

# **Bristol Town Administrator's Report**

## **January 12, 2018**

### **Monday January 15, 2018 Meeting Agenda and Materials**

Item .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 vote on any adjustments to the agenda.

### **II. EXECUTIVE SESSION.**

Town Clerk/Treasurer Jen Myers requested to meet with the Selectboard in executive session to discuss personnel matters.

RECOMMENDATION: Prior to entering Executive Session, a motion to find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. §313(a)(3) would need to be made.

### **III. REGULAR BUSINESS.**

Item III.1. Public Forum. This is an opportunity for citizens who are not on the agenda to briefly share comments and concerns with the Board.

Item III.2. FY2019 budget work session: Town Clerk/Treasurer, Police Dept., Recreation Dept., overall general fund, and capital funds. This is an opportunity to meet with Town Clerk/Treasurer Jen Myers to discuss the Clerk/Treasurer budget and other general fund or capital matters, Officer in Charge Bruce Nason to discuss the proposed Police Dept. budget, and Recreation Director Darla Senecal to discuss her budget.

Enclosed are work-in-progress drafts of the general fund and Police Dept. budgets. The budgets need to be finalized at the Jan. 22 meeting in order to meet the Town Meeting warning deadlines. There are some loose ends I/we were not able to tie up before getting these to you, but I am confident we will be able to tie them up by Jan. 22.

Some of the Town Administrator's, Treasurer's, and Administrative Assistant's salaries and benefits are apportioned to other departments, including Water, Sewer, Highway, Police, and Planning. The salary and insurance figures are tied to separate spreadsheets.

The very draft Police Dept. budget is based on a scenario of four full-time officers, no part-time officers, and reduced overtime so the Selectboard can see what that might look like. Bruce and I are still working on projections for overtime and differentials, so an updated personnel worksheet is likely to be provided at the

meeting. We will be able to compare that to a projected budget based on the present scenario.

The capital improvement plan is shaping up and will be handed out at the meeting and/or e-mailed in advance.

More information will be provided at the meeting. I will have my laptop at the meeting and we will be able to see quickly the results of any adjustments.

RECOMMENDATION: Discussion. Adjustments as necessary. Consider whether an additional workshop on Saturday, Jan. 20 would be desired. Determine next steps and if additional information is necessary.

Item III.3. Review of preliminary Town Meeting and Police District warnings. Enclosed are updated drafts of the annual Town Meeting and Police District warnings for review.

The deadline for submission of petitions signed by at least 5% of registered voters for items to be added to the warning is Thursday, Jan. 18, 2018.

RECOMMENDATION: Discussion; adjustments as needed. Determine if additional information is needed.

#### **IV. OTHER BUSINESS.**

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

- There are no new correspondences or reports to discuss.

#### **V. EXECUTIVE SESSION**

Prior to entering Executive Session, a motion to find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. §313(a)(3) and contract negotiation matter per 1 V.S.A. §313(a)(1)(A) would need to be made.

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#### **Minutes**

Minutes are not on the agenda for review or action, but a draft of the Jan. 8, 2018 minutes is enclosed for reference.

#### **Oct. 30-31 Wind Storm Disaster Declaration DR4356**

I attended the applicant briefing on Thursday, Jan. 11 in Middlebury and submitted a Request for Public Assistance on behalf of the Town of Bristol.

#### **Schedules**

Unless otherwise noted, I typically expect to be in from 8:00am to 4:30pm.

Monday: 6:00pm - Selectboard

Tuesday: In at noon.

Thursday: 7:30am – ACEDC Board meeting in Middlebury.

Town Clerk/Treasurer Jen Myers will be out of the office Weds., Jan. 17 through Mon., Jan. 22, 2018.

### **Upcoming Meetings and Workshops**

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

- [Selectboard](#): Mon., Jan. 15, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan.16, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Jan. 17, 9:30am, at Holley Hall.
- [Bristol Recreation Club](#): Thurs., Jan. 18, 6:30pm, LaRose Surveys office.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Feb. 8, 6:00pm, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Budget workshop(s); finalize budgets.
- Finalize Town Meeting and Police District warning.
- Town Report preparation check-in.
- Meet with Planning Commissioners.
- Vermont Paddlers' request for annual New Haven Ledges Race.
- Gran Fondo request for use of Town roads.
- Fourth of July Fireworks permit application.
- Certificate of Highway Mileage
- Vermont Gas public forum.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator