

Bristol Town Administrator's Report

January 18, 2019

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 to them in advance of or at the meeting. 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 21, 2019 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 vote on any 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, not only for time management of the meeting, but to allow for the public to receive notice of the matter on a future agenda.

III. REGULAR BUSINESS.

Item III.1. Continued consideration of recommendations for use(s) of the Andrew Johnson estate bequest. Enclosed is an updated compilation of the responses received to date from members of the community with a status update on some of the suggestions. Selectboard members were tasked to come back with three to five top choices, which might then go through another round to close in on the top one, two, or three picks.

RECOMMENDATION: Determine next steps.

Item III.2. Budget workshop: General Fund, Capital Budget and Plan. Enclosed is an updated edition of the General Fund FY2020 budget. The administrative allocations have been updated as noted. Some formula snafus in the personnel spreadsheet have been corrected. Town Clerk/Treasurer Jen Myers' notes are included.

As currently presented, the budget reflects an overall -0.2% *decrease* in the General Fund expenses, despite a 3% cost-of-living raise having been baked in and increases in computer-related expenses. This is in part due to an anticipated increase in revenues by almost 6%, largely through the Current Use program and license fees and a reduction in debt. Highway (now Public Works) is down -0.2%, Recreation is up 11.2%, and Voted Appropriations is up 7.4%.

As currently presented, all budgets together--General Fund, Highway (now Dept. of Public Works), Recreation, and Voted Appropriations—reflect a total spending increase of about \$43,500 and a projected tax increase of 1.9%.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item III.3. Continued review of the Town Meeting warning. Enclosed is a revised draft warning for Town Meeting. Please doublecheck the numbers and allocations with the draft budget to make sure they are in sync. How the undesignated fund balance is dealt with will need some discussion. The information provided by VLCT last week is enclosed for reference. The Selectboard may want to consider adopting a policy at some point in the future (not Monday because it was not noticed), but it may be helpful in guiding some of the discussion.

RECOMMENDATION: Corrections or adjustments as needed.

Item III.4. Review of the Police District Annual Meeting warning. Enclosed is a draft of the Police District Annual Meeting warning. It is modeled after the one from last year. If we end up meeting on January 28, the Selectboard may wish to reevaluate the February meeting schedule (Agenda Item III.7) and when the first of two public information meetings will be held.

RECOMMENDATION: Determine if additional information is needed. Adjustments as needed. Motion to approve.

Item IV.5. Review draft Town Reports: Selectboard and Town Administrator, Water and Sewer Districts, etc. Draft reports of the Selectboard, Town Administrator, Water and Sewer Districts, and Dedication are in progress and will be e-mailed separately before Monday's meeting.

RECOMMENDATION: Determine if additional information is needed.

Item IV.6. Review of draft Water and Sewer District budgets. Enclosed are draft FY2020 budgets for the Water and Sewer Districts. Although the hearings are held and the budgets are voted in May or June, something needs to go in the Town Report. Currently, the proposed Water District expenses exceed revenues by just over \$6,500 and the Sewer District expenses exceed revenues by just over 2,200.

VTUMS will be presenting a 5% increase, to be held steady for a three-year contract. This works out to a 1.6% increase per year. 87.5% of the contract is allocated to the Water District and 12.5 is allocated to the Sewer District. Much of the Sewer District's increased expenses are related to increased maintenance.

RECOMMENDATION: Determine if additional information is needed.

Item IV.8. Approval of meeting minutes of December 17, 2018, January 7, 2019 (current), and January 14, 2019. Draft minutes of the January 7, 2019 are enclosed. Draft minutes of the December 17, 2018 and January 14, 2019 meetings have been received but have not yet been reviewed. If not e-mailed and posted prior to Monday's meeting, they should be available by the next meeting.

V. OTHER BUSINESS.

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

- E-mail from Kristin Underwood, 01/17/2019, re appraisal for the Fuller parcel's river corridor easement.
- Letter from Ron LaRose, 01/14/2019, re Annual Above and Beyond Awards.
- VLCT quarterly loss report through 12/31/2019.

VI. EXECUTIVE SESSION.

The Selectboard may deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer or employee, and potential real estate negotiations per 1 V.S.A. §313(a)(2)).

Road Postings February 15 – May 15, 2019

The Vermont Dept. of Motor Vehicles Web site has been updated to list posted weight restrictions on the following roads and bridges from February 15 to May 15, 2019:

Bridge	B26 & B27	Upper Notch Road
Highway	13	Upper Meehan Road
Bridge	B-24	Plank Road
Bridge	B-21	Notch Road
Highway	11	Meehan Road
Highway	23	Lower Notch Road
Highway	18	Lower Hardsrabble
Highway	22	Lovers Lane
Bridge	B-2	Lincoln Road
Bridge	B-11	Hewitt Road
Bridge	B-20	Harvey Road
Bridge	B-22	Cove Road
Highway	25	Carlstrom Road
Highway	24	Briggs Hill

Main Street Lighting and Sidewalk Improvement Project

Four proposals were received by the January 9 deadline and have been distributed to the Bristol CORE board for review. The group is meeting on January 30 and review of the proposals will be on the agenda. The technical proposals will be reviewed and ranked first, followed by review of the cost proposal. A recommendation to the Selectboard is expected for the first meeting in February.

Schedule

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

Week of Jan. 21

Monday: In around 10:00am due to weekend snow storm.

6:00pm – Selectboard.
Tuesday: In by 12:00noon.
Wednesday: 7:30am PT appointment. I expect to be in by 9:30am.
Thursday: 12:30pm –Addison and Rutland County Town Managers & Administrators
monthly meeting, Brandon.
5:00pm – Firefighter candidate interview.
Friday: 9:30am – Appointments in Berlin; in around 1:00pm.

Week of Jan. 28

Monday: 6:00pm – Selectboard?
Wednesday: 9:00am – Bristol CORE.
Thursday: 4:30pm – appointment in Berlin; will need to leave around 3:00pm.

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. 21, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 28, 6:00pm, at Holley Hall – special meeting?
- [Bristol CORE](#): Weds., Jan. 30, 9:00am, Holley Hall.
- [Selectboard](#): Mon., Feb. 4, 6:00pm, at Holley Hall?
- [Conservation Commission](#): Thurs., Feb. 14, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Feb. 19, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Feb. 20, 7:00pm, at Lawrence Memorial Library.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Bristol Fire Dept. policies review.
- Select Main Street Lighting & Sidewalk project engineer.
- Town Report review.
- Human Powered Parade request.
- VTrans 2019 Highway Mileage Certification.
- Continued appointment/reappointment of local officials.
- Water Ordinance updates.
- Adirondack View right-of-way status.
- Police Union contract review.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator