

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, January 6, 2025**

Members Present: Ian Albinson, Joel Bouvier, Peeker Heffernan, Jessica Teets
Staff Present: Eric Cota (Road Foreman), Brett LaRose (Fire Chief), Sharon Lucia (Town Clerk), Kris Perlee (Assistant Town Clerk and Treasurer)
Others Present: Jim Quaglino, Jennifer Wagner

I. Call to Order. Ian Albinson called the meeting to order at 6:34 pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

Consideration of a grant opportunity was added as item 3A.

2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum.

Nobody requested time to address the Board.

III. Regular Business

1. Budget workshop: preliminary budget review for Public Works Department, Fire Department, and other sections if available.

The Public Works Department budget was reviewed with Eric and Sharon. Sharon and Ian provided an explanation of the new presentation format based on the new account numbering in place to provide better communication with NEMRC. It was noted that no revenue numbers were included in the draft being reviewed.

There was some discussion of the need to review individual line items for budgeting purposes, even though they may be adjusted throughout the year and still meet a similar bottom-line number for expenses.

Specific items discussed included:

- Some information is not complete, including full salary/benefit costs
- Discontinuance of the use of pagers, with the potential for partial reimbursement for personal cell phone expenses
- Tree work
- Raising the Contracted Services line by \$15K to cover some necessary ditching needs
- Work needed on the Grizzler – this was moved to Contracted Repairs
 - It was noted that the Road Crew is not able to complete standard repairs as often as they have in the past, due to more computer technology and other aspects of newer equipment
- Stormwater work to be addressed; Eric noted that this line might be reduced slightly
- FEMA-related work is not included in the budget, as it is all tracked separately
- The possibility of creating an Emergency Reserve Fund was raised

Next the Fire Department budget was reviewed with Brett. It was noted that some salary information in this budget also requires updating.

Brett explained some of the costs included in the Outside Services section of the budget, including dispatch/response communication costs, equipment maintenance, and other items. Related notes were added to the document during the meeting.

There was some discussion regarding including the amount budgeted as reserve allocations as an additional line in Department budgets, as this would provide a more accurate picture of the allocation needs for each year.

Brett made note of the Fire Department's fiscal responsibility and the extra hours put in by FD volunteers to complete administrative work, Fire House and equipment maintenance, and participate in educational opportunities.

Kris reported that the anticipated increase in health insurance premium costs will be around 16%, and suggested that the Board have some discussion regarding the amount provided for HSA contributions and in lieu payments, noting that these have not been adjusted for many years.

2. Town Meeting, Town warning, and Town Report preparations.

Jennifer Wagner explained that she may have some questions once draft warnings are available for review; Ian indicated that he will likely have those ready for next week's Selectboard meeting.

Ian has been working on collating the Town Report, and noted that much of the reporting to be included has been submitted; he outlined what has been completed, what is in progress, and which reports he is still waiting to receive.

3. Review of meeting minutes.

This item was postponed.

3A. Consideration of Application for Vermont Urban and Community Forestry Program Grant.

Ian explained that this is a two-part grant, with an amount to be requested for planting and a separate application to address maintenance and removal. It was confirmed that no match amount was required from the Town.

MOTION: *Jessica made a motion to approve the submission of applications for grants through the Vermont Urban and Community Forestry Program. The motion was seconded by Peeker and passed unanimously.*

4. Authorize accounts payable warrant and any liquor or tobacco licenses.

The total for the warrant was \$22,579.07

No licenses were up for approval.

5. Selectboard roundtable.

Jessica indicated that she has gathered some feedback regarding increasing Town Meeting participation, and will have some ideas for discussion at the next Board meeting.

6. Town Administrator's report.

Ian had nothing to add to what had already been covered during the meeting.

IV. Other Business.

1. Correspondence/reports received were reviewed.

The upcoming schedule was reviewed, and it was agreed that a meeting would be held on January 20, although it is a holiday.

V. Executive Session.

MOTION: *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel], inviting Sharon and Kris to join, passed unanimously.*

The meeting entered Executive Session at 8:19 pm and returned to open session at 9:15 pm. Upon returning to open session, no action was taken.

VI. Adjourn.

The meeting adjourned at 9:16 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary