

Bristol Town Administrator's Report
January 6, 2024

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, January 8, 2024 Meeting Agenda and Materials

I. Call to Order: 6:00 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."

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 IV.1 Review and consideration of Energy Committee candidate David Flaschenriem to fill a vacant seat that runs to March 2024 (tentative). [Online is a volunteer application](#) from David Flaschenriem expressing interest to serve on the [Energy Committee](#). There is one vacant seat that is up for review in March 2024. In fact, all the seats are up in March 2024 as they appear to be one-year appointments. We do not know yet if Mr. Flaschenriem is available to meet with the Selectboard Monday. If not, the Selectboard may choose to reschedule the item.

RECOMMENDATION: Consider appointment. The Selectboard may wish to deliberate in executive session under personnel matters.

Item IV.2 Review upcoming meeting schedule for budget, capital budget, Town Report, and Town Meeting preparations. Below is this year's schedule for pulling the FY2025 budget, Town Meeting preparations, and Town Report details together. If things come together more quickly than expected, we may not need to meet on Jan. 29.

Tentative schedule:

- **Mon., Jan. 8, 6:00pm**
 - Public Works, Recreation Dept., Police Dept., Clerk & Treasurer, Administrator, other sections; Draft Town Meeting and Police District warnings for review. Those not ready for prime time can be bumped to the next agenda.
 - Energy Committee candidate review.

- **Mon., Jan. 15, 6:00pm**
 - Fire Department, overall general fund review; capital projects review; draft Town Meeting and Police District warnings review.
 - Capital projects updates: Pine Street water line replacement, Bristol West design, service line inventory; Lincoln Road riverbank stabilization, Basin Street improvement; Pine Street pedestrian and drainage improvement concept; sidewalk replacement schedule.
 - Consider proposals for the "Accessible Design for Town Parks" design project to be funded with ARPA funds.
 - Consider other allocations for remaining ARPA funds.

Martin Luther King, Jr. holiday. (Town Office will be closed during the day.)

*Jan. 18: Last day to file a petition with the Town Clerk **for articles** to be included on the Town Meeting warning.*

- **Mon., Jan. 22, 6:00pm**
 - Overall budget review; draft Town Meeting and Police District warnings for review.

- Public hearing, 7:00pm – UDR bylaw amendments.
- Town Health Officer candidate review.

*Jan. 29: Last day to submit to the Town Clerk nominating petitions for **Town offices** to be voted by Australian ballot.*

- Mon., Jan. 29, **6:00pm** – Finalize budgets and Town Meeting warning.

Sunday, Feb. 4: Last day for the Selectboard to post the warning for Town Meeting.

- Mon., Mar. 4, 6:30pm – Police District Information Meeting.
7:00pm – Bristol Town Meeting (floor meeting).
- Tues., Mar. 5: Town Meeting Day (Australian ballot).

RECOMMENDATION: Discussion. Adjustments as necessary.

Item IV.3 Budget workshop: preliminary budget review for Public Works Department, Recreation Department, Police Department, and other sections if available.

Available budgets are expected to be posted online prior to Monday's meeting; however, it may turn out we will be seeing the draft budgets for the first time via Zoom. Things are a bit behind schedule because some information was slow in coming and some still needs to be resolved. For example, some of the PACIF liability insurance allocations are out of whack and need to be resolved through VLCT.

The Town Treasurer vacancy has certainly slowed things down and I **cannot express KUDOS enough to Sharon and Kris** for keeping things afloat and moving forward as much as they have been able to during this very busy time (property taxes, water bills, election preparations, FY2023 audit, NEMRC assistance, etc., etc., etc.).

I don't know if department heads were able to coordinate with their Selectboard liaisons to review their draft budgets as had been a goal in prior years. Some are still in progress. Since we will have other opportunities to circle back, this will be a useful time to identify questions and/or areas that need more follow-up.

The budget files have been updated to include [actual expenses through December 31, 2023](#) (50% of fiscal year) and what we hope are [final FY2022 audit numbers](#).

A number of factors that result in budget increases beyond our control include the following:

- Health insurance premiums increased by 12.8%.
- [Liability insurance through PACIF increased by 2%](#).
- [Property insurance through PACIF increased by 8.7%](#).
- [VLCT member dues increased by 3%](#).
- [DominionTech increased their rates in August by 20%](#).

- [Act 76 adds a new 0.44% payroll tax](#) for a new Childcare Financial Assistance Program, which I propose come out of the general fund and not employee's paychecks.

RECOMMENDATION: Discussion. Determine what additional information is needed.

Item IV.4 Review of preliminary draft Town Meeting and Police District warnings. It's a bit early to jump into the Town Meeting warning since January 18 is the deadline for petitioned articles to be placed on it. Some articles are standard from year to year and we can start with those. This will be a standing agenda item until they are approved to monitor any adjustments that may be necessary.

RECOMMENDATION: Discussion.

Item IV.5 Review and approval of the December 18 and December 26, 2023 meeting minutes. Review of the draft December 18 and December 26, 2023 minutes are in progress. Meanwhile, the original drafts are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.6 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is posted online](#). The amount is \$ 4,343.60, which is likely to be adjusted to include additional invoices before the meeting.

IV. OTHER BUSINESS.

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

- [E-mail BRD Newsletter 2024-01-04.pdf](#).
- [Male-Riordan to helm Bristol library-Addison Independent 2024-01-04.pdf](#).

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 January 8

Monday: In the office.

11:00am – infrastructure security Webinar.

6:00pm – Selectboard meeting.

Tuesday: [Working from home](#).

Wednesday: In the office.

2:00pm – Town Office to close for energy efficiency assessment.

Thursday: I hope to be back in the office.

9:00am – Bristol CORE.

Friday: [Working from home.](#)
Town Office to close at noon for the upcoming holiday.

Week of January 15

Monday: MLK holiday. Town Office Closed.
[Working from home.](#)
6:00pm – Selectboard meeting.

Tuesday: [Working from home.](#)

Wednesday: In the office.

Thursday: 7:30am – ACEDC Board meeting.
9:00 – Bristol CORE.
In the office around 11:00am.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Jan. 8, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Jan. 9, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Jan. 11, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 15, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Jan. 16, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 29, 6:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Feb. 1, 9:00am, via Zoom.

Upcoming Agenda Items

- Budget, budget, budget.
- Town Meeting and Town Report preps.
- Basin Street improvement project updates.
- Consider proposals for the “Accessible Design for Town Parks” design project to be funded with ARPA funds.
- Continued Selectboard decisions for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Review of updated sidewalk replacement plan.
- Consider Zoning Administrator candidate.
- Consider Town Treasurer candidate.
- Continued consideration of an updated rate structure to address the Core Area Sewer’s capital improvement needs and high strength waste management.
- 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 FY2022 audit report by RHR Smith.

Bristol Town Administrator's Report

January 6, 2024

Page 6 of 6

- 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