

Bristol Town Administrator's Report

January 23, 2022

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 documents available electronically at bristolvt.org/meeting-minutes in the **Selectboard** section. Live links are provided throughout this report to those documents when possible, as well as to outside sources. 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.

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.

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/87912810018?pwd=WFdGNUtJYWxleHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, January 24, 2022 Special Meeting Agenda and Materials

I. CALL TO ORDER: 7:00PM.

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."

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. DEPARTMENT HEAD ROUNDTABLE.

This is an opportunity for department heads to briefly share information that may be of interest to the Selectboard and the public one or more topics that are not part of the agenda.

IV. REGULAR BUSINESS.

Item III.1. Interviews and potential appointment of candidates to a newly-formed ARPA Funding Advisory Committee. The notice for soliciting candidates was posted numerous times on [Front Porch Forum](#). The Committee is intended to be comprised of up to nine members, including one representative from the Planning Commission, Conservation Commission, and Energy Committee. The remaining six members would be comprised of residents residing inside and outside of the Police District who ideally would have a mix of experience or knowledge in public health, economic development, education, and housing and community development. The following responses were received:

- [BCC, EC, and PC reps](#): Helen Young (BCC), John McCormick (EC), *pending* (PC).
- [Fred Baser](#), Mountain Street.
- [Elizabeth Blair](#), Maple Street.
- [Diane Cushman](#), Mountain View Street.
- [Alison DiBaca](#), West Pleasant Street.
- [Mike Dash](#), Fred Johnson Road.
- [Porter Knight](#), Garfield Street.
- [Jennifer Mayhew](#), Stetson Road.
- [Kris Perlee](#), Pleasant Street.
- [Sally Jenks Roth](#), Crescent Street.
- [Jessica Teets](#), East Street.

I don't think I missed anyone. In addition to the three municipal representatives, ten residents have stepped forward representing most, if not all, of the characteristics the Selectboard is seeking. What a remarkable level of interest and talent! The candidates intend to be present either in person or via Zoom.

RECOMMENDATION: Meet with the candidates and consider appointments. The Selectboard may wish to deliberate in executive session.

Item IV.2. American Rescue Plan Act (ARPA) funding update. As reported at the Jan. 10 meeting, the U.S. Treasury had just issued a number of communications regarding their final rule and other guidance. At that time, [VLCT recommended communities take a pause](#) while they sort through the more than 400 pages of documents.

I attended a Webinar on a week ago Friday hosted by Vermont Council on Rural Development (VCRD), "*ARPA And Your Town - Getting Involved and Maximizing the Opportunity.*" A [recording of it](#) has been posted to the VCRD Web site. There was interesting information and discussion. Though there was not much to report yet on the new guidance, the updated guidance on revenue replacement appears to be much less restricted than previously presented. There will be more to learn about that. Most of the conversation then focused on community engagement and the different things communities were or thinking about doing. The [Town of Jericho's approach](#) is particularly interesting. They use a special platform through [bankthetable.com](#).

In the meantime, [VLCT's ARPA Web site continues to advise communities to sit tight.](#)

RECOMMENDATION: Discussion. No action is necessary.

Item IV.3. Review of draft Capital Improvement Plan and allocations to capital reserve funds.
Online are the following documents:

- [Highway Capital Equipment Plan FY2023-FY2029 DRAFT 2022-01-22.pdf.](#)
- [Police Vehicle Replacement Plan FY2022-FY2027 DRAFT 2022-01-22.pdf.](#)
- Fire Dept. Vehicle Replacement Plan pending.
- Fire Dept. Equipment Replacement Plan pending.
- Water Department Capital Equipment Fund is pending.

Work is still underway to consolidate these into an updated CIP for review. This will include pending road, paving, sidewalk, building maintenance, and other projects. The goal is for it to provide at least enough information to evaluate whether allocations to reserve funds for this year should be adjusted.

RECOMMENDATION: Review and determine if adjustments and follow-ups are needed. Although these are planning documents, it would be good if the Selectboard voted to accept the final version(s) that would then comprise part of an approved capital plan.

Item IV.4. Review and adoption of the proposed FY2023 budget, including potential use of some of the undesignated fund balance. Online are the following documents:

- [Bristol General Fund Budget FY2023 DRAFT 2022-01-22.pdf.](#)
- [Bristol General Fund Budget FY2023 DRAFT 2022-01-21 undesignated fund balance est.pdf.](#)
- [Bristol Police Dept Budget FY2023 DRAFT 2022-01-22.pdf.](#)
- [Hub food budget increase explanation 2022-01-21.pdf.](#)
- [Addison County tax FY2023 2022-01-20.pdf.](#)

Since the last review of the Police budget, the FY2021 actuals have been updated with more current figures. The net result is that there was an increase in total FY2021 revenues by \$5,690.50, but also an increase in total FY2021 expenditures by \$13,636.21—though still well below the FY2021 budgeted expenditures.

Other changes since the last review:

- the Recreation Dept. decreased their swimming expense line by \$5,000;
- Addison County Tax increased by \$138;
- The After School Kids program was ended reducing the budget by \$1,275;
- The End of Life Hospice Volunteers withdrew their request, reducing the budget by \$1,200; and
- The Selectboard made adjustments to employee compensation.

Below is a table that summarizes the current proposed budget:

	2021-2022 BUDGET	2022-2023 PROPOSED	\$\$ Difference	% Difference
SUMMARY OF EXPENDITURES				
General Operating Fund	\$976,393	\$957,425	-\$18,967	-1.9%
Highway Department	\$809,116	\$830,770	\$21,654	2.7%
Recreation Department	\$307,211	\$320,546	\$13,335	4.3%
Voted Appropriations	\$794,004	\$803,431	\$9,427	1.2%
GRAND TOTAL EXPENDITURES	\$2,886,724	\$2,912,172	\$25,448	0.9%
SUMMARY OF NON-TAX REVENUES				
General Operating Fund	\$193,294	\$191,784	-\$1,510	-0.8%
Highway Department	\$102,972	\$101,972	-\$1,000	-1.0%
Recreation Department	\$104,800	\$99,300	-\$5,500	-5.2%
GRAND TOTAL NON-TAX REV.	\$401,066	\$393,056	-\$8,010	-2.0%
SUMMARY OF AMOUNT SUPPORTED BY TAXES				
General Operating Fund	\$783,099	\$765,641	-\$17,457	-2.2%
Highway Department	\$706,144	\$728,798	\$22,654	3.2%
Recreation Department	\$202,411	\$221,246	\$18,835	9.3%
Voted Appropriations	\$794,004	\$803,431	\$9,427	1.2%
TOTAL SUPPORTED BY TAXES	\$2,485,658	\$2,519,116	\$33,458	1.3%

Unrestricted Fund Balance

Online is a [rough estimate of the potential unrestricted fund balance](#) available (the link is also above). Whether these “surpluses” can be considered entirely toward the undesignated fund balance needs to be verified, ultimately by the audit.

The fact expenses have not exceeded the approved budgets or actual revenues would suggest there should be a healthy undesignated fund balance. Without the FY2021 audit available, however, I recommend a conservative approach.

The table at the right reflects what was done in FY2021 and gives us a baseline. It has been the Selectboard’s policy to keep at least 5% of the budgeted expenses available as a “rainy day” fund.

FY2021 Undesignated Fund Balance	
285,188	Undesignated Fund Balance 01/27/2020
<u>-143,547</u>	minus 5% total FY2021 expenses
141,641	available for reallocation in 2020
-52,620	South St loan plus interest
-20,000	Capital Building Fund
-25,000	Capital Paving Fund
-30,000	Capital Sidewalk Fund
<u>-10,000</u>	Cemetery Fund
4,021	Balance

In the case of this budget, that would amount to \$145,609. The funds set aside in FY2021 are still sitting there, so that would be a difference of about \$4,000. Unless I have my signals crossed, we could be looking at more than \$150,000 in available funds. The total FY2021 undesignated fund balance reallocation amounted to \$137,620.

Generally speaking, there may, in fact, be locally-designated restrictions attached to what comprises the total undesignated fund balance, such as the Stoney Hill sale fund that was available to help pay Bristol's local share of the Main Street project.

RECOMMENDATION: Final review of proposed budgets. Determine if adjustments are warranted based on current information. Approve final budgets. If it turns out the Selectboard needs more time, it would be possible to hold a special meeting between now and the end of the week. The budget and warning must be finalized in time for preparation and posting by January 30, 2022.

Item IV.5 Finalize and approve the Town Meeting and Police District annual meeting warnings. Online are the draft [Town Meeting](#) and [Police District](#) annual meeting warnings. They reflect the current budget figures, which of course would need to be updated with any budget adjustments.

Ian Albinson provided a number of edits/updates to the Town Meeting warning that we will review at the meeting. Two general questions are regarding the order of appropriation requests and the dates of the two public information meetings.

RECOMMENDATION: Discussion. Adjustments as needed. Final approval.

Item IV.6 Consider request to purchase NEMRC Fixed Assets Module using the Technology Reserve Fund. Town Treasurer Anthony Delmonaco is requesting authorization to use Technology Reserve funds to purchase NEMRC's Fixed Assets Module. This came about late in the week and he was not able to put together a written request in time for this report, but the one-time cost of \$1,795 is the same as that for the [Cash Receipts Module the Town purchased last year](#). Town Clerk Sharon Lucia and Assistant Treasurer Peter Ryan agree it would be a good investment, particularly for this and future audits.

RECOMMENDATION: Approval.

Item IV.7 Consider writing a letter to the Bristol legislative delegation to express opposition to the redistricting proposal. This was originally placed on the agenda at Joel Bouvier's recommendation for the Selectboard to consider sending a letter to the Vermont Legislative Council expressing its opposition to the redistricting proposal. Below is a link to the letter the BCA sent. Since then, additional information has come out. Online are the following documents:

- [Bristol_BCA_redistricting_response_to_Sec_of_State_2021-11-15.pdf](#)
- [Reapportionment letter VT Leg Council to BCAs template 2022-01-21.pdf](#)

- [E-mail Andrews FPF post Redistricting-Testify in House Government Operations Feb 2.pdf.](#)

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. Review and approval of the August 23, September 13, December 20, 2021, and the January 3 and January 10 meeting minutes. The Aug. and Sept. minutes are still in review. The Dec. and Jan. minutes are in progress. All the available original drafts are posted online in the [Selectboard agendas-minutes table](#).

V. OTHER BUSINESS.

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

- [Stampede changes letter 2022-01-12.pdf.](#)
- [Firefighters could see pay increase Addison Independent 2022-01-20.pdf.](#)

Schedule

I generally plan to get in the office around 9:00am most days. I plan to still work remotely one day a week, most often on Tuesdays. On those days I can be reached by phone and by email at townadmin@bristolvt.org. Messages left to 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail. Winter travel conditions are likely to require some wiggle room on all of these plans.

Week of January 24

Monday: In the office.
7:00pm – Selecboard meeting (me via Zoom).
Tuesday: Working remotely.
3:00pm – Fair housing training via Zoom.
Wednesday: In the office.
Thursday: In the office.
9:00am – Staff meeting.
Friday: In the office.

Week of January 31

Monday: In the office.
Tuesday: Working remotely.
1:00pm – medical appt. in Montpelier.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of February 14

Monday: In the office.
7:00pm – Selecboard meeting (me via Zoom).
Tuesday: Working remotely.
Wednesday: In the office.
Thursday: In the office.

Friday: In the 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. 24, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Feb. 1, 7:00pm, via Zoom.
- [Development Review Board](#): Tues., Feb. 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Feb. 10, 6:00pm, Holley Hall and via Zoom
- [Selectboard](#): Mon., Feb. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 16, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 28, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Update on Pine Street water line replacement final design and DWSRF loan application.
- Presentation on a potential approach to the Core septic system improvement: Champlin Assoc., and AlgaeWheel representatives.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Re-adoption of a Residential Anti-Displacement and Relocation Plan.
- Class 4 highways and private roads maintenance policy.
- Begin preparing for town-wide reappraisal schedule and RFP for professional assistance.
- Continued Personnel Policy review and updates.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator