

Bristol Town Administrator's Report

January 3, 2021

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, January 4, 2021 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/83853566643?pwd=dG16VVI5SIVVcUYzRDJoK2VjTWFRdz09>

Meeting ID: 838 5356 6643

Passcode: 180970

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. At the previous meeting, the Selectboard voted to adopt the [resolution](#) (with minor adjustments) to form the Development Review Board and appointed the following people to the new DRB:

- Kevin Brown, Esq., term to March 2024
- Brenda Tillberg, term to March 2024
- John Moyers, term to March 2023
- Robert Rooker, Alternate, term to March 2022

Appointments to the Planning Commission were not made then in order to see if any additional vacancies materialized and to allow more time for citizens to consider stepping forward. Katherine Fanelli and Catherine Willson withdrew their names from consideration. Notices have continued to be posted to Front Porch Forum to solicit candidates for both the DRB and the PC. The following individuals have expressed interest:

Development Review Board

- ❖ Current ZBA members Carol Clauss, Ted Desmond, and Paul Jackman
- ❖ Bill Brown (moving from the PC)
- ❖ Josh Crandall
- ❖ Thomas Wells

Planning Commission

- ❖ Melissa Hernandez
- ❖ John Kromer

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

RECOMMENDATION: 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: Planning & Zoning, Listers, and other General Fund sections; preliminary Capital Improvement Plan. The main focus for this budget workshop will be the Planning & Zoning budget, Lister budget, Town Clerk and Treasurer budget, other General Fund sections, and review of a preliminary Capital Improvement Plan. Online are the following documents:

- [III.2 Draft Zoning FY22 budget 2020-01-03](#)
- [III.2 Draft Listers FY22 budget 2020-01-03](#)
- [III.2 Draft Clerk-Treasurer FY22 budget 2020-01-03](#)

Employee compensation is not yet included in the above budgets and will be discussed in executive session.

Jen is working on creating a consolidated budget with numbers already discussed so we can look at something totally put together.

The preliminary capital improvement plan is expected to be provided prior to or at Monday's meeting.

RECOMMENDATION: Discussion. Adjustments as needed.

Item III.3. Review of preliminary draft Town Meeting and Police District warnings. Online are preliminary draft warnings for the annual [Police District](#) and annual [Town Meeting](#). The Town Meeting warning is a work-in-progress draft to adapt the traditional articles to an Australian ballot format. The appropriations will be separated into individual articles and only those organizations that have submitted written requests will be included.

It remains to be decided if we are going to include an in-person hybrid model for the informational meetings.

RECOMMENDATION: Discussion. Consider next steps.

Item III.4. Approval of the December 14 and December 21, 2020 meeting minutes. The draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

IV. OTHER BUSINESS.

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

- [2020 Equalization Study Results](#).
- Bristol [Revolving Loan Fund status report](#) through 11/30/2020.
- Hub Teen Center [December 2020 newsletter](#).
- E-mails re information about [Green Peak Solar project](#) in Bristol.
- MAUSD [Facilities Planning Survey](#) Fall 2020.
- [Notice of application](#) re Bristol Waste Management for solid waste landfill post-closure recertification.

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3), specifically the appointment of local officials and employee compensation.

Water Ordinance Revisions

Efforts are underway to update the Bristol Water Ordinance to strengthen its enforcement provisions and include appropriate specifications for new construction or repairs. The current ordinance provides little recourse for dealing with infractions, as recently demonstrated. In the meantime, communications are being developed to include in an upcoming water billing to inform

customers of the protocols for water line repair and also a mailing to area contractors about the need for Town authorization when doing any excavation in the Town right-of-way.

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 January 4

Monday: Working remotely.
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: 10:00am +/- – in Office.

Week of January 11

Monday: Working remotely.
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: 10:00am +/- – in Office.

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. 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.

- Continued DPW and Police Stations facility analysis review.
- Water Ordinance revisions.
- Preliminary Engineering Report update from Green Mountain Engineering for the village water line replacement initiative.
- 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