

**Bristol Town Administrator**

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**From:** Ian Albinson <ianalbinson@gmail.com> on behalf of Ian Albinson <ianalbinson+sb@gmail.com>  
**Sent:** Friday, May 20, 2022 8:56 AM  
**To:** Treasurer; Town of Bristol; Bristol Clerk; Bristol Town Administrator  
**Subject:** RE: Zoom licenses

Hi folks,

Wanted to follow up on this again since it's been over a week.

Setting up the conference room this week for the ARPA Focus Group meeting I ran into the issue of Zoom being logged out of the Town account on the laptop. The Owl also needed resetting via the phone/tablet app.

If I hadn't gone down to set it up, the meeting probably wouldn't have happened, leaving a lot of frustrated committee members.

The use of the Town Zoom account by so many people continues grow, and I seem to be supporting its use more and more with meetings and recordings for NEAT and our own archives.

The additional licenses will begin to make this process easier, so I'll present this to the board on Monday. Given the low cost, I'm not sure why I'm bringing this to the board, but am happy to do so.

– Ian

Ian Albinson, Selectboard Chair  
Town of Bristol

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On May 9, 2022, 3:03 PM -0400, Ian Albinson <[ianalbinson+sb@gmail.com](mailto:ianalbinson+sb@gmail.com)>, wrote:

There is not.

The different subscription levels offer other features, but not licenses.

I believe the additional expense of licenses will really benefit us over the next year, especially given the number of meetings we have. A rough tally of just our main boards, commissions, and committees, puts us at just under \$10 a meeting with the additional license expense. In reality, it's probably under \$5 a meeting with police, fire, and other town-related meetings that the Town hosts.

I feel that's more than worth it for this service.

– Ian

Ian Albinson, Selectboard Chair  
Town of Bristol

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On May 8, 2022, 11:17 AM -0400, Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>, wrote:

Hi Ian,

I wonder if there is a different Zoom subscription level that consolidates some of these costs at a discount. The new cloud storage is \$480 a year (\$40 x12). It's adding up in a piecemeal way.

--Valerie

Valerie Capels, Town Administrator  
Town of Bristol  
1 South Street  
P.O. Box 249  
Bristol, VT 05443  
P: (802) 453-2410 Ext. 1  
F: (802) 453-5188  
E: [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)  
W: [www.bristolvt.org](http://www.bristolvt.org)  
FB: <https://www.facebook.com/bristolvt/>  
IG: <https://www.instagram.com/townofbristolvt/>  
Tw: @BristolTownAdm

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**From:** Ian Albinson <[ianalbinson@gmail.com](mailto:ianalbinson@gmail.com)> **On Behalf Of** Ian Albinson  
**Sent:** Friday, May 6, 2022 11:42 AM  
**To:** Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)>; Treasurer <[treasurer@bristolvt.org](mailto:treasurer@bristolvt.org)>; Town of Bristol <[town@bristolvt.org](mailto:town@bristolvt.org)>  
**Subject:** Zoom licenses

Hi folks,

As you know I'm working on a broad plan to update and improve the implementation and use of information technology (IT) for the Town of Bristol. A part of this plan is creating better practices when using the Zoom platform.

Currently, there isn't a central place organizing the town's numerous meetings. While some are shown in the Town's Zoom account on the website, and in the Zoom app, (Bristol Conservation Commission Meeting, Bristol Planning Commission Meeting, Bicycle Pedestrian Advisory Committee Meeting) - others, like the Selectboard, ARPA meetings, DRB etc. are not.

This makes it very difficult to schedule meetings, as well as record and access those recordings after the fact. I spend a great deal of time emailing to ask for the 'local' recording vs accessing it immediately in the cloud recording page. I'd like to fix these problems.

In addition, given the recurring issues with multiple Zoom logins affecting the Town's ongoing meetings (the ARPA meeting was bumped last night due to another meeting scheduled at the same time), we need more licenses.

**I'd like to recommend that the Town purchase two (2) additional licenses for Zoom, for a total of three (3).**  
I am willing to implement this easily through the webpage today.

The licenses would be allotted as follows:

[town@bristolvt.org](mailto:town@bristolvt.org) - recreation, energy, conservation, fire, police  
[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org) - selectboard, ARPA committee meetings  
[zoning@bristolvt.org](mailto:zoning@bristolvt.org) - planning, development review board

The additional licenses will bring the total yearly cost to **\$449.70** for 3 licenses.

I'd like to implement this as quickly as possible to prevent these issues from happening again.

– Ian

Ian Albinson, Selectboard Chair  
Town of Bristol

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