

Bristol Town Administrator's Report

January 10, 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 11, 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/84782968374?pwd=TzdBK3BmMmlWeVFNUy82Qk92UFB3dz09>

Meeting ID: 847 8296 8374

Passcode: 371090

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. Acorn AES3 Landfill Solar Project update and “what’s in a name?”. Benjamin Marks and perhaps others from the Acorn Energy Co-op team will be Zooming in to provide an update on the positive progress to date. They have reached a point where a name needs to be decided for the project. This would be the name to be used on promotional materials and official documents going forward. One name they are currently considering is “Bristol Community Solar: An Acorn Energy Project.” They will be interested to know if anyone has any other suggestions.

RECOMMENDATION: Receive the update. Agree on a name for the project.

Item III.2. Bread Loaf Corp.: Public Works/Police Building Site and Needs Analysis subsurface investigation, report, recommendations, and next steps. Online is the [analysis report and recommendations](#) Bread Loaf prepared from the subsurface soil investigation findings. Members of the Bread Loaf team will be Zooming in to walk us through it. The basic conclusion is that it will be very costly to remove and/or use other methods to work within the filled areas of the site. Do we continue exploring the feasibility of this site and the design process? Do we determine it is not practical to develop a new facility on this site and look for another site? Other ideas?

RECOMMENDATION: Discussion. Consider next steps.

Item III.3. Budget workshop. Online are the following budget documents Treasurer Jen Myers prepared reflecting discussions to date since October:

- [III.3 General Fund FY22 2021-01-08](#)
- [III.3 General Fund FY22 RECREATION 2021-01-08](#)
- [III.3 General Fund FY22 PUBLIC WORKS 2021-01-08](#)
- [III.3 General Fund FY22 APPROPRIATIONS 2021-01-08](#)
- [III.3 POLICE FY22 2021-01-08](#)

Jen noted that there are a few pieces and parts missing and that boxes highlighted in yellow should be top priority for Monday. The PDF versions online do not include the compensation information that was added later, which reflects the Selectboard’s current decision to put a freeze on any raises or cost of living increases this year.

Jen used a NEMRC setting that applies negative numbers to certain columns, which is a departure from the traditional budget table format. We should discuss whether we understand how to interpret the information and decide which format to go with going forward. Additional budget information may be available at the meeting.

Also online is the [budget status report](#) through December 31, 2020, which reflects expenses and revenues at 50% through the budget year.

RECOMMENDATION: Discussion. Adjustments as necessary.

Item III.4. Review of draft Town Meeting warning. Online are preliminary draft warnings for the annual [Police District](#) and annual [Town Meeting](#). The Town Meeting warning has been updated to include the Town Plan adoption, Selectboard salaries, and breaking out the appropriations into individual articles.

Sharon adapted the appropriations articles in the same format used by the City of Vergennes. Article 34 illustrates the format Bristol has used that references the purpose of the organization. We should decide which way to go.

Article 5a regarding the transfer of funds from the Fire Department Equipment Fund to Vehicle Fund was added after the draft was already posted to the Web site on Friday. I stuck it there and just did not want to renumber all the articles.

VLCT will be hosting a Webinar on Wednesday afternoon, Jan. 13, about the essentials of drafting articles and warnings for clarity. I will plan to attend.

RECOMMENDATION: Discussion. Adjustments as necessary.

Item III.5. Recreation Dept. grant authorization request: Better Places Program. The Recreation Department is seeking permission to submit a grant application, in partnership with the Five Towns Friends of the Arts, to purchase an events tent. No local match is required.

RECOMMENDATION: Approval.

Item III.6. Approval of the December 21, 2020 and January 4, 2021 meeting minutes. The draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item III.7. Authorize accounts payable warrant and any liquor licenses. Though this a regular feature on most agendas, an accounts payable warrant is not expected to be prepared for this one but will be for next week.

IV. OTHER BUSINESS.

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

- [E-mail](#), 01/08/2021, congratulating Asst. Fire Chief Kevin LaRose who was recognized by the Vermont State Firefighters' Association with the 2020 VSFA Fire Chief of the Year award for his commitment and dedication to the fire service.
- [Notes](#) from the 12/03/2020 Hub Teen Center Community Advisory Committee meeting.
- A [copy of the insert](#) included in the 2nd quarter water billing regarding what to do if you have a water leak.
- Addison County RPC [December newsletter](#).

VI. EXECUTIVE SESSION.

Though on the agenda, an executive session is not expected to be necessary.

Water Ordinance Update

Thanks to the help of Jill and Cyrus Marsano of VTUMS, the [insert](#) was completed and included in the recent water billing informing customers about what to do if they have, or think they may have, a water leak. We were able to emphasize the need to coordinate with the Water Operator and get Town permission to make any repairs to or installation of new water lines.

I reached out to the Vermont Rural Water Association this past week for assistance drafting updates to the Water Ordinance. Paul Sestito responded and I sent him the current ordinance. I expect to learn more in the coming 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 January 11

Monday: Working remotely.
7:00pm – Selectboard via Zoom.
Tuesday: Working remotely.
Wednesday: 10:00am – staff meeting (not confirmed)
12:00pm - +/- – in Office.
Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: 10:00am +/- – in Office.

Week of January 18

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. 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.
- [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.
- Stoney Hill / Firehouse Drive infrastructure details.
- Preliminary Engineering Report update from Green Mountain Engineering for the village water line replacement initiative.
- Finalize Police District and Annual Town Meeting warnings.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Continued consideration of Assessor services.
- Reconsideration of ACCT's request that KTP become an exempt consecutive water system.
- Water Ordinance revisions.
- 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