

Bristol Town Administrator's Report

February 28, 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, March 1, 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."

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/85668137815?pwd=aHpXZTY5ekgzU0hYWnVxTHhiS3RRUT09>

Meeting ID: 856 6813 7815

Passcode: 994616

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. PUBLIC HEARING - Alleged Dog Ordinance violation: Travis Manning – potentially viscous dog(s) running at large in Vincent Drive vicinity. The Police Department received a [complaint](#) from Matthew Baron of incidents that occurred the evening of Feb. 16, 2021 involving a black dog roaming on his Vincent Drive property barking and exhibiting aggressive behavior. He identified the dog as one owned by Travis Manning and supplied two clips of video evidence. These will be available to be played at the hearing.

Following a hearing on June 10, 2019, the Selectboard issued [an order that the dogs be confined or otherwise controlled](#) and indicated the matter would be revisited at the June 24, 2019 meeting to determine if any additional actions were required. No other incidences were reported and no additional action was included.

The Selectboard held a hearing on September 14, 2020 regarding numerous complaints involving Travis Manning's two dogs, who at the time were not registered and were alleged to be roaming and exhibiting aggressive and potentially vicious behavior. The [order the Selectboard issued](#) following that hearing focused on registration and a warrant to impound the unregistered dogs was prepared. Because [the dogs were registered](#) within the prescribed timeframe and the fees paid, the warrant was not issued.

Matthew Baron provided a similar [report in November 2020](#), but it was found to not be specific enough given the gravity of impoundment and he was advised at that time to try to provide evidence (e.g., photo, video) if one or more events were to happen again.

Here we are.

IV. [ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING \(6:30pm\)](#). This will be the second of two public information meetings in advance of the Tuesday, March 2 annual Police District Meeting, where only the Police Department budget will be voted by Australian ballot. Although the budget cannot be modified, this will be an opportunity for voters and others to ask questions and have discussion about the proposed budget and Police Department activities. Online are the following documents:

- [Police Department 2020 Report](#)
- [Police Department proposed FY2022 Budget](#)
- [Sample ballot](#)

A question came up at last week's meeting about the average cost per parcel for policing services in the Police District. Following the meeting, Treasurer Jen Myers prepared the following information in an e-mail:

“For the 2020 Grand List we had 1,571 Taxable parcels, of those 613 were in the Police District (39%).

For the 2020 Grand List the total Grand List value for the Town of Bristol \$3,384,278, of that the Police District Grand List value is \$1,352,531 (40%).

The 2020/2021 Police District Budget to be raised by taxes was \$403,020, meaning the tax rate for the Police District would be \$0.2980.

...

If you look at the districts costs using the tax rate listed above, it would be more clear to state costs of the district based on different levels of assessed values, rather than per parcel. Stating an average cost of Police District taxes per parcel is simply not accurate information as that is not how taxes are calculated.

For properties valuing \$50,000 the cost for the Police District is \$149 annually
For properties valuing \$100,000 the cost for the Police District is \$298 annually
For properties valuing \$150,000 the cost for the Police District is \$447 annually
For properties valuing \$200,000 the cost for the Police District is \$596 annually
For properties valuing \$250,000 the cost for the Police District is \$745 annually
For properties valuing \$300,000 the cost for the Police District is \$894 annually
For properties valuing \$350,000 the cost for the Police District is \$1,043 annually

As you can see with the range of costs in assessment prove Police District Tax can vary significantly based on the property value rather than the number of parcels within the district. The other thing to consider is as the grand list changed (it typically grows based on development within the district) those costs per thousand also change. The likelihood of parcels increasing within the district is not as common.”

- V. **[ANNUAL TOWN MEETING PUBLIC INFORMATION MEETING \(7:00pm\)](#)**. This is the second of two public information meetings preceding the Tuesday, March 2 annual [Town Meeting](#). In lieu of the traditional floor meeting, this will be an opportunity for voters to learn more about the matters on the warning, ask questions, and have discussion. Though there will not be an opportunity to make any amendments to the articles, it may help voters be more informed as they cast their ballots. Bristol's legislative representatives will also be Zooming in to provide their updates and reports.

- [Budget Summary](#)

Because no “votes from the floor” will be occurring, using Roberts Rules of Order and limiting active participation to voters will not be necessary. This will be approached as a regular Selectboard meeting with the Chair setting the parameters, which may resemble in some ways the order of the annual floor meeting. It also means there will be no Moderator. Since Fred Baser did not seek reelection as Moderator this year, Monday's meeting would have been his last as Moderator. We thank Fred for his many years of service guiding the community through this tradition.

Thirty-seven articles are on the [warning](#). The Chair or other Selectboard member will likely go through each one in order and invite questions and discussion. All information related to the articles can be found in the [2020 Town Report](#), which is now available for

pick-up at the Town Office, the Post Office, and online. A neat feature of the online version are the various hyperlinks that take you directly to the matter of interest—including the table of contents.

VI. REGULAR BUSINESS.

Item VI.1 Bristol Fire Department: authorization to proceed with vendor for new fire truck purchase). Deputy Fire Chief Eric Forand will be Zooming in to provide an update on the status of the Fire Department's quest for a new fire truck and to seek authorization to move forward with the selected vendor. In short, the Apparatus Replacement Committee sent a detailed request for proposals to several prospective vendors, ranked the resulting responses, and narrowed the options to one vendor.

Eric met with the Equipment Committee Friday evening (Feb. 26) to review the chassis, motor, and other elements of the of the prospective apparatus as presented by the selected vendor. The Committee supported the selection of the chosen vendor and provided additional feedback regarding the vehicle.

RECOMMENDATION: Receive the information. Consider the Equipment Committee's recommendation; authorize moving forward.

Item VI.2. Holley Hall bell tower repair: authorization to select contractor to remove and later reinstall the bell from the tower and authorization to seek structural engineer services to determine appropriate action. As I mentioned at last week's meeting, the 1772 Foundation grant application to help fund the repair of the bell tower was not submitted because it turned out municipalities were not eligible to apply. At the Feb. 8 meeting, the Selectboard had determined repair of the bell tower was the higher priority among a list of Town-owned building repairs prepared by Ted Lylis for the purpose of that application. Melting snow is now leaking through the roof causing interior damage and there is increasing concern about the integrity of the bell tower flooring and stability of the bell carriage.

At a recent staff meeting, there was overwhelming consensus that the bell should be removed as soon as possible and that a structural engineer should be brought in to evaluate the situation and provide guidance for the appropriate repairs. It could also be an opportunity to have the bell refurbished. Brett offered to have the bell stored at the Fire Station.

RECOMMENDATION: Authorize staff to select and hire a contractor to remove and later reinstall the bell based on availability and estimated cost. Authorize staff to solicit structural engineering services to evaluate the floor and other structural elements of the bell tower and roof. Expenses would be paid from the Capital Building Reserve Fund.

Item VI.3. Consider a proposed contract with the Addison County Regional Planning Commission to assist with coordination and administration of the Clean Water Block Grant-funded stormwater final design projects. This contract is a similar arrangement to when the

ACRPC assisted the Town with the village stormwater master plan project funded through the Ecosystem Restoration Program (ERP) grant in 2018 and 2019. The Clean Water Block Grant (already awarded) will pay 100% of the final design project for the School Street and the Elementary School infiltration chambers as well as 100% of the [ACRPC's contract expense](#). Because ECO AmeriCorps volunteer Maddie Shropshire will be the primary administrative support for this project, their ECO AmeriCorps contract apparently limits how much they can be paid, hence the ridiculously slow expense figure of \$348.

RECOMMENDATION: Approval.

Item VI.4. Lincoln Selectboard request that the Bristol Selectboard consider signing on to a letter to MAUSD. The Lincoln Selectboard e-mailed a [request and letter](#) that the Bristol Selectboard consider signing regarding the Mount Abe Union School District's proposal to repurpose certain school facilities in the district and to "... insist and demand that the MAUSD board receive and fully-consider new and innovative proposals from our communities." It went on to say, "All proposals, including Supt. Reen's, should be and must be independently evaluated on the same objective plane and criteria. Therefore, we, the duly elected members of the Selectboards join in demanding that the MAUSD Superintendent and Board responsibly guide our local school systems and facilities creatively into the future."

It is not yet known if any of the other five communities have signed on or the timeline expected for deciding.

A [message from Kevin Hanson](#) was received recommending that the Selectboard not sign on to the letter.

RECOMMENDATION: Discussion—time permitting.

Item VI.5. Approval of the January 4, February 8, and February 22, 2021 meeting minutes. The reviewed [Feb. 8 minutes](#) are posted online. The other reviewed draft minutes are expected to be posted online and e-mailed prior to Monday's meeting; the original drafts are below.

Item VI.6. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#).

IV. OTHER BUSINESS.

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

- Bristol [Revolving Loan Fund balance report as of 01/31/2021](#).
- American Legion [Above and Beyond invitation](#), 02/16/2021.
- Addison County Chamber of [Commerce annual letter](#), 02/18/2021.

VI. EXECUTIVE SESSION.

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

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. I can be reached by email at townadmin@bristolvt.org and phone messages left to 453-2410 ext 1 are forwarded to me. I will respond either by phone or by e-mail, depending on timing, location, and cell/Internet connectivity.

Week of March 1

Monday: Working remotely.
6:00pm – 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 March 8

Monday: Working remotely.
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., Mar. 1, 6:00pm via Zoom.
- **TOWN MEETING**: Tues., Mar. 2, 7:00am – 7:00pm, Holley Hall.
- Bristol CORE: Thurs., Mar. 11, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Mar. 11, 6:00pm, via Zoom.
- [Selectboard](#): Mon., Mar. 15, 7:00pm via Zoom.
- [Planning Commission](#): Tues., Mar. 16, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Mar. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Mar. 29, 7:00pm via Zoom.

Upcoming Agenda Items

- Continued review of Purchasing Policy draft updates.
- Consider gift from the Edith Stock Trust to benefit Bristol birds.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Personnel Policies review.

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- Review and adoption of Selectboard Rules of Procedure.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Continued consideration of Assessor services.
- Water Ordinance revisions.
- Class 4 highways maintenance policy.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator