

TOWN OF BRISTOL — SELECTBOARD MEETING

Monday, September 28, 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: —
7:00	2. Approval of Agenda	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION

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 (September 14, 2026)

The Board will consider approval of the draft minutes from the September 14, 2026 Selectboard meeting.

- Selectboard — Meeting Minutes — 9.14.2026 (Draft) — (as provided)

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

The Check Warrant for the period ending September 28, 2026 will be presented for approval, along with any pending liquor and tobacco license applications. The warrant totals \$214,998.62 across 50 invoice lines on General Fund account 01. Two lines account for about two-thirds of the total: the Vermont Bond Bank bond payment (\$84,736.36) and Prism Response for Library remediation (\$59,400.00). Other larger lines are Frog Hollow Bikes for Recreation bikes (\$9,200.00), SLR International for the Mountain Street stormwater study (\$9,445.00), VTUMS for the water and sewer contract (\$7,050.00) and Devine Carpentry for the Holley Hall roof repair (\$6,840.00). The warrant also includes the Hub purchases from Cool Motion Outdoor Sports (\$923.33) and Splinters Boardshop (\$1,000.00).

- Check Warrant Report (September 28, 2026) — (as provided)
- 2026 License Application Spreadsheet (if applicable)

4c — Special Event and Street Use Permit: N.H. Munsill Hose, Hook and Ladder Co. Donation Drop (14 West Street, October 11, 2026)

The Board will consider the Special Event and Street Use Permit for the Fire Department's annual Donation Drop, formerly the Coin Drop, run by the N.H. Munsill Hose, Hook and Ladder Co. The event is Sunday, October 11, 2026, 8:00 AM to 5:00 PM, with a rain date of Sunday, October 18, on West Street in front of the Community Bank. No street closure, sidewalk use or police detail is requested. Signs and cones are placed on both approaches, and all personnel wear high-visibility vests. West Street at this location is a Town highway, so the Town permit is the only approval needed. The insurance certificate and 30-day filing conditions on the form are written for outside applicants and do not apply here.

- N.H. Munsill Hose, Hook and Ladder Co. — Special Event Permit Application, Donation Drop (October 11, 2026) — (as provided)
- Donation Drop — Site Map, 14 West Street — (as provided)

4d — Bristol Conservation Commission: Approval of Revised Management Plans, Lord's Prayer Rock and Seth Hill, and Designation of Lord's Prayer Rock as an Official Town Park

The Board will consider approval of the Conservation Commission's revised management plans for two Town-owned parcels, Lord's Prayer Rock and Seth Hill. Seth Hill sits in Lincoln, which is why its title block reads Lincoln, Vermont. At its September 10 meeting the Commission asked the Selectboard to decide whether Lord's Prayer Rock should be designated an official Town park, and the plan uses the name "Lord's Prayer Rock Park" throughout. Approving the Consent Agenda as presented approves both plans and the park designation. Any member who wants to discuss the designation should ask that 4d be removed from the Consent Agenda and taken up separately. Review both plans with Track Changes showing.

- Bristol Conservation Commission — Lord's Prayer Rock Management Plan, revised (September 11, 2026) — (as provided)
- Bristol Conservation Commission — Seth Hill Management Plan, revised (September 11, 2026) — (as provided)

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 — Town of Lincoln: Experience with Town Meeting Changes

Lincoln's Town Clerk Sally and Town Administrator Trish will share Lincoln's experience with its recent Town Meeting changes, joined by Selectboard member Jessica Teets. This is a discussion item and no action is expected.

- Town of Lincoln — presentation materials — [TO BE PROVIDED]

5b — Appointment or Reappointment of Town Officers: Revolving Loan Fund Committee

The Board will consider appointing Shawn Oxford to a citizen seat on the Revolving Loan Fund Committee. His volunteer application is dated August 14, 2026. Under the RLF Guidelines, members serve staggered three-year terms, and the Board appoints the Committee Chair from among the members. The Chair seat is currently open.

- Bristol Revolving Loan Fund Guidelines, V.5 (revised February 22, 2023) — (as provided)
- Volunteer Position Application — S. Oxford (August 14, 2026, redacted) — (as provided)

POTENTIAL MOTION

- "I move to appoint Shawn Oxford to the Revolving Loan Fund Committee for a term ending [TERM END DATE]."

5c — Selectboard Subcommittees: Adoption of the Rules, Charge A and Charge B, and Appointment of Members

Town Administrator Greg Faust will present the Selectboard Subcommittees Rules and Charges. The Board will consider four motions: a two-seat ceiling with one Selectboard alternate for each subcommittee; creating the Policy and Governance Review Subcommittee under Charge A; creating the Personnel Subcommittee under Charge B; and a standing consent line for committee minutes, an appointment calendar and a July 31 annual report. The Town Administrator staffs both subcommittees and is not a member. The Chair appoints the Selectboard members under Rules of Procedure Section II.B. Infrastructure and Capital and Public Health and Safety are not created at this meeting.

- Selectboard Subcommittees — Rules and Charges — (as provided)
- Bristol Board Capacity Building presentation (September 28, 2026) — (as provided)
- Record of Decision — Board Capacity Building — (as provided)
- Rollout Checklist — Town Administrator — (as provided)
- Bristol Selectboard Structure Proposal FY27 — (as provided)
- Bristol Governance Model, Consolidated and Visuals (September 11, 2026) — (as provided)

POTENTIAL MOTION

- "Motion 1: I move to establish two Selectboard seats as the standing ceiling for any committee or subcommittee the Selectboard creates. Each subcommittee shall also have one Selectboard alternate, who attends and votes only in place of an absent Selectboard member, so that no more

than two Selectboard members are ever present. A vacancy in any Selectboard seat, including an alternate, returns to the Board to be filled."

- "Motion 2: I move to establish the Policy and Governance Review Subcommittee with two Selectboard members and one alternate, staffed by the Town Administrator, under Charge A of the Selectboard Subcommittees Rules and Charges. I further move to refer to it the Personnel Policy, the Conflict of Interest Policy, the annual review of the Rules of Procedure and the review of which filed instruments are ordinances."
- Chair: "Under Rules of Procedure Section II.B, I appoint Michelle Perlee and Jessica Teets to the Policy and Governance Review Subcommittee, with Joel Bouvier as alternate."
- "Motion 3: I move to establish the Personnel Subcommittee with two Selectboard members and one alternate, staffed by the Town Administrator, under Charge B of the Selectboard Subcommittees Rules and Charges. It meets when called. The Town Administrator serves as staff and is not a member."
- Chair: "Under Rules of Procedure Section II.B, I appoint Michelle Perlee and Joel Bouvier to the Personnel Subcommittee, with Peeker Heffernan as alternate."
- "Motion 4: I move to adopt a standing consent agenda line accepting committee and subcommittee minutes, an annual appointment calendar and an annual report from each subcommittee covering the fiscal year, filed with the Town Administrator by July 31."
- Statement for the record (not a motion): "For the record, the Board's intent when Infrastructure and Capital and Public Health and Safety open is Joel Bouvier and Ian Albinson on Capital, with Jessica Teets as alternate, and Peeker Heffernan and Jessica Teets on Public Health and Safety, with Michelle Perlee as alternate. No appointment is made tonight and those subcommittees are not created tonight. The Town Administrator will bring that appointment item to a future agenda once Policy and Governance Review has met twice."

5d — Selectboard Roundtable

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

5e — Town Administrator's Report

Town Administrator Gregory Faust will provide a brief operational update.

8:20	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.

8:20	7. Executive Session — Not Anticipated	Presenter: Ian ALBINSON — Selectboard Chair	Action: —
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No executive session is anticipated for this meeting.

8:20	8. Adjourn	Presenter: Ian ALBINSON — Selectboard Chair	Action: DECISION
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POTENTIAL MOTION

- "I move to adjourn the September 28, 2026 Selectboard meeting."

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