

Bristol Town Administrator's Report

March 14, 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 15, 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/85159460941?pwd=S0pJQm1HVytTR2djK3NQemVJbExYdz09>

Meeting ID: 851 5946 0941

Passcode: 059432

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

II. ANNUAL SELECTBOARD ORGANIZATIONAL MATTERS

Item II.1. Elect the Chair. The Selectboard adopted a policy at some point that the role of Chair would rotate annually. The position is typically up for election after Town Meeting in March. Recent Chairpersons: Michelle Perlee (2020-2021), Joel Bouvier (2019-2020), Peter Coffey (2018-2019), Peeker Heffernan (2017-2018), Michelle Perlee (2016-2017), Brian Fox (2015-2016), Joel Bouvier (2014-2015), Sharon Compagna (2013-2014).

Item II.2. Elect a Vice-Chair. The position of a Vice-Chair was established three years ago and Peeker Heffernan was elected to it last year.

Item II.3. Designate a regular meeting schedule, subject to occasional modification. After meeting at least every other Monday for many, many years, the Selectboard agreed last year to designate the 2nd and 4th Mondays of the month for regular meeting dates. This schedule avoids meeting on most Monday holidays and results in four months of the year where there is an extra Monday, typically March, May or June, August, and October or November. That extra space could be used accommodate special meetings if needed, a window for catching up on backlogs, or time for folks to take vacations.

RECOMMENDATION: Designate the second and fourth Monday of each month as a regular meeting schedule. How to reschedule meetings landing on the Memorial Day holiday should be dealt with on a case-by-case basis.

Item II.4. Consider whether to resume 7:00pm meeting start time. This item is moot this year because the Selectboard did not change its regular meeting time from 7:00pm to 6:00pm last November.

Item II.5. Designate *The Addison Independent* as the Newspaper of Record. There are other publications. This is an opportunity to affirm (or not) the use of this publication for official notices.

RECOMMENDATION: Designate *The Addison Independent* as the Newspaper of Record.

Item II.6. Designate official posting locations for the Town. 1 VSA 312 (d)(1)(B) requires that agendas for meetings of a municipal public body must “be posted in or near the municipal office and in at least two other designated public places in the municipality.” The locations are currently the Town Office (inside and outside), Lawrence Memorial Library, and Shaw’s. This is an opportunity to consider if other or additional locations should be considered.

RECOMMENDATION: Designate the Town Office, Lawrence Memorial Library, and Shaw’s as official posting locations for Town notices.

Item II.7. Authorize Treasurer’s Office to process weekly payroll, with the Selectboard approving warrants every other week. I do not believe this needs to be voted on every year, but is included here because it has traditionally been acted on this way over prior years. The authorization for the Treasurer to issue weekly payroll is typically a standing authorization until changed or revoked. And the Selectboard processes warrants at each regular meeting, which is part of its statutory duties and does not require any other authorization beyond that of agenda item V.6.

Item II.8. Consider adoption of Selectboard Rules of Procedure. Online is a draft [Rules of Procedure document](#). It is modeled after those from other communities and the Vermont League of Cities and Towns model. The Selectboard reviewed a draft last year, but there is no record it was adopted. The draft has been updated to reflect current public health protocols, while recognizing in-person meetings are likely to

resume in some form in the near or distant future. If approved, it would be good practice to review and update/amend as necessary each year at the organizational meeting.

RECOMMENDATION: Determine if additional information is needed. Approval with or without adjustments. I would change Section IV so that it only needs to be acknowledged each year and readopted only if amended.

Item II.9. Review Conflict of Interest Policy. Online is the [Conflict of Interest Policy](#) adopted in April 2012. As with the Rules of Procedure, it would be good practice to review, update/amend as necessary, and acknowledge the policy at the organizational meeting. No changes are currently proposed.

RECOMMENDATION: Determine if additional information is needed. Since they are already adopted, re-adoption is not necessary.

Item II.10. Designate Selectboard liaisons to Town departments. Three years ago the Selectboard reinstated its liaison initiative,

where Selectboard members serve as liaisons to specific departments as a resource, to gain insights of the department operations, and to share information about activities, issues, concerns, or other matters of interest with the rest of the board. The table at right reflects the current allocations. Last year, Lawrence Memorial Library and Town Office liaisons were added. While updating this table, I realized the Library and Town Office were not added to the table in the Town Report. Oops.

Department	Liaison
Fire	Ian Albinson
Lawrence Library	Ian Albinson
Lister	Joel Bouvier
Planning & Zoning	Michelle Perlee
Police	Ian Albinson
Public Works	Peeker Heffernan
Recreation	Darla Senecal
Revolving Loan Fund	Michelle Perlee
Town Office	Darla Senecal
Water and Sewer	Joel Bouvier

RECOMMENDATION: Determine if additional information is needed. Affirm or adjust allocations.

III. 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.

IV. CONSENT AGENDA

Item IV.1. Green Mountain Engineering contract: Annual Wastewater System Inspection per Indirect Discharge Permit #ID-9-0208-1. This is an [annual contract](#) for services required by Section D2(A) of Indirect Discharge Permit #ID-9-0208-1. The scope of work includes performing the annual inspection in April 2021; preparing a letter report of inspection findings with conclusions and recommendations; submitting the draft report to the Town and or the WWTF Operator for review prior to submission to the State; and submitting the final report to the Wastewater Management Division by July 2021 for review and approval. Lump sum fee: \$1,250.

RECOMMENDATION: Approval.

Item IV.2. Green Mountain Engineering contract: Annual Fire Station Inspection per Discharge Permit #7468-9015-T. The stormwater discharge permit for the Bristol Fire Station requires an annual inspection and report of the stormwater collection, treatment, and control system to ensure it continues to be properly operated. The inspection must be conducted by June 15th of each year and the report must be submitted to the Secretary of ANR by July 15th of each year.

In addition, the Town must submit every three years to the Department a written statement signed by a designer that the stormwater collection, treatment, and control system are properly operating and maintained. The first re-statement of compliance was provided by July 15, 2018; the next would be due by July 2021.

Online is the [proposed contract](#) from Green Mountain Engineering, the system's designer, basically volunteering this service for the nominal fee of \$1.00.

RECOMMENDATION: Approval.

Item IV.3. Approve the Green Mountain Engineering contract: Annual Landfill Closure Evaluation. Online is the [proposed contract](#) with GME for the landfill inspection. The scope of work includes performing the annual evaluation of the integrity of the final landfill cover system and vegetative cover, drainage systems, surface water runoff, and the gas ventilation system. The inspection would be performed during the month of May with a letter report submitted by June 15th to the Town and State of Vermont. Lump sum fee: \$750.

RECOMMENDATION: Approval.

Item IV.4. Certification of Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Online is the [annual certification](#) to attest that the Town of Bristol is in compliance with the Codes and Standards that were adopted on July 22, 2019. This is required for eligibility for various VTrans grant programs.

RECOMMENDATION: Approval.

Item IV.5. Approve the VTrans Annual Financial Plan. [Annual Highway Dept. financial plans](#) are required by state statute and are also a VTrans grant application requirement. They are intended to be a planning tool and are not binding. They also provide evidence that the Town is spending at least \$300 per mile of taxpayer dollars on Class 1, 2, and 3 roads. Based on the FY2022 approved DPW budget and 36.5 miles of Class 1, 2, and 3 roads, \$19,370 in taxpayer dollars have been approved to be spent per mile for Bristol's highways.

RECOMMENDATION: Approval.

Item IV.6. Approval of the public notice per 24 VSA 1061 regarding the long-term lease with Acorn Renewable Energy Co-op, LLC at the Bristol landfill with for the Bristol Community Energy Project. Acorn representatives were advised that the Town needed to publish and [post a notice per 24 VSA 1061](#) of the planned lease transaction between them and the Town for the Bristol Community Solar project on the closed landfill property. It is clear this must be done for the sale of Town property, and the Town has followed this process on previous situations. It is not currently clear if this required for leased property, though I see no harm in doing it and providing additional transparency regarding this proposal.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS.

Item V.1 Consider pre-payment, discount, and performance bond options for new fire truck. The selected fire truck vendor [Lakes Region Fire Apparatus Inc/HME Ahrens-Fox](#) is offering a discount on the current bid price of \$619,100 based the following pre-payment options:

Down payment amount	discount amount
\$300,000	-\$7,397
\$400,000	-\$9,863
\$500,000	-\$12,328
\$600,000	-\$14,794

A performance bond is available at an additional cost of \$5.50 per \$1,000 of the purchase price, which in this case would be \$3,405 ($\$619,100 \times \$5.50 = \$3,405$). The purpose of the performance bond is a form of insurance to ensure the Town got its money back if, for some reason the fire truck could not be delivered—if the company went out of business, for example. It is intended to take away some of the risk of paying upfront. It is not yet clear how the bond or other provisions relate to late delivery of the vehicle. [Online is a chart](#) showing the relative comparisons of pre-payment, discount, and additional bond payment.

Treasurer Jen Myers cautions going much above \$500,000 because the FY2022 appropriation will not actually be available until later in the year after the second round

of tax installments is received. The large cash outlay would significantly reduce the Town's available cash on hand.

The vendor is looking for an initial contract to get the process started. This would allow them to start getting the larger pieces for the truck, motor frame, etc. under way. The signed contract also starts a 360-day clock to get the truck finished and delivered to the Fire Department.

Deputy Fire Chief Eric Forand will be Zooming in to offer more information and answer questions.

RECOMMENDATION: Agree to pay \$500,000 up front for a savings of approximately \$12,328. Determine whether the purchase of a performance bond should be included. Determine if more information is needed. Authorize the Fire Chief and/or Deputy Fire Chief to sign the purchase contract.

Item V.2. Consider acceptance of a gift from the Edith Stock Trust for the enhancing bird habitat in Bristol. The Town was approached by George Vince, Esq., representing the Edith Stock Trust, regarding the Town's interest in receiving a gift from this estate for the express purpose of preserving bird habitat in Bristol. [Online are communications with the Conservation Commission](#), which accepted the proposal that they be stewards of this fund. The gift amounts to approximately \$4,000 and includes twenty (20) new bluebird boxes ready for installation. The Probate Court accepted George Vince's request this past week to terminate the Trust and turn funds over to the Town for the administration by the Conservation Commission to continue to provide a direct or indirect benefit to the Bristol bird population.

RECOMMENDATION: Vote to accept the gift. Consider establishing a sub-account within the Conservation Fund entitled "Edith Stock Birds of Bristol Fund" or something like that.

Item V.3. Consider updates to Bristol's personnel policies. Amendments to Bristol's Personnel Policy were adopted in 2017. Since then, various matters have arisen where the policy was not clear or could be interpreted in different ways. The Selectboard has also identified clarifying some of these matters as a priority in recent years.

Online is [an annotated draft of Bristol's Personnel Policy](#) with a compilation of Jen Myers' (JM) and Michelle Perlee's (MIC) notes and suggested edits. Last year I requested that the VLCT Human Resources Consultant Jill Muhr review Bristol's Personnel Policy and provide guidance. Online is a copy with [her comments and suggestions](#). The auditors have also recommended that Bristol's policies be reviewed and amended to include a Compensation Policy, Relocation Costs of Employees Policies, and a Travel Cost Policy. It is not yet clear what these additional policies might look like.

There is a lot to chew on and this will likely take several meetings to go through.

RECOMMENDATION: Start from the beginning and go through section by section, with review of comments and suggestions. Some sections might need to be flagged to circle back on. Determine if additional information is necessary.

Item V.4. Appointment or reappointment of Town officers. Online is a table listing Town officer positions whose terms are up this year with indications whether folks are interested in being reappointed. My outreach to the prospective reappointees only went out over the weekend, so we may not hear back from some folks before Monday's meeting. This will likely be continued to one or more additional meetings.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions. Possible deliberation in executive session. To avoid future confusion, appointments should be clearly reflected in the meeting minutes.

Item V.5. Approval of the March 1, 2021 meeting minutes. The draft March 1, 2021 minutes are still in the process of being reviewed and will be posted online and e-mailed prior to Monday's meeting. The original draft is posted.

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 [budget status report](#) through 02/28/2021.
- Bristol [Revolving Loan Fund balance report](#) as of 02/28/2021.
- [Memo](#) from DuBois & King, 03/12/2021, re Main Street sidewalk and lighting project substantial completion.
- [E-mail](#) from Bristol Fire Chief Brett LaRose, 03/22/2021, re passing of honorary Fire Fighter Gary Clodgo.
- [E-mail](#) from Bristol Fire Chief Brett LaRose, 03/07/2021, acknowledging Senior Night Parade volunteers.
- [E-mail](#) from Lincoln Selectboard Chair, 03/04/2021, re MAUSD letter follow-up.
- [Press release](#) from Governor Phil Scott, 03/02/2021, re next phase of COVID-19 vaccine rollout.
- Addison County Regional Planning Commission [March 2021 newsletter.](#)

VI. EXECUTIVE SESSION.

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

Town Meeting Summary

Of Bristol's 3,175 registered voters, 637 (20.1%) cast ballots by the end of Tuesday's 2021 Town Meeting. Of the ballots cast, 288 (45.2%) were by early or absentee ballot. Of the Police District's 1,382 registered voters (which is a 43.5% subset of town-wide voters), 342 (24.8%) voted on the Police District budget.

Eagle Park UFP Update

Last year FEMA conducted two site visits to determine the damage and eligibility of FEMA funding to repair the universal fishing platform (UFP) at Eagle Park. Pete Diminico was leading the charge for the repair. FEMA has estimated the cost to repair the UFP to its pre-disaster condition to be \$55,322. The 75% federal share would amount to about \$41,492 and the 25% local share would be about \$13,831. Of that 25% share, the state would pay 12.5% of the total cost through the state's Emergency Relief and Assistance Fund (ERAF), or about \$6,915. The local share would then amount to about \$6,915.

In light of Pete Diminico's passing, Kristin Underwood and Dave Henderson, current and former members of the Conservation Commission respectively, have offered to assist the Town in arranging for the repair of the platform. FEMA is open to considering additional funds for mitigation, if we can identify an acceptable mitigation plan. The work would need to be completed by July 17, 2021, though an extension may be possible if we do not think the work will be done by then.

Employment Opportunities

The new **Recording Secretary** position has been advertised in the *Addy Indy*, posted to Front Porch Forum, Bristol's Web site, and Facebook.

The **Public Works Employee** position was advertised for two weeks in the *Addy Indy* and *Seven Days* and posted to www.Indeed.com and Bristol's Web site. A number of responses have been received. Because there are two positions to be filled, the deadline has been extended to March 31, 2021 and will be run again and posted to social media sites.

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 15

Monday: Working remotely.
7:00pm – Selectboard via Zoom.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office. 

Thursday: Working remotely.
7:30am – ACEDC Board meeting.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
7:00pm – ACSWMD Board meeting.

Friday: 10:00am +/- – in Office.



is Saturday, March 20, 2021!

Week of March 22

Monday: Working remotely.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office.

Thursday: Working remotely.

9:00am – Staff meeting.

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. 15, 7:00pm via Zoom.
- Planning Commission: Tues., Mar. 16, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., Mar. 17, 7:00pm, via Zoom.
- Development Review Board: Tues., Mar. 23, 7:00pm, via Zoom.
- Selectboard: Mon., Mar. 29, 7:00pm via Zoom.
- Bristol CORE: Thurs., Apr. 8, 8:30am, via Zoom.
- Conservation Commission: Thurs., Apr. 8, 6:00pm, via Zoom.
- Selectboard: Mon., Apr. 12, 7:00pm via Zoom.
- Development Review Board: Tues., Apr. 13, 7:00pm, via Zoom.
- Planning Commission: Tues., Apr. 20, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., Apr. 21, 7:00pm, via Zoom.

Upcoming Agenda Items

- Continued Personnel Policy review and updates.
- Continued review of Purchasing Policy draft updates.
- Emerald Ash Borer management plan update.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Town Clerk and Town Treasurer reappointments.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Review and adopt updated Local Emergency Management Plan.
- Review of 2021-2022 Selectboard calendar, goals, and priorities.
- Continued consideration of Stoney Hill housing proposal.
- 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.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator