

TOWN OF BRISTOL, VERMONT

Selectboard Meeting — Minutes

Monday, September 28, 2026

Meeting Date: September 28, 2026

Time: 7:01 PM – 8:39 PM

Location: Conference Room, Town Offices, Holley Hall, 1 South Street, Bristol, VT (remote access via Zoom)

Members Present: Ian Albinson (Chair), Joel Bouvier (arrived during item 5c), John "Peeker" Heffernan, Michelle Perlee, Jessica Teets (Vice Chair)

Staff Present: Gregory W. Faust (Town Administrator), Colby Gile (Assistant Public Works Foreman, via Zoom), Brett LaRose (Fire Chief, via Zoom), Sharon Lucia (Town Clerk/Treasurer)

Others Present: Sally Ober (Town Clerk, Town of Lincoln), Trish Waugh (Town Administrator, Town of Lincoln), Michael Miller (via Zoom) and one participant via Zoom identified only by the display name "mdavi"

1. Call to Order

Chair Ian Albinson called the meeting to order at 7:01 pm. He noted that a sign-in sheet was available and asked those present to sign in.

2. Approval of Agenda

Albinson announced one change to the warned agenda. Item 5b, the Revolving Loan Fund Committee appointment, would be moved to a meeting in October because the interview was not able to take place this evening. No other changes were requested.

MOTION: To approve the agenda as amended to remove item 5b, the Revolving Loan Fund Committee appointment, which is deferred to a meeting in October. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

3. Public Forum

Albinson opened the Public Forum, five minutes per person for non-agenda topics, and asked whether anyone participating remotely wished to raise a hand or use the chat. No public comment was received.

4. Consent Agenda

Albinson asked whether any Board member wanted to change the Consent Agenda. Michelle Perlee asked whether he wanted a motion first, and Peeker Heffernan agreed that would be a good idea. Perlee then moved to approve the Consent Agenda, and Albinson reviewed each item before the vote.

4a. Approval of past meeting minutes (September 14, 2026)

Albinson noted that changes to the September 14 minutes had been submitted by Michelle Perlee. The minutes were approved as amended with those changes, as part of the Consent Agenda.

4b. Approval of Check Warrant and any liquor/tobacco licenses

Albinson noted that the check warrant figure had changed since the version distributed on Friday and reported the total as **\$248,113.27**. Perlee and Heffernan explained that the Board had signed three separate warrants and that the two smaller ones were also part of the evening's warrants. Heffernan read their amounts as \$4,447.02 and \$5,870.75. No liquor or tobacco licenses were presented.

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

Albinson described the permit for the Fire Company's donation drop on Sunday, October 11, from 8 am to 5 pm, with a rain date of October 18, at the usual location on West Street. He noted that the Fire Chief was online to answer questions. The permit was approved as part of the Consent Agenda.

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

Albinson explained that the Conservation Commission had named Lord's Prayer Rock a park in its documentation and had asked whether the Board would officially approve it as a Town park. He stated that approving the Consent Agenda would approve both revised management plans and that designation.

Perlee noted that the Seth Hill plan included a comment proposing that a sentence be removed and said she assumed the Board agreed with it. She also reported, for the Board's information, that someone had camped out at Lord's Prayer Rock. Heffernan said that one person had been camping there regularly, as she had the year before. Perlee said the person she saw was a man.

MOTION: To approve the Consent Agenda, items 4a through 4d. Moved by Michelle Perlee, seconded by Jessica Teets. *Passed unanimously.*

5. Regular Business

5a. Town of Lincoln – experience with Town Meeting changes (Sally, Town Clerk; Trish, Town Administrator; Jessica Teets)

Albinson welcomed **Sally Ober**, Lincoln Town Clerk, and **Trish Waugh**, Lincoln Town Administrator, to describe the changes Lincoln made to its Town Meeting. They brought sample electronic voting keypads (clickers) for Board members to try.

Waugh explained that at Lincoln's meeting the software ran on two screens, one displaying the article under consideration and the other showing the voting. Voters could not see who was voting. The meeting began with a test so voters could confirm their clickers registered, and when a vote closed the result was displayed along with whether the article passed. In response to a question, Waugh said not every article was voted by clicker, since for some articles the traditional method was faster.

Perlee asked how they decided which articles to put to a clicker vote. Ober, who served as interim moderator for the school district meeting after Lincoln's elected moderator resigned, explained that Lincoln held a special meeting in November to decide whether to adopt the voting method, and that the town and school district voters came out differently. She said Lincoln believed it was breaking ground, since it knew of no other Vermont town doing this and there is

no specific provision in law for it. The committee consulted the Secretary of State's office, which pointed to the provision that votes are taken by voice and in person unless the voters adopt Australian ballot or some other means of voting, and Lincoln proceeded under "some other means of voting" with voter approval. The school district's attorney advised using the method only when the moderator cannot determine the outcome or the vote is very close. Ober said voters liked it and it ended up being used somewhat more than that. For the town meeting, the warned language making it the voting procedure was amended several times and as adopted left it to the moderator's discretion when to use it. That was decided at the November special meeting.

Heffernan observed that the method lets voters stay anonymous, and Teets agreed that it spares people from voting openly against a neighbor. Waugh said people loved it. She explained that the change grew out of a petition to move Lincoln's school and town budgets to Australian ballot. After much discussion and opposition, voters formed a committee, which included Ober, to look at how to bring more people to Town Meeting so that the floor better represents the whole town. The committee met every week through the summer, and giving people more privacy when voting in public was one of its resolutions. Asked by Heffernan whether Lincoln still uses Australian ballot, Ober said it is used only for electing officers and for items required by law.

Albinson described Bristol's own experience. A few years ago the Board proposed moving appropriations, though not the budget, to Australian ballot after the COVID period, when all voting had been by Australian ballot, hoping to increase participation given how few people fit in the upstairs hall. Voters rejected it, largely because they did not want to lose floor discussion and the ability to amend an appropriation, which has occasionally raised an organization's amount from the floor. Waugh said Lincoln voters felt the same about the budget itself, and that Lincoln holds five or six public budget meetings and posts its materials online. Heffernan said people come to meetings mainly when something upsets them. Teets responded that Bristol's Town Meeting engagement has been strong, though budget and Board meetings are harder, and said the group she had convened on this subject heard the same concern about voting openly in front of neighbors.

Teets asked whether older voters pushed back on learning a new device. Waugh said there was pushback about spending money to rent the units at first, but once people used them the feedback was entirely positive and people were surprised how easy they were. The system runs on its own radio frequency rather than Wi-Fi. Two people ran the software and could enter amendments on the fly so the amended article displayed immediately. Collection boxes were placed at every exit and every unit was returned. Ober said voters were told each unit cost \$40 to replace and each voter's unit number was recorded on the checklist at check-in, with Board of Civil Authority members staffing check-in stations divided by alphabet.

On cost, Ober and Waugh said Lincoln first rented the system for about \$3,000 so it could be tried, then purchased it, with the rental credited toward a purchase price of about \$10,000 to \$11,000 for a package of 200 units. They noted Bristol would need more units and might get a quantity discount. Perlee estimated Bristol's last Town Meeting drew about 200 to 225 people, and Albinson noted attendance declined as the meeting went on.

Ober said Lincoln's meeting ran about five hours with a break and the school meeting in between, and that toward the end the moderator took the final appropriation articles by voice vote with no objection. Perlee observed that a clicker vote takes more time than a voice vote when the outcome is clear, and less when it is not. Ober said each clicker vote took at most about 30 seconds because the whole warning was preloaded, and the moderator gave voters about 20 to

30 seconds and counted down before closing. Voters can change their vote any number of times while voting is open, only the last press is recorded and each clicker counts once. The tally is not visible while voting is open, so running results cannot sway voters. The result displays as passed or failed, and the operator can set the threshold for each question, such as a two-thirds majority to call the question. A voter who does not press a button is treated as abstaining. Perlee and Albinson confirmed that the threshold is measured against those who voted, not those present.

Albinson asked whether residents questioned the system's accuracy. Ober said some did, so before the first article the moderators displayed a grid of every issued unit, had everyone vote yes and then no and ran practice questions until every unit was accounted for. The receivers are aimed from the stage and a unit held in a lap may not register, but each voter sees a confirmation on screen. Asked about range, Ober said it works throughout the building, and the vendor sizes the receivers to the room and has handled voting across two rooms. Moderators can see how many votes have come in, though not how people voted, which helps judge when to close.

Ober said Lincoln also moved its meeting from Monday night to Saturday morning, a change the voters approved. The committee met 24 to 26 times over the summer and was evenly split at the start on Australian ballot, but worked respectfully. She noted that not everyone can attend a five-hour weekday meeting, including people with small children, caregivers and shift workers, and that input about late nights and night driving led to the Saturday change. Teets said Bristol's own outreach found voters wanted to keep Monday night but start earlier, which led Bristol to move the police district meeting to another night, start Town Meeting earlier and offer childcare and food. Heffernan and Waugh discussed how voters leave after the school portion of a combined meeting.

Asked by Albinson about turnout, Ober said Lincoln used to draw about 120 to 130 voters and the Saturday meeting brought about 175, out of a little over 1,000 registered voters. Teets noted Holley Hall has been standing room only for the past two years and that space limits both towns. Teets described Bristol's "take your neighbor to Town Meeting" sign-up, which had little uptake. Ober said Lincoln puts a ride offer on the town report cover and has rarely been asked, since neighbors tend to drive each other. Waugh noted Lincoln's parking is also strained.

Albinson asked whether Lincoln would keep Saturday, and Ober said it is the voting plan until voters change it. Lincoln purchased the system and there is no ongoing subscription fee: the software license comes with upgrades and the vendor provided good training. Teets asked whether they considered other providers. Ober said a committee member researched options and chose this vendor because it is used widely in Massachusetts and by the U.S. military and Congress, and because it best handles Town Meeting procedure, including amendments typed in during the meeting and votes to call the question. Heffernan said Bristol's last Town Meeting had more counted votes than ever. Waugh described the setup: one person on a laptop managing articles and amendments, a runner helping voters and a separate laptop for the presentation, with the moderator watching a monitor of the voting software.

Asked by Albinson, Waugh said Lincoln votes its recurring appropriations as individual items. Albinson and Heffernan explained that Bristol usually bundles appropriations at the request of voters, and Ober noted that a bundle can still be amended to cut or reduce a single appropriation. Albinson observed that the clicker would make that kind of count much easier.

Waugh said the first hour of Lincoln's meeting went to instructions because the system was new, and they hope to shorten that this year since meeting length is a common complaint. Teets described how Bristol has offered food trucks and, last year, low-cost meals from the Masons, so

people stay through the meeting. Ober said Lincoln offers childcare at all its meetings. Teets said Bristol's Recreation counselors supervised childcare with pizza, a movie and crafts, and Albinson noted that Bristol moved its Town Meeting start from 7:00 to 6:00, with food from 5:00, which improved attendance though the meeting still ran late.

Albinson and Teets thanked Ober and Waugh for coming. No action was taken.

5b. Appointment or reappointment of Town officers – Revolving Loan Fund Committee

This item was removed from the agenda at item 2 and deferred to a meeting in October.

5c. Selectboard subcommittees – adoption of the Rules, Charge A and Charge B, and appointment of members (Town Administrator)

Town Administrator Gregory Faust presented the proposal. He said policy, personnel, capital projects and the work of the Town's appointed committees all come to the Board over two evenings a month, and much of the work behind those decisions happens between meetings with no structure to support it. The proposal is first about organization: a defined place for each kind of work, a defined path back to the Board and a public record of how each recommendation was developed. It is also about capacity, adding no meetings or staff, so that two Board members can work through a draft between meetings and return a finished version for the full Board rather than the full Board reviewing it line by line over three meetings. The Board continues to debate and decide every matter and its authority does not change. It also connects the Town's nine appointed bodies, which mostly work independently and reach the Board only when placed on an agenda, and draws each element from a comparable Vermont town or from Bristol's own rules.

Faust reviewed the figures behind the proposal. Over the last five regular meetings the Board averaged 36 minutes per meeting on policy readings and 21 minutes on all other business, 13 areas of Town business are prepared through his position, and 5 of this year's 17 agendas named a Town committee at all. He said the figures are not a criticism of anyone but describe a workload that has outgrown its structure, noting that Middlebury supports 19 boards and commissions and still meets twice a month. He said the Board already holds the authority: the Town charter defers to general law on how the Board organizes and is silent on committees, and Section II of the Rules of Procedure gives the Chair the power to appoint members of any committee of the Board. The Town already uses this model, with Heffernan serving on the Equipment Committee and Perlee on the Revolving Loan Fund Committee. He noted that state law on ordinance adoption, 24 V.S.A. § 1972, does not call for multiple readings, and that Bristol's three-meeting reading cycle is its own practice, kept for transparency, which costs about 14 hours of Board meeting time a year. Under the proposal the Board keeps its readings and its vote, and the detailed drafting moves to the subcommittee.

Faust described four subcommittees, each with two Selectboard members and one Selectboard alternate who serves only when a member cannot attend, so a session can proceed rather than be cancelled. Other seats are filled by Town Administrator referral. Each takes up only matters referred to it, cancels when nothing is pending and returns a written recommendation in the Board packet. The subcommittee meets as a warned open meeting with posted minutes, its recommendation is advice rather than a decision and residents and staff who serve do so in an advisory role, with only the Selectboard at a Selectboard meeting making decisions for the Town. Policy and Governance Review comes first because the policy reading cycle takes the most Board time, and it has two Board members, an alternate and Town staff, with no resident seats. Personnel has the same structure. He will staff it but not be a member, and any matter concerning his own position description or compensation goes directly to the full Board.

Infrastructure and Capital would follow and absorb the Equipment Committee rather than operate beside it. Public Health and Safety is the largest, includes residents and public safety partners and would give the Town a forum for the police question.

Faust explained that with five members a quorum is three, and under the Open Meeting Law, 1 V.S.A. § 310, three members gathered on Town business constitute a Board meeting. The Chair's proposed assignments use eight seats and four alternates, and because an alternate serves only in place of an absent member no more than two Board members are ever present, which is also why subcommittees will not meet jointly unless warned as a full Board session. The proposal replaces none of the appointed bodies. A sitting Planning Commissioner would serve on Infrastructure and Capital, the Energy Committee and Conservation Commission would inform both Infrastructure and Capital and Public Health and Safety, the Bicycle and Pedestrian Advisory Committee would inform Public Health and Safety and the Revolving Loan Fund Committee keeps its own guidelines. Minutes of every body would come to the Board on consent. For information sharing, the proposal adopts a standing consent line for committee minutes, an annual meeting between each committee and the Board and an annual written report, so the Board can see each year what was accomplished and make adjustments. He noted this would include a regular review cycle for the Town's policies and ordinances.

Perlee commented on the volume of reading, and Albinson said he expected the work to be far lighter once the heavy lifting of catching up was done. Faust said that after the backlog is cleared the annual review becomes a check of what laws have changed, and most items would simply pass through.

Faust said each subcommittee begins with work already waiting. Policy and Governance Review would take up 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. Personnel would take up the next open position, position descriptions and a standing hiring panel practice. Two subcommittees would begin this fall, the standing rules would be included in the March 2027 organizational motion, when each charge is renewed or allowed to lapse and the remaining two would follow after Policy and Governance Review has met twice. The first annual reports would be due July 31. The cost is four motions, one agenda line and the warning and minutes for each subcommittee, with the administrative work carried by staff. He reviewed the safeguards: a subcommittee takes up only referred matters, so nothing must pass through one to reach the Board; the Town Administrator sets each agenda and carries each recommendation in the Board packet; no subcommittee speaks for the Town or directs a department; when a subcommittee and the Town Administrator disagree both recommendations go to the Board; and every charge expires in March unless renewed. He summarized the four motions and noted that the Chair appoints under Rules of Procedure Section II.B.

Perlee asked why Albinson was on only one subcommittee. Albinson said that as Chair he already prepares a great deal of material with Faust, meets with him weekly and has a heavy workload at the moment. Joel Bouvier said he had emailed Albinson and appreciated the change, but did not want to take Heffernan's place and suggested that Albinson take his seat on Personnel so that Heffernan and Bouvier would serve on Infrastructure and Capital. Teets said the lineup had changed since she first looked at it and asked what was being proposed. Albinson explained that he and Faust had amended the original proposal the previous week, adding the alternates so that no session would have to pause, and that the names were suggestions intended to put different kinds of Board members, longer-serving and newer, on each group. He read the lineup: Perlee and Teets on Policy and Governance Review, and Perlee and Bouvier on Personnel, both

to be voted on that evening, with Bouvier and Albinson intended for Infrastructure and Capital and Teets and Heffernan for Public Health and Safety. He and Perlee confirmed that only the first two were being created that evening, that the other two would be stated for the record and would open after the first two had met a couple of times, and that the assignments could be modified later.

Teets asked what Albinson thought of Bouvier's suggestion. Albinson said he would keep the mix of different perspectives on each subcommittee and asked Heffernan's view. Heffernan said it did not matter to him. Albinson added that Board members not on a subcommittee can still give feedback on any material, that the subcommittees exist to do the heavier lifting given how far behind the Town is on its policies and ordinances, and that some may pause when there is nothing to do. Heffernan noted that recommendations still come to the consent agenda, where any member can raise concerns. Teets said she liked having a platform for the Town's committees even if some become mainly informational, and Heffernan noted that committees have sat at Board meetings asking what they are charged with. Teets said the structure looked good. Faust said he expected it to change over the year, and that if it were up to him members would rotate through every subcommittee to understand the whole Town. Perlee agreed that rotating would build appreciation for the others' work.

Faust said Policy and Governance Review meetings can be held virtually and that he mainly needs members' guidance on particular items. He said he had proposed pairing members with different perspectives so that recommendations reaching the full Board would already reflect more than one view. Bouvier asked how many members of the public would serve. Faust said there are no residents on Policy and Governance Review or Personnel. For Infrastructure and Capital he noted the provision for a Planning Commission member and said he would want Assistant Clerk/Treasurer Kris Perlee and Planning & Zoning Administrator AZ Larsen; for Policy and Governance Review he would want Clerk Sharon Lucia among staff; and for Public Health and Safety he had spoken with Will Elwell and would want Police Chief Bruce Nason, Fire Chief Brett LaRose and the Emergency Management Director. Bouvier asked whether a third Board member could sit in and listen to a subcommittee session. Faust and Heffernan said no, since three members would form a quorum and the session would have to be warned as a Board meeting. Faust noted that staff and residents on subcommittees serve in an advisory role.

Perlee asked when the second two subcommittees would begin. Albinson said after the first two had held a couple of meetings, so they are created close together but paced, since Faust is involved in all of them. Faust said recruitment would also take time, that Public Health and Safety is the largest and most important, that Heffernan as a former fire chief and Board member is well suited to it and that Infrastructure and Capital will need the Board to set a direction before it is built out. Albinson noted that members who cannot attend will see the subcommittee minutes and can offer feedback, and Faust said he would send subcommittee minutes to the Board promptly. Albinson said subcommittee recommendations are meant to come to the Board on the consent agenda, with any member free to move an item to regular business. Bouvier confirmed that minutes would reach the Board before an item appears on consent. Faust asked that members give him notice before pulling an item from consent. Heffernan said the Board already reviews each consent item individually and that items vetted by two members would typically move through. Albinson noted that Bristol takes consent items one by one so the public knows what the Board is working on.

Albinson read each motion. Before the vote on the first, he explained that each of the first two subcommittees has two Board members and an alternate who votes in a member's absence, so a

session is not cancelled when one member cannot attend, and that the Town Administrator is staff and not a voting member. Heffernan asked whether an alternate who sat in on a topic would finish it. Faust said he would keep the regular members on a topic where possible and bring an absent member up to speed, and would pause before a final recommendation until he had spoken with that member.

MOTION: Motion 1. 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 full Selectboard to be filled. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

Before the vote, Bouvier asked whether the phrase "no more than two Selectboard members are ever present" should say "at a subcommittee meeting." Perlee said the motion was already specific to the subcommittees, and no change was made.

MOTION: Motion 2. 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, and 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. Moved by Ian Albinson, seconded by Jessica Teets. *Passed unanimously.*

Albinson then announced the Chair's appointments to Policy and Governance Review. At Perlee's question, the appointment was taken as a motion.

MOTION: Under Rules of Procedure Section II.B, to appoint Michelle Perlee and Jessica Teets to the Policy and Governance Review Subcommittee, with Joel Bouvier as alternate. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

MOTION: Motion 3. 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. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

MOTION: Under Rules of Procedure Section II.B, to appoint Michelle Perlee and Joel Bouvier to the Personnel Subcommittee, with Pecker Heffernan as alternate. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

MOTION: Motion 4. 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. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

Before the vote on Motion 4, in response to a question, Perlee explained that each subcommittee's report on what it accomplished goes to the Town Administrator after the fiscal year ends. Albinson added that the standing consent line is a default place on the consent agenda for subcommittee items once they have been vetted, and Teets confirmed that Board members do not have to file anything.

Albinson then read a statement for the record, noting that it was not a motion: 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 was made and those subcommittees were not created. The Town Administrator will bring that appointment item to a future agenda once Policy and Governance Review has met twice.

5d. Selectboard roundtable

Jessica Teets asked when the Board needs to begin the research for the town-wide police vote, noting that there are warning deadlines and that last year the work was sidetracked. Perlee noted that Faust had sent the Board information on August 26. Faust said he would review it and bring the timeline to the next meeting so the Board can chart its course. Albinson said related items are already on the October agendas and need to be revisited. He reported that he has been working on the data: he has pulled state data, including local police and crash data, and is working through police calls, with the next step being to geolocate calls as in-district or out-of-district, for which the Town needs data from the Police Department. Teets suggested looking at the workflow of calls going to the Vermont State Police during this period. Faust agreed and said the Town should have direct access to that data rather than placing the burden on the Police Department.

Peeker Heffernan raised a concern that the Board had received no update after a staff member's recent medical procedure, and said he had reached out personally. Faust said he had not been included in those communications either and that the family had wanted privacy. Clerk Sharon Lucia said the staff member was home and that an informal text group had been used. Heffernan said he was not assigning blame but felt that Board members should at least be told when a staff member comes through a major procedure. Faust took responsibility, said events moved quickly and said he would find a better way to communicate, noting that the Town has no policy on this.

Joel Bouvier followed up on his earlier work on flashing stop signs near the cemetery. He has received five years of data from the Vermont State Police and is working with Dan Jennings of Green Mountain Power on a letter and with Waitsfield Telecom on the cost of replacing a pedestal, and will present the information to Faust and the Board to see whether Grant Administrator Freeda Powers can find a grant. Perlee noted that one flashing sign is already in place, and Bouvier said Public Works Foreman Eric Cota had bought it online. Bouvier said he had also called the Police Chief to verify the State Police numbers, which seemed low, and noted there have been more incidents at Burpee/Plank Road.

Ian Albinson had nothing to add. Heffernan and Perlee had no further items.

5e. Town Administrator's report

Faust reported on the following:

Bristol West water project. The State authorized the new water main on Elm Street and Taylor Street on September 25, and house connections on Elm Street may begin as early as the end of the week. Perlee and Heffernan confirmed that this means the main to the curb stops, not private lines. A water shutoff at Liberty and Pleasant Streets is planned for Thursday, October 22, the one October day schools are closed, and affected homes will be notified once the valve plan is final. Paving of Bristol West streets is targeted for early November.

Lawrence Memorial Library. The architect inspected the new subfloor framing on September 25. A short list of structural fixes and perimeter spray foam come next, followed by the finished flooring.

Holley Hall. The change order for the north balcony repair was approved, restoring the balcony's reopening and railing.

Grants and funding. The Northern Border Regional Commission accepted the pre-application for the water line crossing of the New Haven River. The full application is due October 16, the Addison County Economic Development Corporation is assisting and a decision is expected in early to mid December. The Bristol East project ranks second on the State's final funding list, with half the loan forgivable. The loan application and a local bond vote must both happen by May 1, 2027. This week staff are closing out four grants and submitting a Building Communities Grant application to recover some of the library's overages.

Emergency purchasing. Faust sent the State the Town's current emergency purchasing rules so that the Town's emergency plan cites the Procurement Policy adopted August 10. Emergency purchases are documented within 48 hours and come to the Board for ratification at the next regular meeting.

Workplace safety. The VOSHA program has been implemented town-wide. VLCT reviewed the Town's policies and rated them highly, and will inspect certain sites on the 14th, with compliance training and testing, including bloodborne pathogens, on the mornings of the 24th and 28th. Asked by Perlee whether this applies to everyone, Faust said Fire and Police have their own guidelines and the training is mainly for Town office and Public Works staff. WorkSafe will also re-evaluate the Town. Faust said the Public Works garage remains a constant challenge because of space, with egress and compliance issues, and that safety and compliance are the strongest reasons to find a way to site a new garage. He said the crew is doing its best with the space it has.

6. Other Business

6a. Correspondence, reports, and communications received

Faust reported no correspondence. He said Steve Palmer, P.E., of VTM Engineering, the project's engineer of record, has been getting a lot of resident feedback on the Bristol West project, mostly positive, and that Munson, Palmer and Jill Marsano of VTUMS have done a good job, especially with water notices, while acknowledging that communication can always improve. Perlee asked what remains this season. Faust said the last couple of weeks of work remain before paving, ahead of the paving plants closing. Heffernan asked about chlorination testing, which Faust said had passed. Bouvier, Heffernan and Perlee discussed the streets completed and remaining, and Heffernan said the work left for next year is West Street, School Street and Church Street. Faust noted the season started late because of the bid process and material availability, and Heffernan noted that Buy American requirements add delay and cost. Faust said distributors that do not supply proper lot numbers and certifications in time add friction, since he will not pay for uncertified material that may not be reimbursed. Bouvier said he had seen a big improvement in equipment not being left in the road. Faust said Palmer will be at the October 12 meeting to present on Bristol East.

7. Executive Session

Not anticipated and not held.

8. Adjourn

Before adjourning, Bouvier noted that October 12 is Indigenous Peoples' Day, when the Town office is closed, and the Board briefly discussed whether to meet in person or remotely that evening. No change to the meeting date was made.

MOTION: To adjourn the September 28, 2026 Selectboard meeting. Moved by Ian Albinson, seconded by Michelle Perlee. *Passed unanimously.*

The meeting adjourned at 8:39 pm.

Respectfully submitted,
Ian Albinson, Selectboard Chair