

# **Bristol Town Administrator's Report**

## **January 19, 2018**

### **Monday January 22, 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.

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

Item II.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 II.2. Final review and approval of the FY2019 budget. It remains to be seen how much additional work will be needed to finalize a budget the Selectboard will present to the voters. I hope we will be able to work through the remaining sections and outstanding issues at our special budget workshop meeting Saturday, Jan. 20. Two major outstanding matters include determining which Police Dept. scenario the Selectboard will present (status quo with three full time officers or addition of a fourth full time officer) and what adjustments might be made to the Recreation Department budget in light of the upcoming transition in personnel.

RECOMMENDATION: Discussion. Adjustments as necessary. Finalize and approve the budget.

Item III.3. Final review and approval of the Town Meeting warning. Enclosed is updated draft of the annual Town Meeting warning. Two petitions for addition to the warning were received by the Thursday, Jan. 18 deadline. The petitions required signatures of at least 5% of registered Bristol voters to qualify, which amounts to 142 signatures. The petition for voter approval of an allocation of \$2,100 to the Charter House Coalition was 11 short of qualifying number due to disqualification of some of the entries. Statute allows the organizers until the end of the day Monday to provide the remaining signatures. The corresponding article is included in the draft warning with the presumption the additional signatures will be obtained.

The second petition did acquire the minimum number of qualifying signatures. It is requesting that a resolution be included on the Town Meeting warning asking that the Town of Bristol ask the State of Vermont to take various actions regarding fossil fuels and renewable energy.

According to a staff attorney at the Vermont League of Cities and Towns, “[t]he ... petition is not one to which the selectboard is legally required to respond. This is because the petition does not deal with a matter over which the town voters have

been given authority in statute. As such, the selectboard may choose how to respond to that petition, including refusing to place it on the town warning or placing it under the non-binding, advisory section of the warning. And since it is not a legally-operative petition, the selectboard may also alter the wording of the petition if they do decide to put the issue on the warning as a non-binding article.”

Unless a special meeting will be necessary, this will be the last opportunity to finalize the Town Meeting and Police District warnings because state statute requires they be posted in at least two public places and in or near the Town Clerk's office by Thursday, Jan. 25.

Article 10 in the draft is carried over from last year; however, I just discovered that the proposed Lawrence Library budget includes an increase from \$135,073 to \$137,872.

Article 13 in the draft is not currently reflected in the budget.

RECOMMENDATION: Discussion; adjustments as needed. Approve final draft.

Item III.4. Final review and approval of the Police District warning. Enclosed is a current draft of the Police District warning. The only thing I am aware of that remains to be adjusted are the final budget figures to be included. At issue is whether the Selectboard will seek voter approval for the addition of a fourth full-time officer (and corresponding reduction in overtime and part-time officers). I expect much of that will have been resolved through the Selectboard's special budget meeting on Saturday, Jan. 20.

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

Item III.5. Town Report and Town Meeting preparations update. This is on the agenda to check in on preparations for the Town Report. The deadline to get it the printer is Friday, Feb. 2.

Mon., Jan. 29, 5:00pm is the last day to file with Town Clerk nomination petitions for town office positions to be voted on by Australian ballot.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.6. Letter of support for Ecosystem Restoration Program grant application for a development of a stormwater management plan. The application deadline for the Ecosystem Restoration Program is January 31, 2018. Folks at the Addison County Regional Planning Commission are helping to prepare our application for

development of a stormwater management plan. The application requires a letter of support from the municipality. A draft will be provided at the meeting for review.

RECOMMENDATION: Approval; authorize Chair to sign.

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

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

- E-mail from Karen Kotecki, 01/16/2018, re Vermont Gas Open House Weds., Feb. 7.
- Letter from Ron LaRose, 01/10/2018, seeking the American Legion Post #19 Annual Above and Beyond award nominations.

#### **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**

Draft minutes of the Jan. 15 meeting are not yet available. I expect we will catch up on review of the collection of draft minutes after the budget and Town Report have been finalized. reference.

#### **Web Site**

We have run into a temporary glitch with the Bristol Web site. I installed a highly-rated WordPress tool on Wednesday to allow tables to be inserted in a page. My goal was to add a table to the Selectboard minutes page to allow the posting and archiving of meeting agendas, minutes, Town Administrator reports, and documents associated with agenda items. I got it started but is not yet ready for prime time. Whether this is related or a coincidence, the Home page is no longer accessible to be updated; we can update all the other pages but not the Home page. As a result, the agendas for Saturday's and Monday's meeting and this Town Admin report cannot be posted there. I will rely on direct mail, FPF, and Facebook as alternatives until we get it resolved. I am fairly confident there is a solution; we just did not have time the rest of this week to find it.

#### **Schedules**

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

Monday: 6:00pm - Selectboard  
Tuesday: In at noon.  
Wednesday: 10:00am – meeting with Tom Wallace and Kris Perlee.  
Thursday: 10:00am – meeting Rob Carter of the Addison County Chamber of Commerce.  
12:15om – meeting with Ted Lylis and Town Atty re Police Union meeting preparations.

1:15pm – meeting with Police Union representatives.

5:00pm – Vermont Community Infrastructure Update: Financing Vermont's Well-being in 2018 and Beyond, Hampton Inn, Colchester.

Friday: May be out of the office.

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

Recreation Director Darla Senecal's last day with us will be Friday, Feb. 2. An Open House will be held Wednesday from 3:00pm – 5:00pm upstairs at Holley Hall to wish Darla well.

### **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. 22, 6:00pm, at Holley Hall.
- Selectboard: Mon., Feb. 5, 6:00pm, at Holley Hall.
- Conservation Commission: Thurs., Feb. 8, 6:00pm, at Holley Hall.
- Selectboard Special Meeting re VT Gas Forum: Mon., Feb. 12, 6:00pm, at Holley Hall.
- Selectboard: Mon., Feb. 19, 6:00pm, at Holley Hall.
- Planning Commission: Tues., Feb. 20, 7:00pm, at Holley Hall.
- Bristol CORE: Weds., Feb. 21, 9:30am, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Planning Commissioner continued interview: Mark Gibson.
- Review job announcements and job descriptions for Recreation Director and Police Chief.
- Preservation Trust of Vermont request to waive Holley Hall use fee.
- 2<sup>nd</sup> Annual Human Powered Parade request.
- Vermont Paddlers' request for annual New Haven Ledges Race.
- Gran Fondo request for use of Town roads.
- Meet with Planning Commissioners.
- Certificate of Highway Mileage
- Vermont Gas public forum.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator