

Bristol Town Administrator's Report
December 3, 2023

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 other Selectboard activities and 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, December 4, 2023 Meeting Agenda and Materials

I. Call to Order: 7:00 P.M.

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."

- Add an agenda item to consider and accept an Errors and Omissions Report from the Bristol Listers.
- Clarify December 25 holiday schedule. Section 22 of [Bristol's Personnel Policy \(2017\)](#) provides for closing at noon on Dec. 24, amounting to an additional four hours associated with the holiday. Since Dec. 25 lands on a Monday this year, this would be to clarify that this holiday time would apply to Friday, Dec. 22.

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 Water Commission: Review and approve corrections to the FY2024 Water District budget. While preparing annual water and sewer budget reports for submission to the USDA as a condition of the infrastructure bond, I noticed some anomalies in the Water District [FY2024 budget approved in June](#).

- The FY2023 numbers are wrong. They reflect what was originally proposed, not what was ultimately adopted on June 27, 2022. Somehow, the approved budget numbers did not get carried forward on the budget table we used this year and none of us caught it. The FY2023 budget numbers in [the FY2022 Town Report](#) are accurate.
- The formula for the FY2024 water rents is wrong. The intent was to increase water rents by 3%, so it should have been pointing to the \$330,000 figure in cell F7. Instead, the figure of \$336,300 was hard coded, which appears to correspond to the figure in cell O7 (highlighted).
- [Online is a proposed updated, corrected FY2024 Water District budget.](#) Applying the correct FY2023 numbers and correct formula results in *reduction* in revenues by \$6,489 to \$342,875, which reflects a total budget increase from FY2023 by 1%.
- To have expenditures balance with revenues, the \$6,489 difference was subtracted from the Capital Improvements line ($\$57,451 - \$6,489 = \$50,962$), which is still higher than the FY2023 figure of \$50,345.
- The budget notes and the June 27, 2022 minutes are clear that the increased water rents from FY2022 to FY2023 were not intended to reflect an increase in the rates, rather, the revenue expected from rates in place at the time based on the FY2022 actuals.

RECOMMENDATION: Approval.

Item III.2 Consider the creation of a new Equity Committee and appointment and/or advertisement for members to be on it: Porter Knight. [Online is a proposed advertisement](#) drafted by Porter Knight to correspond with the proposed formation of a new Bristol Equity Committee. She is proposing the committee be comprised of five residents plus two non-voting members, including consultant Tabitha Moore and a Town representative to start, to be replaced after a year with two more citizen members. She proposed December 18 as a deadline for letters of interest for the Selectboard's consideration in January 2024, but I think the deadline could be later to allow more time over the holidays.

RECOMMENDATION: Discussion. If an Equity Committee is formed, consider membership of five to seven voting members with staggered terms of one and two years. Since Porter proposes to participate only for the first year, perhaps she could be among the one-year appointees. Consider someone from the Recreation Department as an employee representative and someone from the Selectboard or Planning Commission as another Town representative.

Item III.3 Consider quote from NorwichEV for installation of two Level 2 EV chargers for the Vermont EV Chargers grant application and authorize Richard Butz to submit the application. Back in July of this year, the [Selectboard authorized Richard Butz to apply](#) on the Town's behalf to [the Vermont EV Chargers grant program](#). He submitted a pre-application and in an [October 20, 2023 e-mail](#), was advised to gather a design and estimate for the proposed EV charger installation and send it and a site plan to info@vermontevchargers.com for review as part of the application.

Online is a [quote and proposal from NorwichEV](#) for two Level 2 EV chargers on West Street across from the Town Green. [Richard Butz plans to be present](#) to provide more information.

RECOMMENDATION: Discussion. Authorization to proceed.

Item III.4 Review of preliminary budget information, process, goals, and schedule. As you can imagine under the present circumstances, budget information is still evolving. [Online is the current budget status report through November 30, 2023](#). We know some budget numbers need to be reviewed and adjusted.

Town Meeting will be on Tuesday, March 5, 2024. According to [VLCT's online calendar](#), Sunday, February 4, 2024 is the last day to post the Town Meeting warning and Saturday, February 24 is the last to day to notify voters of the availability of the Town Report and actually have it be available.

If we stick to meeting on Mondays, below are the following dates to work on the budget and other Town Meeting preparations:

- Monday, Dec. 11
- Monday, Dec. 18
- Monday, Jan. 8
- Monday, Jan. 15 (Martin Luther King holiday)
- Monday, Jan. 22
- Monday, Jan. 29

We will also need to be mindful of the Town Report production deadlines. A printer for the FY2023 Town Report has not yet been selected. Quotes will need to be solicited very soon.

In time for Monday's meeting, I expect to have a preliminary budget worksheet set up showing actuals through November 30 and budget requests or information we have to date. I expect we will see a steady trend of increasing budget line items.

RECOMMENDATION: Discussion.

Item III.5 Review and potential approval of revised Bristol Revolving Loan application materials. This is taking much longer than expected. I hope to have revised documents available well in advance for Monday's meeting. It will be understandable if folks will not have had time to review them in time for meaningful discussion.

RECOMMENDATION: If available, determine if additional information is needed and next steps.

Item III.6 Review and approval of the November 13, 2023 and June 27, 2022 meeting minutes. The [draft November 13 minutes](#) are posted online. The June 27, 2022 minutes are in the process of being reviewed and are expected to be e-mailed and posted online when completed. The [original draft](#) is posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.12 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable warrant will be posted online Monday. Invoices could not be processed until the November books are closed out.

IV. OTHER BUSINESS.

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

- [Downtown Designation Renewal Reminder Memo Bristol 2023-12-01.pdf](#).
- [E-mail BRD newsletter 2023-11-29.pdf](#).

Miscellaneous Updates

- We expect to receive the final FY2022 audit report from RHR Smith & Company very soon.
- Meanwhile, we have begun to get the FY2023 audit process under way.
- We received a reminder and the application materials for [renewal of Bristol's Designated Downtown](#), which will be due by April 1, 2024.
- Although I have not confirmed this with Freeda yet, [I think it would be more practical](#) for Vermont Family Forests to be the applicant for the Otter Creet CWSP grant application for the erosion control measures on the Seth Hill Waterworks property. The Town would need to provide some form of written permission to access the site and do the work as well as provide a letter of support for the project.

TA 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 the remote days I can be reached by phone and by email at townadmin@bristolvt.org. Messages left to (802) 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail.

Week of December 4

Monday: In the Office? Weather conditions may have me **working from home**. If so, I will try to swap it with Tuesday.
2:00pm – BRIC grant application meeting.

Tuesday: **Working from home?**

Wednesday: In the office.

Thursday: In the office.
9:00am – Bristol CORE.

Friday: In the office.

Week of December 11

Monday: In the Office.
10:00am – FEMA follow up meeting?
7:00pm – Selectboard meeting.

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: 7:30am – ACEDC Legislative Breakfast, Middlebury.
In the office.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#) Special Meeting: Mon., Dec. 4, 7:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Dec. 7, 9:00am, via Zoom.
- [Selectboard](#): Mon., Dec. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Dec. 14, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 18, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 20, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Dec. 21, 9:00am, via Zoom.

Upcoming Agenda Items

- Continued review and update of the Revolving Loan Fund documents.
- Consider Town Treasurer candidate.
- Review of updated sidewalk replacement plan.
- Basin Street improvement project updates.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.

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- Continued Selectboard decisions for use of ARPA funds.
- Budget, budget, budget.
- Web site improvement options.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Continued consideration of the Public Works facility alternatives.
- Presentation of the FY2021 and FY2022 audit reports by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new village vehicular speed limits.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator