

Bristol Town Administrator's Report

January 17, 2020

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 enclosures relate to printed or electronic documents provided in advance of or at the meeting and may be found online at bristolvt.org/meeting-minutes. This report is also intended to provide information to Town officials and the public about Selectboard activities and other Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

Monday, January 20, 2020 Meeting Agenda and Materials

I. CALL TO ORDER

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."

RECOMMENDATION: Review and consider adjustments to the agenda.

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: Public Works capital and vehicle replacement plan. Members of the Equipment Committee met on Tuesday. Enclosed is a table summarizing some of the information they reviewed. Eric will be present to present the recommendations and answer questions. The enclosed capital and vehicle replacement plan reflects increasing the FY2021 allocation to \$125,000.

RECOMMENDATION: Determine if additional information is needed. Authorize Eric to proceed to get bids for the preferred truck.

Item III.2. General fund and capital budget workshop: general fund, insurance, compensation, benefits, capital plan. Enclosed is another draft FY2021 general fund budget. It reflects adjustments made at the previous meeting, as well other adjustments based on additional staff review. In addition, the FY2019 draft audit arrived this afternoon, and those figures are included. Highlights:

Revenue

- Increased Current Use by \$5,000.
- Increased Police fines by \$500.

Expenses

- Recreation Dept. expense reductions.
- Adjustments recommended in some Appropriations.
- Adjustments were made in the Personnel allocation spreadsheet.

More information will be provided at the meeting.

RECOMMENDATION: Discussion. Adjustments where necessary. Determine if additional information is needed. Discuss personnel matters in Executive Session.

Item III.3. Review of draft Town Meeting warning. Enclosed is an updated draft Town Meeting warning. At least two entities missed the January 16 deadline to have their articles included. Final approved budget numbers will be inserted in the appropriate sections of the articles.

Also enclosed is a draft Police District warning, reflecting the budget numbers that were accepted at the last meeting.

RECOMMENDATION: Adjustments as needed. Determine if additional information is needed. Approve the Police District warning.

Item III.4. Approval of the January 6, 2020, January 13, 2020, and January 15, 2018 (backlog, tentative) meeting minutes. Draft January 6, 2020 minutes are enclosed. Review of the January 13, 2020 and backlogged January 15, 2018 minutes are still in process. The original draft minutes are available. If not e-mailed and posted prior to Monday's meeting, they should be available by the next meeting.

V. OTHER BUSINESS.

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

- E-mail from the BFD, 01/16/2020, expressing congratulations on recent Addison County Firefighters Association recognitions.
- Letter from Comcast, 01/10/2020, re emergency contact information.
- Letters re 2019 Equalization Study Results.
- E-mail from VLCT, 01/13/2020, re VLCT PACIF coverage improvements.

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding personnel matters per 1 V.S.A. §313(a)(3) and pending litigation per 1 V.S.A. 313(a)(1)(E).

Schedule

Unless otherwise noted, I expect to be in the office from 8:00am to 4:30pm, though anything can change from day to day and often does ...

Week of January 20

Monday: 6:00pm – Selectboard.

Tuesday: In by 12:00noon

Week of January 27

Monday: 6:00pm – Selectboard.

Tuesday: In by 12:00noon

Wednesday: 5:00pm – LEPC 8 meeting at State Police Barracks, New Haven.

Upcoming Meetings

Below are meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line links for more information about the organization.

- [Selectboard](#): Mon., Jan. 20, 6:00pm_at Holley Hall.
- [Planning Commission](#): Tues., Jan. 21, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 27, 6:00pm_at Holley Hall.
- [Selectboard](#): Mon., Feb. 10, 6:00pm at Holley Hall.
- [Energy Committee](#): Wed., Feb. 19, 7:00pm, at Holley Hall.

Upcoming Agenda Items

- Finalize budget, Town Meeting warning, Town Report preparations.
- VTrans annual highway mileage certification.
- Volunteer candidate interviews.
- Basin Street Preliminary Engineering Report.
- Police Union contract review.
- Selectboard Rules of Procedure and handbook.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator