

**Town of Bristol, VT  
Selectboard  
Minutes of Meeting  
Monday, January 20, 2025**

---

**Members Present:** Ian Albinson, Joel Bouvier, Peeker Heffernan, Michelle Perlee, Jessica Teets

**Staff Present:** Eric Cota (Public Works Foreman), Bruce Nason (Police Chief), Kris Perlee (Assistant Town Clerk and Treasurer), Taylor Welch (Hub Youth Center Director)

**Others Present:** Colby Gile, NEAT, Jim Quaglino

**I. Call to Order.** Joel Bouvier called the meeting to order at 6:31 pm.

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

No adjustments were necessary.

**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: budget review for General Fund budget, Recreation Department, Police Department, Fire Department, Public Works Department, and other sections if available.**

Ian presented the most recent budget information for review by the Board. The following was presented/discussed:

- Public Works
  - Expenses
    - Salaries not included in expenses
    - Mileage is related to Eric's driving to work via various roads to check their status
    - Landfill expenses were above budget due to shed removal, tire disposal, and other yard clean up
    - Salt use for the current year will likely meet or exceed the budgeted amount
    - \$68K of sidewalk expense will be moved to Miscellaneous
    - Actual expenditures for debt payments for West Street Stormwater and the 2010 Stormwater bond are still needed
    - Other grant expense amounts and explanations are still needed
    - FEMA expense explanation is needed
  - Revenues
    - Clarification required for \$14K miscellaneous revenue from 23/24
    - Agreed to keep State Aid the same as last year, although less than what was budgeted was received in the current year
  - Eric noted that there is work needed on the garage doors, with an estimate of \$1500-1800 to repair the bottom section of each. He was advised to do what he is able to within the current year's budget

- Recreation Department
  - Taylor will clarify through Kris, the amount to be allocated for Skatepark Reserve, indicating that the expenditure for the shed work needs to be removed from the total
  - Agreed to put \$5K in Recreation Equipment and Facilities Reserve
  - Kris has more to complete for the Recreation budget
  - Mileage needs to be adjusted, and some of the expense moved to Van Expense
  - Recreation Department revenue has been reported as received when the program is run; Kris suggested that this change so that all revenue is recorded when actually received, which is the more acceptable practice
- General/Other Budget
  - Bristol Rescue request was clarified as going from \$6 to \$10 per capita
  - Discussion re whether Current Use revenue should be adjusted based upon current year receipts
  - Fire Department insurance – Kris explained that billing has changed and adjustments are needed; agreed to raise this line to \$17K
- Police Department
  - Salary negotiations ongoing
  - Some minor corrections needed to other lines
  - Bruce is working to get all information related to fines issued entered, likely the revenue will be less than the \$11K budgeted

Ian explained some of the difficulty involved in this year's budget development, mostly related to attempting comparisons with prior years. This is due to the change in the structure of the budget presentation after alignment with NEMRC. It was also discussed that any transfer of undesignated funds needs to be presented in a format that does imply a larger increase in the budget than is actually proposed.

Ian indicated that he has also been working on the Water and Sewer District budgets, and recommended that this process be moved to take place in the same time frame as the General Budget work. There was some discussion of the logistics that would be involved in making this change, although it was noted that everything follows the same fiscal year schedule.

## **2. Review of draft Town Meeting and Police District warnings.**

The Town Meeting Warning drafted by Ian was reviewed; he explained that he had adjusted the text in order to make it easier to understand. Some edits were proposed during the meeting, and Ian noted that he will ask VLCT to review the document to ensure that it meets all legal requirements, even with the change in format/language.

It was noted that the new Skatepark Reserve may need two Articles, one to create the fund and one to transfer money to it. The other Reserve articles only need to have the final amounts agreed upon entered. Special appropriations were reviewed and clarifications provided.

The Warning for the Police District was reviewed; this also needs to have final amounts included.

Ian then provided an overview of the Town Report he has been drafting, going through the various sections to be included.

### **3. Review of meeting minutes.**

**MOTION:** Michelle made a motion to approve the Minutes of January 13, 2025. The motion was seconded by Ian, and passed unanimously.

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

There was only payroll to approve.

No licenses were up for approval.

### **5. Selectboard roundtable.**

Jessica provided an update on her efforts to set up food vendors for Town Meeting, and explained that the group working on education and outreach will be meeting and plans to implement strategies in February.

### **10. Town Administrator's report.**

Ian noted that he had received updated documents from AZ, including the edits agreed upon during the previous meeting.

## **IV. Other Business.**

**1. Correspondence/reports received** were reviewed.

## **V. Executive Session.**

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

The meeting entered Executive Session at 8:39 pm and returned to open session at 9:46 pm.

No further action was taken by the Board.

Following the Executive Session, Ian noted that he is having a Water Department discussion meeting this week to look at the DWSRF funding options for the Bristol West Waterline replacement project. One option to make sure that the project cost threshold is met for loan forgiveness might be to combine both the Bristol West and Bristol East projects together.

## **VI. Adjourn.**

The meeting adjourned at 10:15 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary