

# Bristol Town Administrator's Report

## January 27, 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](http://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 27, 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. REGULAR BUSINESS.**

Item II.1. Review and finalize Capital Improvement Plan and allocations to capital reserve funds. Online are the following documents:

- [2021-2026 Bristol CIP DRAFT 2022-01-27.pdf](#).
- [Highway Capital Equipment Plan FY2023-FY2029 2022-01-26.pdf](#).
- [Capital Cruiser Plan FY2022-FY2027 DRAFT 2022-01-26.pdf](#).
- Water – pending verification of beginning balance.

The CIP document was updated from the previous version to correct the FY2022 Table 2 appropriations and I added Basin Street to the Capital Roads table.

Below is a summary of the capital adjustments that were agreed at the last meeting and allocations of the undesignated fund balance.

Sidewalks both got an appropriation increase and UFB allocation. They would also be eligible for ARPA funding if that's something the ARPA Advisory Committee recommends.

Also, the Highway Capital Equipment Fund looks a bit healthier than we initially thought.

Meanwhile, the Capital Roads Fund looks like it will not have enough money to tackle most of the projects on the horizon and grant funding will be limited.

**RECOMMENDATION:**  
 Shift the UFB allocation from Sidewalks and Highway Equipment Funds to Capital Roads. Even without the UFB to Sidewalks, that fund will continue to be healthy for the foreseeable future.

Capital Equipment Fund	135,000	135,000
Capital Sidewalks Fund	35,000	40,000
Capital Fire Equipment Fund	25,000	25,000
Capital Fire Vehicle Fund	100,000	100,000
Capital Technology Fund	7,000	7,000
Capital Building Fund	30,000	30,000
Capital Road Fund - Construction	40,000	40,000
Reappraisal Fund	5,000	15,000
Capital Road Fund - Paving	125,000	135,000
Conservation Reserve Fund	10,000	10,000
Cemetery Reserve Fund		
	<b>512,000</b>	<b>537,000</b>

158,211	Unaudited undesignated fund balance 01/24/2022
-5,218	diff betw. FY2020 and FY2022 5% res.
152,993	available for reallocation in 2022
-30,000	Capital Building Fund
-30,000	Capital Sidewalk Fund
-25,000	Capital Paving Fund
-20,000	Reappraisal Reserve Fund
-22,500	Capital Highway Equipment Fund
-22,500	Capital Fire Apparatus (Vehicle) Fund
-150,000	

In light of the ongoing repairs and downtime with the Kubota, we may also want to consider moving replacement of it into FY2023.

Item II.2. Review and finalize the proposed FY2023 budget, including potential use of some of the undesignated fund balance. Online is the most current General Fund budget which reflects the decisions from the last meeting:

- [Bristol General Fund Budget FY2023 DRAFT.pdf](#).

**RECOMMENDATION:** Determine if additional adjustments must be made. Vote to approve the final budget.

Item II.3. Finalize and approve the Town Meeting and Police District annual meeting warnings.  
Online are the following documents:

- [Bristol Police District 2022 Annual Meeting Warning DRAFT.pdf](#)
- [Bristol 2022 Town Meeting Warning DRAFT.pdf](#)

The draft documents reflect discussions from the last meeting. They will need to be updated to reflect any adjustments from the prior agenda items.

RECOMMENDATION: Vote to approve the annual meeting warnings. Sign each of the documents by Friday, earlier the better, so they can be properly posted and Sharon can finalize the ballot.

### **III. OTHER BUSINESS.**

Item VII.1. Correspondence, documents, reports received. None.

#### **Change in Selectboard Schedule**

At the last meeting, it was agreed to move the Selectboard's regular Feb. 14 and Feb. 28 meetings to Feb. 7 and Feb. 21, respectively and have Feb. 28 be a special meeting focused solely on the Police District and Town Meeting public information meeting. The Feb. 21 and Feb. 28 meetings will begin at 6:30pm with the Police District annual meeting review. At or around 7:00pm on Feb. 21, the agenda will transition to the Town Meeting public information meeting, followed by regular Selectboard business. At or around 7:00pm on Feb. 28, the agenda will transition to the Town Meeting public information meeting until adjournment. The Feb. 21 meeting will be hybrid in-person and Zoom; the Feb. 28 meeting will be Zoom only, no in-person meeting.

#### **Schedule**

I generally plan to get in the office around 9:00am most days. I will let Sharon and Anthony know if there any adjustments on any given day. 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](mailto: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 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 7**

Monday: In the office.  
7:00pm – Selectboard 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. 27, 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