

# TOWN OF BRISTOL — SELECTBOARD MEETING

Monday, March 9, 2026

## AGENDA NOTES

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

6:00	<b>1. CALL TO ORDER</b>	<b>Presenter:</b> TOWN CLERK — SHARON LUCIA	<b>Action:</b> —
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	<b>2. APPROVAL OF AGENDA</b>	<b>Presenter:</b> TOWN CLERK — SHARON LUCIA	<b>Action:</b> 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: \_\_\_\_\_."

	<b>3. THE OATH OF OFFICE</b>	<b>Presenter:</b> TOWN CLERK — SHARON LUCIA	<b>Action:</b> DECISION
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### SUMMARY

Newly elected or re-elected Selectboard members will be administered the Oath of Office by the Town Clerk. This is required before members may participate in board votes.

### DOCUMENTS

- Oath of Office — Text (administered by Town Clerk)

6:10	<b>4. ANNUAL SELECTBOARD ORGANIZATION MATTERS</b>	<b>Presenter:</b> SELECTBOARD	<b>Action:</b> DECISION
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### SUMMARY

At the first meeting following Town Meeting, the Selectboard addresses a standard set of organizational and administrative matters required annually under Vermont law and board policy. Each sub-item below is a separate decision. Staff has prepared supporting materials for each item in the meeting packet.

#### 4a — Election of Chair

The Board elects a Chair from among its members to serve for the coming year.

- "I move to elect \_\_\_\_\_ as Chair of the Bristol Selectboard for the coming year."

#### 4b — Election of Vice Chair

The Board elects a Vice Chair from among its members to serve for the coming year.

- "I move to elect \_\_\_\_\_ as Vice Chair of the Bristol Selectboard for the coming year."

#### 4c — Meeting Schedule

The Board formally adopts its meeting schedule for the year. Regular Selectboard meetings are currently held on the 2nd and 4th Mondays of each month at 6:00 PM at Holley Hall.

- "I move to adopt a regular Selectboard meeting schedule as the 2nd and 4th Monday of each month at 7:00 pm, at Holley Hall, 1 South Street, Bristol, Vermont, with hybrid access via Zoom, effective March 9, 2026."

#### 4d — Meeting Notice Posting Locations

Per 1 V.S.A. §312, the Board must designate public posting locations for meeting notices. Current locations include Holley Hall, Bristol Beverage, Lawrence Memorial Library, Front Porch Forum, and the Town website.

- "I move to designate the following as official meeting notice posting locations: \_\_\_\_\_."

**4e — Newspaper of Record**

The Board designates the newspaper of record for required legal notices. Bristol has historically used the Addison County Independent.

- *"I move to designate the Addison County Independent as the Town's newspaper of record for the coming year."*

**4f — Signatory Authority**

The Board designates which positions (Chair, Town Administrator, Town Clerk/Treasurer) are authorized to sign warrants, contracts, and other official documents on behalf of the Town.

- *"I move to authorize the Selectboard to sign orders, warrants, contracts, and other official documents on behalf of the Town of Bristol, and have the Treasurer's Office process the weekly payroll."*

**4g — Statutory Appointments**

The Board makes or reaffirms statutory appointments required by Vermont law, including but not limited to: Emergency Management Director, Health Officer, Tree Warden, and Fence Viewers.

- *"I move to appoint John Swepston as Tree Warden for the Town of Bristol for the coming year."*
- *"I move to appoint Michael Leyden as Emergency Management Director for the Town of Bristol for the coming year."*
- *"I move to appoint Amy Smith as Health Officer for the Town of Bristol for the coming year."*

**4h — Board Capacities**

The Selectboard formally designates its capacities for the year, including serving as the Water Commission and Sewer Commission.

- *"I move to designate the Selectboard to serve in the capacities of Water Commissioners and Sewer Commissioners for the Town of Bristol."*

**4i — Selectboard Guidelines for Member Conduct**

The Board reviews and readopts its guidelines for member conduct.

- *"I move to readopt the Selectboard Guidelines for Member Conduct."*

**4j — Rules of Procedure**

The Board reviews and readopts its Rules of Procedure governing meetings.

- *"I move to readopt the Selectboard Rules of Procedure."*

**4k — Open Meeting Law Training Acknowledgment**

Per 1 V.S.A. § 312, the Selectboard Chair must complete the Vermont Secretary of State's annual Open Meeting Law training.

- *"I move to confirm that \_\_\_\_\_, as Chair, will complete the required annual OML training within [30/60] days."*

**4l — Compliance with Statewide Municipal Code of Ethics**

The Board affirms compliance with Vermont's statewide municipal code of ethics.

- *"I move to affirm the Selectboard's compliance with the Statewide Municipal Code of Ethics."*

**4m — Selectboard Liaisons to Town Departments**

The Board designates individual members as liaisons to town departments and key committees for the coming year. Liaison assignments facilitate communication between the board and staff/volunteer bodies.

- Current liaison assignments list (for reference and discussion)

<b>6:30</b>	<b>5. PUBLIC FORUM</b>	<b>Presenter: SELECTBOARD CHAIR</b>	<b>Action: DISCUSSION</b>
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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 note items for future agendas. Chair should remind speakers of the 5-minute limit.

6:35

**6. CONSENT AGENDA**

**Presenter:**  
SELECTBOARD CHAIR

**Action:**  
DECISION

**6a — Approval of Past Meeting Minutes (February 23, 2026)**

- [Selectboard — Meeting Minutes — 2.23.2026 \(Draft\)](#)

**6b — Approval of Check Warrant and Any Liquor/Tobacco Licenses**

The Check Warrant for the period ending March 9, 2026, will be presented for approval along with any pending liquor or tobacco license renewals.

- Check Warrant Report — [date range] (updated)
- 2026 License Application Spreadsheet (if applicable)

**POTENTIAL MOTIONS (choose one)**

- "I move to approve the Consent Agenda, as presented."
- "I move to approve the Consent Agenda, with the movement of Item(s) \_\_\_\_\_ to the regular agenda for further discussion."

6:40

**7. REGULAR BUSINESS**

**Presenter:**  
VARIOUS

**Action:**  
DISCUSSION  
& DECISION

**7a — Appointment/Reappointment of Town Officers or Representatives**

Following Town Meeting, the Board reviews and acts on appointments or reappointments to town officer and representative positions as needed. A list of current appointments, terms, and any vacancies is included in the packet.

- Town Officer/Representative Appointment List — Current Terms & Vacancies
- "I move to appoint/reappoint \_\_\_\_\_ to the position of \_\_\_\_\_ for a term of \_\_\_\_\_."

**7b — Appointment of Representatives for Addison County Solid Waste Management District**

The Board appoints Bristol's representatives to the Addison County Solid Waste Management District board. These are annual appointments.

- "I move to appoint \_\_\_\_\_ as Bristol's representative(s) to the Addison County Solid Waste Management District for the coming year."

**7c — Selectboard Roundtable**

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

**7d — Town Administrator's Report**

Town Administrator Gregory Faust will provide a brief operational update.

6:55

**8. EXECUTIVE SESSION — 1 V.S.A. §313(A)(3) PERSONNEL & 1 V.S.A. § 313(A)(1)(A) CONTRACTS**

**Presenter:**  
SELECTBOARD CHAIR

**Action:**  
DECISION

**SUMMARY**

The Board anticipates entering executive session to discuss personnel matters per 1 V.S.A. §313(a)(3) and contract negotiations per 1 V.S.A. § 313(a)(5). Only Board members and individuals specifically invited by the Board may remain in the room during executive session. No binding votes may be taken in executive session.

**POTENTIAL MOTION**

- "I move to enter executive session (with the inclusion of Town Administrator Greg Faust and Town Attorney Kevin Brown), pursuant to 1 V.S.A. §313(a)(3) to discuss personnel matters, and on a separate matter regarding contract negotiations as allowed under (1 V.S.A. § 313(a)(5))"

7:30

**9. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

**Presenter:**  
SELECTBOARD CHAIR

**Action:**  
DECISION

7:35

**10. ADJOURN**

**Presenter:**  
**SELECTBOARD CHAIR**

**Action:**  
**DECISION**

**POTENTIAL MOTION**

- *"I move to adjourn the March 9, 2026, Selectboard meeting."*

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*Information for upcoming Town meetings, agendas, minutes, packets, and recordings can be found at [bristolvt.org](http://bristolvt.org).*