

Bristol Town Administrator's Report

December 20, 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 documents online relate to printed or electronic documents available electronically at bristolvt.org/meeting-minutes in the Selectboard section. 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, December 21, 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."

The executive session item listed on the agenda is not expected to be necessary.

REMOTE MEETING: This meeting will be conducted through the **Zoom** remote meeting on-line platform. See the connection information below. If you intend to join the Zoom meeting and have never used Zoom before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur.

PHYSICAL LOCATION: Holley Hall will NOT be open to the public.

CALL-IN: People without a computer or other device can call in from the number below and enter the meeting ID from the phone keypad.

TO JOIN THE ZOOM MEETING:

<https://us02web.zoom.us/j/85904902038?pwd=Z2VMdEU0RW9kMXVKOTVFcW5zQ0lSQT09>

Meeting ID: 859 0490 2038

Passcode: 644480

Join meeting by phone: 1 (646) 558-8656

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. Consider candidates and appointments to transition from a Zoning Board of Adjustment to a Development Review Board and address one or more Planning Commission vacancies. Online is a [draft resolution](#) for the formation of a new Development Review Board, which would consolidate the development review functions currently carried out by the Zoning Board of Adjustment and the Planning Commission.

Also online for reference are the following documents that were available at the previous meeting:

- [III.1 E-mail VLCT ZBA to DRB transition 2020-12-08](#)
- [III.1 VLCT Tech Paper#3 Creating DRB or ZBA 2007](#)
- [III.1 24VSA4460 Development Review Board](#)
- [III.1 24VSA4325 Planning Commissions](#)

Section 332 of the UDR provides the following for the DRB: “The Town of Bristol Development Review Board will consist of seven members and two alternates appointed by the Selectboard, a majority of which shall be legal residents of the Town of Bristol. Members of the Development Review Board shall be appointed by the Selectboard for 3-year terms, in a manner so that not more than 1/3 of the total 3-year terms run out in any one year.”

We know of at least two ZBA members who wish to be considered for the new DRB. Even if all members wish to be appointed, there would still be two vacancies.

The Planning Commission currently has one vacancy. If one or more members wish to migrate from the PC to the DRB, other vacancies could occur. It is also possible for PC members to serve on both boards, if they have the time, without creating a conflict.

The DRB and PC positions have been posted to Front Porch Forum a few times and are posted at the Town Office and Shaw's. The following individuals have expressed interest:

Development Review Board

John Moyers (letter provided)

Robert Rooker – Alternate (e-mail). He is currently on the PC and would like to remain.

Planning Commission

Katherine Fanelli (letter provided)

Catherine Willson (letter pending)

Other people may step forward prior to Monday's meeting.

RECOMMENDATION: Finalize the resolution to form a Development Review Board. Consider candidates to appoint to the new DRB and to fill one or more vacancies on the Planning Commission. The Selectboard may wish to consider deliberation of appointments in executive session.

Item III.2. Budget workshop: Police Department, capital plans, other budget sections. The main focus for this budget workshop will be the Police Department budget and departmental capital plans. Online are the following documents:

- [III.2 Bristol Police Dept draft FY22 budget 2020-12-20](#)
- [III.2 BPD Capital Cruiser Plan FY2020-FY2025](#)
- [III.2 Bristol Highway Capital Equipment Plan for 2019-2026](#)
- [III.2 BFD Capital Equipment-Apparatus Replacement Plans 12162020](#)

Remaining sections of the General Fund will be reviewed at the January 4 meeting.

RECOMMENDATION: Discussion. Adjustments as needed.

Item III.3. Continue consideration of whether to pursue Assessor services for assistance with Grand List maintenance. Following up from the previous meeting, Jen Myers (Treasurer), Joel Bouvier (former Lister), Mark Bouvier (current Lister), Theresa Gile (former Lister), and I plan to meet Monday, Dec. 21 just before the Selectboard meeting to discuss options for moving forward with bringing on a professional Assessor to assist the Listing Department with maintenance of the Grand List.

RECOMMENDATION: Discussion. Consider next steps.

Item III.3. Approval of the December 14, 2020 meeting minutes. The draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item III.4. Approval of the January 20 and February 12, 2018 meeting minutes. The draft [January 20](#) and [February 12](#), 2018 meeting minutes are online.

V. OTHER BUSINESS.

Item V.1. Correspondence, documents, reports received. None to reference.

VI. EXECUTIVE SESSION.

The Selectboard may choose to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3).

Stoney Hill Business Park Infrastructure Project

Green Mountain Engineering has been working closely with the project principals and design team and the site plan is near to being finalized. Archaeologically sensitive areas of the site presented challenges that required more time to sort out than expected. We are aiming for the plan to be presented to the Selectboard at the January 11 meeting.

An interesting new development is evolving with the adjoining Stoney Hill housing project that has been permitted and shovel-ready—just waiting to be coordinated with the business park construction. The nonprofit housing development organization [Evernorth](#), formerly Housing Vermont, is interested in purchasing it and increasing the density. This would require the project to increase its land area. The January 11 meeting is likely to include a presentation about the new plan and a request that the Town of Bristol contribute some of its adjoining steep slope property to the parcel through a boundary adjustment. More information will be available as the date draws near.

Public Works/Police Station Site Analysis and Feasibility Study

In the packet for last week was the geotechnical report prepared by Knight Consulting summarizing the results of the subsurface boring they conducted on November 30. The Bread Loaf design team has been reviewing it and developing an order-of-magnitude cost associated with the poor soils conditions. More information is likely to be available next week.

Schedule

In response to the COVID-19 guidance, I will continue to be working remotely most days but plan to be in the office at least twice a week to tend to things that were not easily accomplished remotely.

Week of December 21

Monday: 10:00am +/- – in Office.
6:00pm – Zoom meeting re Assessor.
7:00pm – Selectboard via Zoom.
Tuesday: Working remotely.
Wednesday: 10:00am +/- – in Office.
Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: Christmas Holiday – Town Office closed.

Week of December 28

Monday: 10:00am +/- – in Office.
Tuesday: Working remotely.
Wednesday: 10:00am +/- – in Office.
Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: New Year's Day – Town Office closed.

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., Dec. 21, 7:00pm via Zoom.
- [Selectboard](#): Mon., Jan. 4, 7:00pm via Zoom.
- [Selectboard](#): Mon., Jan. 11, 7:00pm via Zoom.
- Bristol CORE: Thurs., Jan. 14, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Jan. 14, 6:00pm, via Zoom.

- [Selectboard](#): Mon., Jan. 18, 7:00pm via Zoom. (*tentative*)
- [Planning Commission](#): Tues., Jan. 19, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Jan. 20, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 25, 7:00pm via Zoom.

Upcoming Agenda Items

- Budget, budget, budget.
- Capital budget.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Continued consideration of Assessor services.
- Stoney Hill / Firehouse Drive infrastructure details.
- Water Ordinance revisions.
- Continued DPW and Police Stations facility analysis review.
- Class 4 highways maintenance policy.
- Personnel Policies review.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator