle asked about the Town's wastewater ordinance; Jill noted that it is outdated and of limited scope. Greg indicated that he is working on updating the language.

Michelle offered congratulations to this year's high school graduates.

5. Town Administrator's Update.
Greg noted that:

- A draft of the FY25 audit had been received; no major findings need to be addressed, only some minor clean up by staff is required.
- The Town is financially strong and stable.
- Bristol West and Holley Hall projects are moving forward.
- Bidding is underway for the Library abatement project.
- The Hub was approved for a $30K grant for operational costs.
- Some feedback had been received regarding the water line project; communication strategies were outlined.
- Documents have been submitted for a Bond Anticipation Note, to free up cash flow.
- Skate Park renovations are progressing, thanks to staff and volunteer efforts.
- The Mountain Street Stormwater Study is complete.
- Park studies will be undertaken, to be tied in with Town Plan public engagement efforts.
- Bruce Nason is working on community engagement; Greg will be joining that effort when he is able.

Sharon noted that three properties are scheduled for tax sale on July 14. Two other major delinquencies involve estates, and will take more time to resolve.

V. Other Business.

1. Correspondence/reports received were reviewed.

Greg had nothing of note to report.

VI. Adjourn.

The meeting adjourned at 8:24 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary