

Bristol Town Administrator's Report
January 21, 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 22, 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."

- Consider moving agenda item III.4 up since it may be quick discussion to simply allocate ARPA funds, with the consultant/team to be selected an upcoming 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.

IV. REGULAR BUSINESS.

Item III.1 Budget workshop: review and potential adoption of the General Fund and Police Department budgets. Online is a work-in-progress [draft of the FY2025 General Fund budget](#) and the [draft FY2025 Police Department Budget](#). As currently presented, the General Fund budget would result in a 5.4% increase in total expenditures and a 5.8% increase in that which is supported by taxes. The FY2025 Police Department budget as presented results in a 4% increase in total expenses. In both cases, the projected impact on the tax rate will depend on the Grand List figure available at that time.

The General Fund budget still has a number of anomalies to sort out regarding actual FY2024 and FY2023 expenses and revenues. We also still have questions regarding the [FY2022 audit](#) and the FY2023 audit has only just begun to get under way. The lack of a Treasurer these past many months has not helped matters. I want to give a HUGE shout out to Town Clerk/Assistant Treasurer Sharon Lucia and Assistant Town Clerk/Assistant Treasurer/Zoning Administrator Kris Perlee for stepping up in so many ways to keep things moving and helping to unravel some of the mysteries we are in the midst of. The Selectboard approved at a recent meeting contracting with NEMRC to help sort through the accounting. Some good progress was made when Darlene from NEMRC camped out all day Friday last week. She estimates it will take about a month to get everything sorted out and caught up.

In the meantime, we need to work with what we have.

RECOMMENDATION: Discussion. Determine what additional information is needed and if meeting on January 29, 2024 will be necessary to finalize the budget(s).

V. PUBLIC HEARING: Proposed Amendments to Bristol's Unified Development Bylaws.

At their [December 26, 2023 special meeting](#), the Selectboard proposed a number of substantive adjustments to the Planning Commission's proposed amendments to Bristol's Unified Development Regulations, which triggered the requirement to hold another [public hearing](#).

Online are the following documents:

- [Bristol Selectboard Public Hearing UDR Amendments 2024-01-22.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 SB adjustments markup excerpts.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 SB adjustments markup.pdf](#)
- [Memo PC response to SB bylaw amendments 2024-01-16.pdf](#)
- [Tom Fox Comments to December 26 2023 Select Board Meeting 2024-01-01.pdf](#)

The Planning Commission considered the Selectboard's [proposed adjustments](#) at their meeting on January 16, 2024. Planning Commission Chair Kevin Hanson's [memo to the Selectboard](#) outlines concerns the PC had with the proposed adjustments.

RECOMMENDATION: Discussion. Determine next steps.

IV. REGULAR BUSINESS (continued).

Item IV.2 Review Town Meeting and Police District warnings. Online are the [draft Town Meeting](#) and [Police District](#) Annual Meeting warnings. The only loose end with the Police District warning is the final budget figure. Loose ends for the Town Meeting warning include:

- Decide whether to include voting on the proposed adjustments to the Bristol Unified Development Regulations.
- Decide whether to adjust the Selectboard's pay and, if so, by how much.
- Determine the various General Fund final budget figures to include.
- Determine whether to proceed with forming a new capital fund for Recreation Department equipment and how much to allocate to it. Rather than limit it to equipment, I added facilities to the description, thinking about such things as the skate park, skating rink, etc.
- Agree on other capital fund allocations.
- Wait to find out if the Bristol Rescue Squad got enough signatures for their allocation increase petition.
- Decide on whether to include the article about voting on appropriations by Australian ballot.

RECOMMENDATION: Discussion. Finalize the warnings, if possible.

Item IV.3 Authorize use of the Technology Reserve Fund to purchase three new computers: Teen Center, front counter/cash register, and Administrative Assistant. Three very important computers have finally reached the end of the line and must be replaced.

- Teen Center Apple laptop struggles with charging and the screen broke. It was acquired from Middlebury College for free years ago through a program that has been discontinued. Proposed replacement: [Apple 2023 MacBook Pro Laptop](#) M3 chip with 8 core CPU, 10 core GPU: 14.2-inch Liquid Retina XDR Display, 8GB Unified Memory, 512GB SSD Storage for \$1,449.
- Two [Dell OptiPlex Micro desktop computers](#) to replace the Administrative Assistant's machine and the machine that supports the cash register and NEMRC modules. Both current machines pre-date me and are no longer operating efficiently, often taking extraordinarily long periods of time to start up. Proposed cost: \$1,653.22.

The Technology Reserve Fund has a current balance of \$10,982. The total cost of the proposed machines is \$3,102.22. Once delivered, each machine will require

futzng by DominionTech to transfer programs, security software, etc. Total authorization request: approximately \$3,500.

RECOMMENDATION: Approval.

Item IV.4 Approval of Annual Certificate of Highway Mileage without changes. Online is the annual [VTrans Certificate of Mileage](#) for approval. There are no changes in the mileage calculations to report.

RECOMMENDATION: Approval. Selectboard members will need to sign the certificate.

Item IV.5 Review and approval of the December 18 and December 26, 2023 meeting minutes.

The draft [December 18](#) and [December 26, 2023](#) minutes are posted on the Web site. The original drafts of January 8 and January 15, 2024 meeting minutes are also posted online but have not yet been reviewed.

RECOMMENDATION: Adjustments as needed. Approval.

V. OTHER BUSINESS.

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

- [E-mail BRD Newsletter 2024-01-19.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 22

Monday: In the office.
6:00pm – Selectboard meeting.
Tuesday: **Working from home.**
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of January 29

Monday: In the office.
6:00pm – Selectboard meeting?
Tuesday: **Working from home.**
10:00am – Tier II Reporting Webinar.
Wednesday: In the office.
Thursday: **Working from home.**
9:00 – Bristol CORE.

Friday: [Working from home.](#)

Upcoming Meetings

- [Selectboard](#): Mon., Jan. 22, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 29, 6:00pm, Holley Hall and via Zoom – if needed.
- [Bristol CORE](#): Thurs., Feb. 1, 9:00am, via Zoom.
- [Conservation Commission](#): Thurs., Feb. 8, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Feb. 12, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Feb. 13, 7:00pm, Holley Hall and via Zoom (if needed).
- [Bristol CORE](#): Thurs., Feb. 15, 9:00am, via Zoom.
- [Planning Commission](#): Tues., Feb. 20, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 26, 6:30pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Finalize budgets and warnings.
- Other Town Meeting and Town Report preps.
- Town Officer appointments.
- Select Town Parks Accessible Design Consultant.
- Basin Street improvement project updates.
- 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.
- Consider creation of a Bristol Equity Committee.
- 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.
- 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