

TOWN OF BRISTOL — SELECTBOARD MEETING

Monday, July 27, 2026

AGENDA NOTES

[VIEW FULL MEETING PACKET: bristolvt.org/2026-meetings/](http://bristolvt.org/2026-meetings/)

7:00	1. Call to Order	Presenter: Ian ALBINSON — Selectboard Chair	Action: —
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7:00	2. Approval of Agenda	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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POTENTIAL MOTION

- "I move to approve the agenda as presented." OR "I move to approve the agenda with the following amendments: _____"

7:05	3. Public Forum (5 min. per person, non-agenda related)	Presenter: Ian ALBINSON — Selectboard Chair	Action: DISCUSSION
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SUMMARY

Open floor for residents to speak on non-agenda topics. Per statute, Board members do not respond substantively but may refer items to staff or to a future agenda.

7:10	4. Consent Agenda	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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4a — Approval of Past Meeting Minutes (July 13, 2026)

The Board will consider approval of the draft minutes from the July 13, 2026 Selectboard meeting.

- Selectboard — Meeting Minutes — 7.13.2026 (Draft)

4b — Approval of Check Warrant and Any Liquor/Tobacco Licenses

The Check Warrant for the period ending July 27, 2026 will be presented for approval, along with any pending liquor and tobacco license applications.

- Check Warrant Report — [TO BE PROVIDED]
- 2026 License Application Spreadsheet (if applicable)

4c — Bristol CORE — Downtown Vibrancy Fund Municipal Attestation Letter (for Signature)

The Board will consider signing the Downtown Vibrancy Fund Municipal Letter of Attestation for Bristol CORE. The State program (ACCD/DHCD) will provide \$25,000 to Bristol CORE. The attestation requires signatures from a majority of the legislative body and affirms that this funding supplements, and does not supplant, the Town's traditional allocation to the organization. Requested by Lisa Boeckman, Executive Director, Bristol CORE, as the final requirement before the first payment.

- Downtown Vibrancy Fund — Municipal Letter of Attestation (Appendix II) — (as provided)

4d — Authorization for the Selectboard Chair to Sign Communications Property Tax Grievance Stipulation Agreement(s)

On the advice of the Town's attorney and guidance from the Vermont Department of Taxes (Jill Remick, under Act 145 of 2024), the Board is asked to authorize the Selectboard Chair to sign stipulation agreement(s) resolving communications (telecom) property tax grievances in lieu of convening a Board of Civil Authority hearing. The Department recommends the Chair sign on behalf of the Town.

- VT Tax Department — Model Stipulation Agreement (in lieu of BCA hearing) — (as provided)
- VT Tax Department Guidance — Remick, Act 145 of 2024 — (as provided)

4e — Approval to Place the Justice of the Peace Election on the General Election Ballot (17 V.S.A. § 2680)

Per the Town Clerk, the Board is asked to approve placing the Justice of the Peace election (normally a local election) on the back of the General Election ballot, because the General Election ballots are mailed to every voter in Town.

- Town Clerk request — (no document)

POTENTIAL MOTION

- "I move to approve the Consent Agenda, as presented."

7:15	5. Regular Business	Presenter: Various	Action: DISCUSSION & DECISION
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5a — Fire Department Update: Vermont Forest Fire and Fire Prevention Statute Changes (Act 162 of 2026)

The Bristol Fire Department will update the Board on Act 162 of 2026 (effective July 1, 2026), which changes how town forest fire wardens are designated. Under the new law, the chief of the fire department with primary response responsibility automatically serves as the town forest fire warden, ending the prior state-appointment process. Deputy Chief Eric noted Chief Brett LaRose was appointed Warden last year, so the change is minimal for Bristol. Informational, with possible action to confirm the warden designation and ensure FPR has current contact information.

- Act 162 — Fire Chief Letter — (as provided)
- Act 162 — Fire Warden and Deputy Warden Letter — (as provided)
- Act 162 — Town Clerk Letter — (as provided)

5b — Setting of the FY2027 Municipal Tax Rate (2026 Grand List)

With the 2026 Grand List lodged by the Listers, the Board will set the FY2027 municipal tax rate. The motion should be scoped to the municipal rate (and the local agreement rate, if applicable); the homestead and nonresident education rates are set by the State.

POTENTIAL MOTION

- "I move that the Selectboard set the Town municipal tax rate for FY2027 at \$[RATE] per \$100 of assessed value, based on the 2026 Grand List as lodged by the Listers and the Town's approved FY2027 budget."
- Grand List / Form 411 / rate sheet — Town Clerk's office — [TO BE PROVIDED]

5c — Pine Street Paving (Top Layer): Pike Industries Quote and Bid Process

The Board will discuss the Pike Industries quote for the Pine Street top (final) paving layer, total \$68,921.12 (10 tons hand pave at \$275.00 and 586 tons machine pave at \$112.92). Per the Town Administrator, this is a standalone quote, not a State or regional contract; Public Works had rough estimates from two other pavers that came in higher. Under the Town's adopted Purchasing Policy (POL-2021-03, §III.2), a purchase over \$5,000 requires a formal bid process unless the Board waives it, so the discussion should address whether to waive the bid process, direct a formal bid, or defer.

- Pike Industries Quote — Pine St Paving (top layer), \$68,921.12 — (as provided)
- Pine St Paving — Email Thread (Procurement Discussion) — (as provided)

POTENTIAL MOTION

- "I move to accept the Pike Industries quote for the Pine Street top-layer paving in the amount of \$68,921.12 and to waive the formal bid process under Purchasing Policy §III.2." (Alternative: "I move to direct the Town Administrator to conduct a formal bid process for the Pine Street paving.")

5d — Policies & Ordinances Updates: Procurement Policy (Meeting 2 — Second Reading)

Second reading of the Procurement Policy (SB-2026-02), V2.1, presented by Town Administrator Greg Faust. This is the second of the three-meeting adoption schedule; no adoption vote is taken before the third reading.

- Bristol Procurement Policy SB-2026-02 V2.1 Draft — (as provided)

5e — Policies & Ordinances Updates: Personnel Policy (Meeting 1 — First Reading)

First reading of the draft 2026 Personnel Policy. This is the first of the three-meeting adoption schedule; no adoption vote is taken before the third reading.

- Bristol Personnel Policy Draft 2026 — (as provided)
- Personnel Policy — Summary of Changes 2026 — (as provided)

5f — Selectboard Roundtable

Standing item for Board members to share brief updates, flag upcoming issues, or raise items for future agendas.

5g — Town Administrator's Report

Town Administrator Gregory Faust will provide a brief operational update.

8:45	6. OTHER BUSINESS	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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6a — Correspondence, Reports, and Communications Received

Correspondence, reports, and communications received since the last meeting.

8:45	7. Executive Session — Contracts and Real Estate	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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The Board anticipates entering executive session to discuss matters under 1 V.S.A. § 313(a)(1) (contracts) and § 313(a)(2) (real estate lease). For the § 313(a)(1) matter, the Board must first find that premature general public knowledge would place the Town at a substantial disadvantage. No action is taken in executive session; any resulting action is taken in open session.

POTENTIAL MOTION

- "I move that premature general public knowledge would clearly place the Town at a substantial disadvantage, and that the Board enter executive session under 1 V.S.A. § 313(a)(1) (contracts) and § 313(a)(2) (real estate lease), inviting the Town Administrator to attend."

9:25	8. Adjourn	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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POTENTIAL MOTION

- "I move to adjourn the July 27, 2026 Selectboard meeting."

Information for upcoming Town meetings, agendas, minutes, packets, and recordings can be found at bristolvt.org.