

**Bristol Town Administrator's Report**  
**January 27, 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](http://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 29, 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. REGULAR BUSINESS.**

Item III.1 Budget workshop: review of capital funds and undesignated fund balances; review and approval of the General Fund and Police Department budgets. Online are work-in-progress drafts of the [FY2025 General Fund budget](#) and the [draft FY2025 Police Department Budget](#). As currently presented, the General Fund budget would result in a 4.9% increase in total expenditures and a 5.1% increase in that which is

supported by taxes. The FY2025 Police Department budget as presented results in a 4.6% increase in total expenses and, coincidentally, also a 5.1% increase in that which is supported by taxes. In both cases, the actual impact on the tax rate will depend on the Grand List figure at that time. We are currently using a working Grand List figure of \$ 3,647,739, which is 3.5% higher than last year.

The FY2023 and FY204 General Fund budget figures still have some anomalies to sort out regarding FY2023 actual expenses and revenues. They are likely the result of mis-coding, which may mean the bottom lines are close to accurate regardless where some things were mis-coded to. And the FY2022 audit still has some peculiarities I would like to better understand. In the meantime, these information sources are intended to be guideposts for budgeting for our anticipated needs in FY2025. FY2024 figures are shown through December 31, 2023.

Undesignated/Unassigned Fund Balances and Capital Budgets

According to [Table C of the FY2022 audit](#), there was an unassigned fund balance of \$265,267. I hope to be able to clarify by Monday's meeting what that figure represents. For example, is that just for FY2022 or does it reflect the cumulative fund balance including prior years?

According to the budget worksheet, non-tax revenues exceeded budgeted revenues by \$11,827 and actual expenses were \$136,250 less than what was budgeted in FY2022. Taken together, that would amount to a "surplus," or unassigned/undesignated fund balance of \$ \$148,077.

I am in the process of updating the loan amortization schedules for some of the bonds and other information. I expect to be able to post an updated capital plan doc in time for Monday's meeting.

RECOMMENDATION: Determine what proportion of the unassigned fund balance to allocate to capital funds. Consider allocating a significant portion to the Capital Roads Fund. Vote to approve the budgets.

Item III.2 Review Town Meeting and Police District warnings. Online are the [draft Town Meeting](#) and [Police District Annual Meeting warnings](#). Unless we've overlooked something, the only loose ends are the final budget figures.

RECOMMENDATION: Adjustments where needed. Vote to approve warnings.

**IV. OTHER BUSINESS.**

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

- [E-mail \[DPS.AllEMDirectors\] Eclipse Information from VEM 2024-01-26.pdf](#)
- [Letter American Legion Above and Beyond 2024-01-16.pdf](#)

- [E-mails VFF Seth Hill Waterworks UVA Plan Update and grant award update 29024-01-25.pdf](#)
- [E-mail DominionTech Acquired by VC3 2023-01-22.pdf](#)

### **Hub Teen Center Thank You Post on FPF**

In case you missed it, below is a ***Thank You from the Hub*** message Taylor posted to Front Porch Forum Issue No. 5035 • Jan 25, 2024. I believe it is worth sharing here:

#### Announcement

Dear Bristol Community,

Recently I've had the privilege of meeting with several different state organizations on community leaders from different towns. The meetings have been about ways to support teens in communities across Vermont. They have approached me as the Director of the Bristol Hub Teen Center, which is regarded as one of the most successful teen centers in Vermont, and the longest running drop-in teen center without interruption.

While I'm so proud to represent the Hub and serve as the steward of the space, I think the long term success of the program should be largely credited to the community, who have continued to support, fund, and advocate for teens and youth in the community for many years, with the last 25 years supporting the Hub.

Thank you for continually supporting teens and youth in Bristol and the 5 towns. What Bristol has with the Hub, and many other resources available to youth, is what many communities are working hard to build, and often struggling. Bristol is serving as an example to the rest of the state what it looks like when a community prioritizes teens and young adults.

Last year the Hub Served 288 youth for a total of 4090 visits.

Please find a report the a UVM CDAE class wrote about the Hub after coming in and talking to the teens this year: <https://bristol skatepark.com/wp-content/uploads/2023/12/Hub-Highlights-Report-122823.pdf>

I just wanted to say thank you for supporting the Hub because the Hub is something everyone in our community should be proud of, as it is literally the model that many communities in Vermont are aspiring to as a plan to support their teens.

Thank you Bristol and everyone else that has supported the Hub and made it what it is today.

**Taylor Welch** • Director, The Hub Teen Center, Bristol

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Notwithstanding the financial support that comes from Bristol taxpayers, other 5-town taxpayers, grant funders, and folks that register for programs, keeping the Hub Teen Center up

and running is a huge team effort that includes Taylor, Meridith, Zac, Jacqueline, the Teen Center Advisory Committee, Recreation Club, instructors, volunteers, and the teens themselves. Kudos to you all.

### **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](mailto: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 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.**

### **Week of February 5**

Monday: In the office.  
Tuesday: **Working from home.**  
11:00am – VCDP financial assistance Zoom call.  
Wednesday: In the office.  
Thursday: In the office.  
10:00am – Eclipse planning check-n.  
Friday: In the office.

### **Upcoming Meetings**

- [Selectboard](#): Mon., Jan. 29, 600pm, 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**

- Town Officer appointments.
- Select Town Parks Accessible Design Consultant.

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- 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 the 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