

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, January 30, 2023**

Members Present: Ian Albinson, Joel Bouvier (Vice-Chair), Peeker Heffernan, Michelle Perlee, Darla Senecal (Chair)

Members Absent: None

Staff Present: Valerie Capels (Town Administrator), Anthony Delmonaco (Town Treasurer), Brett LaRose (Fire Chief), Bruce Nason (Police Chief)

Others Present: Jim Quaglino

I. Call to Order. Ian Albinson called the meeting to order at 6:00 pm.

II. Executive Session: personnel matters per 1 V.S.A. §313(a)(3).

A motion to enter Executive Session passed unanimously, and the meeting entered Executive Session at 6:01 pm. The executive session adjourned at 6:58 pm, and no action was taken by the board.

III. Call to Order: Ian Albinson called the meeting to order at 7:00 pm.

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

Consideration of a road name approval was added to the agenda.

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

IV. Public Forum.

Nobody offered comments during the Public Forum portion of the meeting.

V. Regular Business

1. Budget workshop: Bristol Police Department final budget review and adoption.

Valerie reviewed some salary and benefit changes which had been incorporated. Board members and Bruce agreed to increase the unassigned funds transfer to \$20K, up from \$15K.

MOTION: *Michelle made a motion to approve the Police Department budget for 2023-2024 as presented. The motion was seconded by Peeker, and passed with Joel opposed and the rest in favor.*

2. Budget workshop: final General Fund budget review and adoption.

The Board reviewed the current budget draft, which reflected an 11.1% increase.

It was agreed that, rather than initiating a new Building Maintenance Reserve as discussed previously, to instead propose to voters that the name of the Building Reserve Fund be changed to reflect that typically the Fund has been used to cover larger maintenance items. It was noted that the fund has not, and likely will not, be built up to an amount that would allow for construction of a new building, and therefore the name and purpose should be changed to Building Maintenance Reserve.

Other capital fund appropriations were discussed, capital spending plans reviewed, and minor adjustments made to appropriations amounts. Brett was available to outline the Fire Department's

current vehicles, needs for new vehicles, and plans to adapt creatively as vehicle replacement costs increase dramatically.

Capital fund balances and appropriations were reviewed. Anthony provided estimates of the most recent year's (FY21) anticipated unassigned fund balance; he noted that he continues to work with the auditors on finalizing numbers. Further decisions regarding unassigned funds were postponed until further information is available.

The assistant clerk/treasurer position expenses as well as various individual's insurance expenses were clarified.

MOTION: *Michelle made a motion to approve the General Town Budget budget for 2023-2024 as presented, reflecting an 11.5% increase. The motion was seconded by Peeker, and passed with Joel opposed and the rest in favor.*

3. Finalize Town Meeting and Police District warnings.

Ian reviewed the warnings with the Board, adding the budget numbers and editing the language where appropriate.

MOTION: *A motion to approve the Police District Warning passed unanimously.*

MOTION: *A motion to approve the Town Meeting Warning passed unanimously.*

4. . Consider proposed updates and revisions to Revolving Loan Fund (RLF) documents.

This item was postponed in order to provide more time for review before discussion.

4.1 Consider approving proposed road name

An approved subdivision had requested the assignment of a road name, as one of the lots is being developed. The landowner requested the name Little Brook Lane.

MOTION: *Joel made a motion to approve the name Little Brook Lane as proposed. The motion was seconded by Darla, and passed unanimously.*

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

No warrant approval was necessary.

The Board authorized the Town Clerk to approve a second-class liquor license and tobacco license for both Shaw's and Champlain Farms.

6. Selectboard roundtable.

It was confirmed that cemetery tree clearing is in process.

VI. Other Business.

1. Correspondence/reports received were reviewed.

VII. Adjourn.

The meeting adjourned at 10:05 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

DRAFT