

**Town of Bristol, VT
Selectboard
Minutes of Meeting
Monday, October 21, 2024**

Members Present: Ian Albinson, Joel Bouvier (Chair), Peeker Heffernan, Michelle Perlee (Vice-Chair), Jessica Teets

Staff Present: Valerie Capels (Town Administrator); Sharon Lucia (Town Clerk and Town Treasurer); Kris Perlee (Assistant Treasurer and Town Clerk)

Others Present: Jim Quaglino

I. Call to Order. Joel Bouvier called the meeting to order at 6:00 pm.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

No changes to the agenda were necessary.

II. Public Forum.

Nobody requested time to address the Board.

III. Regular Business

1. Review and possible approval of Town Administrator job description updates.

Valerie reported that a draft Town Administrator job description, based largely on the current description, had been distributed among Town staff and others and comments were provided. Ian presented a reformatted, modified version at the meeting. Several points were discussed:

- Clarification is needed as to whether time cards are processed at 40 or 45 hours per week
 - This impacts at what point comp time is applied
 - This will be discussed further at an upcoming meeting
- Budgeting responsibilities
 - Department heads are part of the process, presenting their draft budgets to the TA for review
 - Treasurer also assists the Department heads in setting a budget
 - Ultimate decisions rest with the Selectboard
 - Use terminology of 'supervise' and 'manage'
 - Collaboration with Grant Administrator adjusted to address ensuring compliance as only TA responsibility
- Town Meeting Warning development
 - Include collaboration with Town Clerk
- Long-term planning
 - Include collaboration with PC and PZA
 - Water and sewer allocation letters will transition to PZA purview
 - TA to work on local documents – LHMP, LEOP, etc. – but role is not to be first in line during emergencies

2. Review and possible approval of Planning & Zoning Administrator job description updates.

Some additions to this position's responsibilities were noted, including working with the PC on the Capital Improvement Plan, and issuance of municipal water and sewer allocations in conjunction with the permitting process. The position's required hours were discussed and noted as being flexible with evening meetings required. Average hours were agreed to remain at 32 -35 per week.

IV. Other Business.

1. Correspondence/reports received were reviewed.

V. Adjourn.

The meeting adjourned at 7:44 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary

Valerie Capels, Town Administrator