

Bristol Town Administrator's Report

January 10, 2020

The Town Administrator's Report is intended to assist the Selectboard, and in its other capacities as Water Commission, Sewer Commission, Liquor Control Commission, etc., with the conduct of their regular or special meetings. References made to enclosures relate to printed or electronic documents provided in advance of or at the meeting and may be found online at bristolvt.org/meeting-minutes. This report is also intended to provide information to Town officials and the public about Selectboard activities and other Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

Monday, January 13, 2020 Meeting Agenda and Materials

I. CALL TO ORDER

Item I.1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A). Among the amendments to the open meeting law that took effect July 1, 2014 is a requirement that "an item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting."

RECOMMENDATION: Review and consider adjustments to the agenda.

II. PUBLIC FORUM

This is an opportunity for citizens to briefly share comments and concerns with the Board about matters *not already on the agenda*. Public Forum should not be used for lengthy discussion of a new topic, both for time management of the meeting and to allow for the public to receive notice of the matter on a future agenda.

III. REGULAR BUSINESS

Item III.1. Budget workshop: Public Works capital and vehicle replacement plan. The Equipment Committee meeting planned for this past Thursday did not go off as planned, so an updated capital equipment long-range plan is not available to be included in the packet. Options for replacing Truck #2 and the "water truck" were discussed among those present. Eric and I will meet on Monday and expect to have something to provide at the meeting.

RECOMMENDATION: Patience. Stay tuned for more information. Then discussion and determine if additional information is needed.

Item III.2. General fund and capital budget workshop: Police Department. Enclosed is a proposed FY2021 Police Department budget. As currently proposed, it results in a 3.5% decrease in expenses and a 4.4% decrease in the amount projected to be raised by taxes. Highlights:

Revenues

- Town traffic patrol contract is proposed to be increased by \$2,000 to \$12,000 (this has not yet been reflected in the general fund proposed budget).
- The new MAUSD contract final figure turned out to be \$750 more than last year's budget.

- Increase in cost per call from \$45 to \$55 for non-district services.
- Revenue from fines is expected to decrease

Expenses

- Staff transitions are expected to reduce salary expenses.
- The maximum family plan is budgeted for health insurance.
- Some of the detail labor is now included in the new MAUSD contract.
- Facility expenses increased to include new custodial services.
- Although VLCT's workers comp decreased significantly following the 3-year cycle, an additional \$2,000 is added to the FY2021 projection in anticipation that our rating will increase by next year.
- New Dues line has been added.

Something to consider: add a revenue line from the general fund (Public Safety) for the vast number of dog incidents officers frequently respond to or follow up on throughout the year. This would be in addition to that provided to the Dog Warden.

The New England Police Benevolent Association (NEPBA) Union contract has been ratified by the one voting member of the Department and the contract will be forwarded to the Selectboard for review soon. (There is some question about who on the NEPBA side is authorized to sign off on it.) The contract is not expected to have any impact on the FY2021 budget.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.3. General fund and capital budget workshop: general fund, insurance, compensation, benefits, capital plan. Enclosed is a preliminary draft FY2021 general fund budget. As currently proposed, and presuming there are no glaring errors or oversights, overall revenues are projected to increase by 1.8%, overall expenses are projected to increase by 2.8%, and the net supported by taxes is projected to increase by 3%. I believe it reflects the discussions and adjustments to date from the DPW, Rec Department, and Fire Department, and also includes recommendations provided by other departments. Highlights:

Revenue

- Current Use is expected to decrease because some properties are no longer enrolled in it.
- Despite percentage increases in some areas, overall non-tax revenues are projected to decrease by almost 5%.

Expenses

- It's no surprise that increases in personnel costs in all departments are largely due to compensation adjustments, health insurance, retirement, and other benefits.
- In the Clerk/Treasurer's Office, the Treasurer position is proposed to be separated from the Clerk position and reduced to 32 hours per week. This

position would also serve as Assistant Clerk and take over the deposit duties currently being carried out by Val Hanson, who is planning to retire. The solo Clerk position would also serve as Assistant Treasurer and share Administrative Assistant duties. As currently proposed, this results in a reduction of almost 9%.

- The Listing Office will be going through some transition as Craig Scribner has announced he will not be seeking re-election and Theresa Gile may need to step down due to conflicts with other duties. The primary increase in that department is related to software expenses. The proposed budget allows for some contracting of services, if necessary.
- The Planning & Zoning Office budget also reflects an increase in software expenses. That office is likely to transition to take on E-911 Coordinator responsibilities.
- The Elections budget is increased in anticipation of at least three elections in the next fiscal year.
- The Holley Hall budget decrease of more than 18% is largely due to having paid off the renovation bond.
- Public Safety: though not included in this proposed budget, consider adding an additional allocation to the Police Department for the for the number of dog incidents officers respond to or follow up on throughout the year. Because of the current condition of the Dog Pound, officers have been crating dogs at the station for short periods of time rather than take them there.
- The Fire Department budget reflects recent discussions, including adjustments in officers' compensation, building maintenance, insurance benefits, custodial services, etc. As proposed, it results in an increase of 4.4%.
- The 15.1% increase in the Library's budget is due to insurances, which are reimbursed by the Library to the Town.
- The increase in the Highway/Public Works budget by 4.2% reflects recent discussions, including increases in salt and sand and contracted services for more frequent culvert flushing and inlet cleaning. The net supported by taxes is projected to increase by 4.5%.
- While the Recreation Department expenses are projected to increase by approximately 8%, revenues are projected to increase by more than 16%, with a net increase supported by taxes of 4%.
- Voted appropriations reflect the increases in capital reserve funds discussed at the previous meeting during review of the preliminary Town Meeting warning, as well an increase in requested allocation from the Turning Point Center from \$1,500 to \$3,000.

Also enclosed is the current VLCT PACIF and workers comp information. The spreadsheet shows how the rates and credits are divided among the different departments. The VLCT memo explains the overall decrease in many of the departments. Bristol's workers comp rate improved based upon the reduction in

claims over the past three years. The Police Department's rates in particular decreased significantly.

We received the ACRPC's dues information just today and it reflects a 3% increase. The enclosed memo explains the basis as well as their report of services.

The consolidated capital plan still needs a bit more work and I am hoping an updated version will be ready for distribution at the meeting.

RECOMMENDATION: Discussion. Adjustments where necessary. Determine if additional information is needed. Discuss personnel matters in Executive Session.

Item III.4. National Bank of Middlebury loan subordination request: Bristol Works refinancing. Enclosed is a request from the National Bank of Middlebury for the Town of Bristol to agree to subordinate to a refinancing (consolidation) of various loans for Bristol Works. According to Chris Lapierre, NBM is already in first position and Bristol is already in second position; the subordination agreement is a procedural technicality. The refinancing/consolidation does not increase the loan liability amount but improves the terms of the NBM loan.

RECOMMENDATION: Approval.

Item III.5. Approval of the January 6, 2020 and January 15, 2018 (backlog, tentative) meeting minutes. Review of the January 6, 2020 and backlogged January 15, 2018 minutes are still in process. The original draft minutes are available. If not e-mailed and posted prior to Monday's meeting, they should be available by the next meeting.

V. OTHER BUSINESS.

Item VI.1. Correspondence, documents, reports received.

- E-mails between VTUMS and DEC regarding additional PFAS testing required, 01/10/2020.
- E-mail re Bristol Hub January 2020 Newsletter.
- Letter from Town Attorneys Stitzel Page & Fletcher, 01/03/2020, regarding hourly rate increases.

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding personnel matters per 1 V.S.A. §313(a)(3).

Schedule

Unless otherwise noted, I expect to be in the office from 8:00am to 4:30pm, though anything can change from day to day and often does ...

Week of January 13

Monday: 6:00pm – Selectboard.

Tuesday: In by 12:00noon

Wednesday: 1:00pm – Cat. 4 statewide exercise After Action meeting w/ Max Kennedy.

Thursday: 7:30am – ACEDC Board meeting, Middlebury

5:30pm – Chamber mixer at Hillside Precision in Bristol.

Friday: 2:00pm – Networking meeting, Middlebury.

Upcoming Meetings

Below are meetings that citizens, staff, board members, or others might be interested in.

Underlined entries include on-line links for more information about the organization.

- [Selectboard](#): Mon., Jan. 13, 6:00pm at Holley Hall.
- [Energy Committee](#): Wed., Jan. 15, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 20, 6:00pm at Holley Hall.
- [Planning Commission](#): Tues., Jan. 21, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 27, 6:00pm at Holley Hall.

Upcoming Agenda Items

- Continued budget and capital plans review.
- Town Meeting, Town Report, and warning preparations.
- Volunteer candidate interviews.
- Basin Street Preliminary Engineering Report.
- Police Union contract review.
- Selectboard Rules of Procedure and handbook.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator