

Bristol Town Administrator's Report

January 24, 2021

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 documents online relate to printed or electronic documents available electronically at bristolvt.org/meeting-minutes in the Selectboard section. 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 25, 2021 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."

The executive session item listed on the agenda is not expected to be necessary.

REMOTE MEETING: This meeting will be conducted through the **Zoom** remote meeting on-line platform. See the connection information below. If you intend to join the Zoom meeting and have never used Zoom before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur.

PHYSICAL LOCATION: Holley Hall will NOT be open to the public.

CALL-IN: People without a computer or other device can call in from the number below and enter the meeting ID from the phone keypad.

TO JOIN THE ZOOM MEETING:

<https://us02web.zoom.us/j/89086233807?pwd=OFFSaEICTDNSaDNUYmZITFJPT2pvZz09>

Meeting ID: 890 8623 3807

Passcode: 212861

Join meeting by phone: 1 (646) 558-8656

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: finalize FY2022 General Fund and Police Department budgets.

Online are the most current [General Fund](#) and [Police Department](#) budgets for review and finalization. On the General Fund budget, there may be an opportunity to increase revenues by about \$1,500 (see the notes), which would help reduce the amount needed to be raised by taxes by ½ percent. As currently proposed, the total bottom line is a 1.6% increase. This continues to reflect the Selectboard's earlier decision to freeze employee compensation in response to the impacts of COVID-19 on the community.

On the Police Dept. budget, we may want to revisit whether a budget figure should be added for office supplies. As currently proposed, the bottom line is a 0.8% increase.

RECOMMENDATION: Adjustments were needed; finalize and approved the budgets.

Item III.2. Review Water Dept. long range capital plan for Town Report. Online is an [updated Water Department Long Range Capital Plan](#). High priorities are replacement of the original generator and the original control panels and replacement of the 4" pump with 2" pump. The plan includes incremental increases in the capital appropriation.

RECOMMENDATION: Adjustments where needed; approval.

Item III.3. Review and finalize Town Meeting and Police District warnings. Online are the most current drafts of the annual [Town Meeting](#) and [Police District](#) warnings.

On the Town Meeting warning, Article 3 currently reflects the 6% delinquent tax penalty proposed last year; however, voters amended it from the floor and approved 4%.

Article 38 has been added to reflect the discussion from the last meeting about whether to change Town Meeting from Monday evening to Saturday. Sharon consulted with the Secretary of State's Office on Friday, who advised against including non-binding Articles on the Australian ballot and to, instead, consult the Vermont League of Cities and Towns and/or our Town attorney. We will look into that on Monday.

Also online is work-in-progress [draft postcard to voters](#) about the upcoming Australian ballot Town Meeting that Sharon and Ian are working on. The expense of the postcard and mailing may be reimbursable through another round of COVID-19 grant funds.

RECOMMENDATION: Determine whether the delinquent tax penalty should be 6% or 4%. The budget numbers on the Police District warning will need to be updated to reflect the final approved budget figures. Other adjustments where needed; vote to approve the warnings. Selectboard members will need to get to the Town Office ASAP to sign the final, clean copies so they can be certified by the Town Clerk.

Item III.4. Approval of Annual Certificate of Highway Mileage without changes. Online is the annual [VTrans Certificate of Mileage](#) for approval. There are no changes to report.

RECOMMENDATION: Approval. Selectboard members will need to go to the Town Office to sign the certificate.

Item III.5. Approval of the January 4, January 11, and January 18, 2021 meeting minutes. The draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item III.6. Authorize [accounts payable warrant](#) and any liquor licenses. At least one liquor license has been submitted.

IV. OTHER BUSINESS.

Item IV.1. Correspondence, documents, reports received. None to reference.

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3).

Schedule

In response to the COVID-19 guidance, I will continue to be working remotely most days but plan to be in the office at least twice a week.

Week of January 25

Monday: Working remotely.
9:00am – Dental appt.
3:00pm – Community broadband meeting
7:00pm – Selectboard via Zoom.

Tuesday: Working remotely.

Wednesday: 10:00am – staff meeting (not confirmed)
12:00pm +/- – in Office.
1:00pm – ACRPC TAC Lincoln Road/Briggs Hill proposal review
5:00pm – LEPC #8 meeting via Zoom.

Thursday: Working remotely.
11:00am – CT Training & Technical Assistance Center Webinar.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.

Friday: 10:00am +/- – in Office.

Week of February 1

Monday: Working remotely.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office.

Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.

Friday: 10:00am +/- – in Office.

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. 25, 7:00pm via Zoom.
- [Selectboard](#): Mon., Feb. 8, 7:00pm via Zoom.
- Bristol CORE: Thurs., Feb. 11, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Feb. 11, 6:00pm, via Zoom.
- [Planning Commission](#): Tues., Feb. 16, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 22, 7:00pm via Zoom.

Upcoming Agenda Items

- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses (final VTrans invoice has not yet been received).
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Continued consideration of Assessor services.
- Consider Evernorth's proposal for the Stoney Hill housing project increase in density.
- Reconsideration of ACCT's request that KTP become an exempt consecutive water system.
- Water Ordinance revisions.
- Class 4 highways maintenance policy.
- Personnel Policies review.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator