

# Bristol Town Administrator's Report

## January 25, 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 28, 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. Budget workshop: Finalize proposed General Fund budget. Enclosed is an updated General Fund budget reflecting adjustments made at the previous meeting. As currently proposed, the proposed budget reflects a 3.5% increase in overall spending, amounting to more than \$92,000. The primary sources of the increase is in the Arts, Parks, & Recreation Department and Voted Appropriations. The table below summarizes the major budget categories.

	<b>2018-2019 BUDGET</b>	<b>2019-2020 PROPOSED</b>	<b>Diff.</b>	<b>Percent Diff.</b>
<b>SUMMARY OF EXPENDITURES</b>				
General Operating Fund	\$926,474	\$901,269	-\$25,204	-2.7%
Highway Department	\$775,542	\$774,101	-\$1,441	-0.2%
Recreation Department	\$250,195	\$283,863	\$33,668	13.5%
Voted Appropriations	\$682,728	\$768,096	\$85,368	12.5%
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$2,634,939</b>	<b>\$2,727,329</b>	<b>\$92,391</b>	<b>3.5%</b>
<b>SUMMARY OF NON-TAX REVENUES</b>				
General Operating Fund	\$172,857	\$184,000	\$11,143	6.4%
Highway Department	\$97,850	\$98,850	\$1,000	1.0%

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Recreation Department	\$78,550	\$90,250	\$11,700	14.9%
<b>GRAND TOTAL NON-TAX REV.</b>	<b>\$349,257</b>	<b>\$373,100</b>	<b>\$23,843</b>	<b>6.8%</b>
<b>SUMMARY OF AMOUNT SUPPORTED BY TAXES</b>				
General Operating Fund	\$753,617	\$717,269	-\$36,347	-4.8%
Highway Department	\$677,692	\$675,251	-\$2,441	-0.4%
Recreation Department	\$171,645	\$193,613	\$21,968	12.8%
Voted Appropriations	\$682,728	\$768,096	\$85,368	12.5%
<b>TOTAL SUPPORTED BY TAXES</b>	<b>\$2,285,682</b>	<b>\$2,354,229</b>	<b>\$68,548</b>	<b>3.0%</b>

Budget notes:

- The values of Article 14 and 15 have been subtracted from their respective locations in the budget.
- The increase in the Arts, Parks, and Recreation budget reflects the shift from two part-time and two full-time positions to three full-time positions, which brings increased benefits costs.
- A 3% cost of living/wage increase is budgeted for all personnel. The final determination of actual salary adjustments would be made in June.
- New investments in computer systems security and tech support are included in each Town Office department.
- Voter appropriations are increased significantly due to:
  - Two new requests that add \$3,000 combined;
  - The Bristol Cemetery Association increased its request by \$7,000 (32%);
  - The Capital Road Fund – Paving is increased by \$25,000 (25%);
  - The Capital Fire Vehicle Fund is increased by \$30,000 (43%);
  - The Technology Fund is increased by \$5,000 (100%); and
  - The Capital Equipment Fund is increased by \$10,000 (10%).

Based on this year's Grand List, the overall impact on taxes is projected to be a 3% increase.

RECOMMENDATION: Adjustments as needed; vote to finalize the budget.

Item III.2. Review Water Dept. long range capital plan. Enclosed is a copy of the Water Department Capital Fund Long Range Plan. It is modeled from the one on page 56 of the 2017 Town Report, with the FY2019 capital allocation updated. It would be helpful to have a discussion, as the Water Commission, about what changes should be made to this plan for inclusion in the FY2018 Town Report.

RECOMMENDATION: Corrections or adjustments as needed.

Item III.3. Review and finalize the Town Meeting warning. Enclosed is an updated edition of the Town Meeting warning. According to the FY2017 audit, there is an undesignated fund balance in the General Fund of \$212,152. Articles 14, 15, and 16 seek voter authorization to transfer \$100,000 of it to pay off two loans and boost the Capital Building Reserve Fund. This would leave \$112,152 remaining for future decision-making. We expect to see an additional undesignated fund balance amount with the FY2018 audit, but that figure is not available yet.

**RECOMMENDATION:** Corrections or adjustments as needed. Finalize and vote to approve the warning.

Item III.4. Approval of meeting minutes of December 17, 2018, January 14, 2019, and January 21, 2019. Draft minutes of the January 21, 2019 meeting are enclosed. Draft minutes of the December 17, 2018 and January 14, 2019 meetings have been received but review is not yet complete. 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.

- None.

## **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. This is on the agenda as a placeholder.

### **Schedule**

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

#### Week of Jan. 28

Monday: 6:00pm – Selectboard  
Tuesday: 1:00pm – Village stormwater plan team meeting, Holley Hall.  
Wednesday: 9:00am – Bristol CORE.  
Thursday: 4:30pm – appointment in Berlin; will need to leave around 3:00pm.

#### Week of Feb. 4

Monday: 6:00pm – Selectboard.  
Wednesday: 9:00am – VT Tree Goods loan committee, Holley Hall  
Friday: 8:15am PT appointment. I expect to be in by 10:00am.

### **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. 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?

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- [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:

- Select Main Street Lighting & Sidewalk project engineer.
- Bristol Fire Dept. policies 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