

## Bristol Town Administrator

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**From:** Treasurer  
**Sent:** Tuesday, September 28, 2021 12:58 PM  
**To:** Bristol Town Administrator  
**Cc:** Bristol Clerk  
**Subject:** RE: Cash Receipt Module

The current balance is \$5,722.14. This doesn't include the \$237 screen the listers just were approved for, and doesn't included the current year appropriation.

Thank You,

Jen Myers  
Treasurer & Delinquent Tax Collector  
Town of Bristol  
PO Box 249  
Bristol, VT 05443  
802-453-2410

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**From:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>  
**Sent:** Tuesday, September 28, 2021 12:54 PM  
**To:** Treasurer <[treasurer@bristolvt.org](mailto:treasurer@bristolvt.org)>  
**Cc:** Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)>  
**Subject:** RE: Cash Receipt Module

I support the plan and will see if the SB is willing to add it to Wednesday's agenda. Can you tell me the current balance of the Tech Reserve Fund?

--Valerie

Valerie Capels, Town Administrator  
Town of Bristol  
1 South Street  
P.O. Box 249  
Bristol, VT 05443  
P: (802) 453-2410  
E: [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)  
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Tw: @BristolTownAdm

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**From:** Treasurer <[treasurer@bristolvt.org](mailto:treasurer@bristolvt.org)>  
**Sent:** Tuesday, September 28, 2021 12:35 PM  
**To:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>; Bristol Clerk <[clerk@bristolvt.org](mailto:clerk@bristolvt.org)>  
**Subject:** Cash Receipt Module

Good Afternoon Valerie & Sharon,

I know for quite some time Peter and I, along with Sharon and I have discussed purchasing the Cash Receipt Module from NEMRC. This would replace the existing cash register at the front counter. It would require a computer & screen be put up front on the counter with a 'manual' drawer installed underneath the counter to use to hold the checks and cash. I have reached out to NEMRC this morning to find the Cash Receipts Module costs \$1795, this is a one time purchase and the price includes the training and support needed to make this work. The advantages of purchasing this:

- This would allow the Town to post tax receipts directly to the account so we could determine in a more timely fashion what/who has paid and who hasn't. The same goes for water and sewer accounts
- This would allow the remaining money received throughout the day to be posted to appropriate revenue accounts
- Purchasing the module would provide some relief in the deposit portion of the Treasurer job – especially if someone is out, or in the time before someone is hired in the Treasurer office-it would allow Sharon and Gail to see in real time who is paid and who isn't

In discussions with Sharon-I would also suggest she upgrade her computer as she is probably the next closest on the list and her old desktop be used at the front counter to host this module so all money transactions would still be done at the counter. To fund this we could use money from the Capital Technology Fund. Thinking between the cost of the module and potentially the cost of a new computer for Sharon this upgrade to the office would be around \$4000 maximum. Perhaps this could be approved at the special meeting on Wednesday so all the pieces and parts could get in place as soon as possible? Certainly just a suggestion, but do feel it would be a very wise upgrade to the office and was proposal I was going to make sooner rather than later.

If you have more questions please let me know. NEMRC is also very helpful and you could reach out to them if you had specific software questions, 1-800-387-1110.

Thank You,

Jen Myers  
Treasurer & Delinquent Tax Collector  
Town of Bristol  
PO Box 249  
Bristol, VT 05443  
802-453-2410