

Bristol Town Administrator's Report

December 12, 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 documents available electronically at bristolvt.org/meeting-minutes in the **Selectboard** section. Live links are provided throughout this report to those documents when possible, as well as to outside sources. 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 13, 2021 Meeting Agenda and Materials

I. CALL TO ORDER: 7:00PM.

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."

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.

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.

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/87912810018?pwd=WFdGNUtJYWxleHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

III. DEPARTMENT HEAD ROUNDTABLE.

This is an opportunity for department heads to briefly share information that may be of interest to the Selectboard and the public one or more topics that are not part of the agenda.

IV. REGULAR BUSINESS.

Item IV.1. Conservation Commission candidate interview and possible appointment: Nancy Morrison. Online is an [application from Nancy Morrison](#), expressing interest in serving on the Conservation Commission. There is one vacant seat for a term through March 2025. She is planning to attend in person.

RECOMMENDATION: Discussion. Potential deliberation in executive session regarding prospective appointment. Appointment.

Item IV.2. Energy Committee candidate interview and possible appointment: Benjamin Skolozdra. Online is an [application from Benjamin Skolozdra](#) expressing interest in both the Design Review Commission and the Energy Committee. The DRC does not currently have any vacancies; however, there is one on the [Energy Committee](#) currently has two vacant seats through March 2024. He will be attending either in person or via Zoom.

RECOMMENDATION: Discussion. Potential deliberation in executive session regarding prospective appointment. Appointment.

Item IV.3. Hub Teen Center Program Assistant candidate interview and appointment: Jacqueline Leigh Steponaitis. Online is [job description for the new Hub Teen Center Program Assistant](#), a position created to fill in at the Hub while Hub Director Taylor Welch is out for three-month maternity leave beginning in January. Taylor will be present to describe the process used for recruitment and to introduce the candidate they recommend for the position: Jacqueline Leigh Steponaitis. The plan is for the Program Assistant to begin as soon as possible to be able to shadow Alex and Taylor and receive training before Taylor's leave begins. There is the possibility the position could evolve into a more long-term situation. Compensation will be coming from the UWAC grant which is meant to be used for labor and from a grant called Honey Pot which is to support drop-in hours at the Hub.

RECOMMENDATION: Discussion. Potential deliberation in executive session regarding prospective appointment. Appointment.

Item IV.4. Consider Town Green Park Use application: Lumen, Sat., Dec. 18, 2021, 4:00pm – 9:00pm. Online is a [Town Green Park Use application for the annual Lumen "Celebration of Fire and Light"](#) event, Saturday, December 18, 2021, from 4:00pm to 9:00pm. Similar to previous years, there will be a fire performance on the Green, a procession down Main Street, and then food and fire pits in the alleyways by Tandem and Vermont Tree Goods. The Bristol Fire Department will have at least two volunteers providing a fire watch.

RECOMMENDATION: Approval.

Item IV.5. American Rescue Plan Act (ARPA) funding update. This is a standing agenda item for the foreseeable future; however, there is nothing new to report right now. Soliciting

members is still underway. Formation of the committee will be on the December 20, 2021 agenda.

To recap what the Town of Bristol has been allocated:

Bristol's Allocation	2021	2022
Municipal	\$201,105.17	\$201,105.18
County	\$373,131.72	\$373,131.73
Subtotals	\$574,236.89	\$574,236.91
TOTAL	\$1,148,473.80	

RECOMMENDATION: No action is necessary.

Item IV.6. Winter Maintenance Plan review. Online is a copy of the [Bristol Winter Operations Plan and Policy](#) adopted last year. This is on the agenda to remind people that it exists and to introduce people to it who might not be aware of it. The purpose of this Bristol Winter Operations Plan and Policy is to clearly state priorities for clearing and maintaining public roads and sidewalks by the Town's Department of Public Works during snow and/or ice events.

- It identifies priorities for plowing roads aligned with major traffic and school bus routes and which truck is assigned to them;
- It lays out parameters and expectations for plowing Bristol's approximately 10 miles of sidewalks;
- It lays out the anticipated use of salt and sand;
- It lays out the expectation for removing accumulated snow;
- It lays out if and when the Town would be responsible for private property damage;
- It identifies the parameters of private agreements for snow removal; and
- It includes general provisions.

We will post a notice on the Web site that it is in effect. I intend to also post a notice on Front Porch Forum, Facebook, and Instagram.

RECOMMENDATION: No action is needed. Consider if any updates are necessary for future action.

Item IV.7. Budget workshop: schedule, Recreation Department preliminary budget review (tentative), other sections. The Recreation Department was initially intended to be on the agenda, but we learned on Friday that more time will be needed to sort some things out. There is a possibility it could be ready for review in time for the meeting. Folks just will not have had a chance to review it ahead of time.

Tentative schedule:

- Dec. 13 – Recreation, schedule review
- Dec. 20 – Fire Dept., Listers, Planning & Zoning, health insurance plan

- Jan. 3 – Police Dept., Public Works, capital plans
- Jan. 10 – Clerk & Treasurer, Administrator, and overall general fund; draft Town Meeting w

Jan. 13: Last day to file a petition with the Town Clerk for articles to be included on the Town Meeting warning.

- Jan. 17 – Overall budget review; Town Meeting warning review

Jan. 24: Last day to submit to the Town Clerk nominating petitions for Town offices to be voted by Australian ballot.

- Jan. 24 – Finalize budgets and Town Meeting warning.

Jan. 30: Last day for the Selectboard to post the warning for Town Meeting.

- Feb. 28: Bristol Town Meeting (floor meeting)
- Mar. 1: Town Meeting Day (Australian ballot).

Online is the [budget status report through 11/30/2021](#). Also online are various documents received so far that will be reflected in the proposed FY2023 budget:

- [E-mail ACRPC dues change 2021-12-10.pdf](#)
- [E-mail VLCT FY2023 dues and summary 2021-12-07.pdf](#)
- [ACEDC Municipal Contribution Request-Bristol-FY23.pdf](#)

RECOMMENDATION: Discussion. Determine next steps.

Item IV.8. Consider adoption of a resolution to reappoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. [Online is a resolution](#) to reappoint me to the board of the ACEDC for one year.

RECOMMENDATION: Approval; sign the form.

Item IV.9. Consider appointment of Selectboard representative to participate in the upcoming New England Police Benevolent Association (NEPBA) contract negotiations. [Online is a letter from NEPBA representative Chris Hoar](#) alerting us that the Bristol Police Department union contract will be up for renewal by June 30, 2022. Selectboard member Ted Lylis was on the original negotiating team representing the Selectboard. This agenda item is to appoint another Selectboard representative. Presumably, this would be the Police Department liaison, or the Selectboard may wish to discuss other ideas. I anticipate the first meeting will be in February, after the budget, Town Meeting warning, and Town Report have been put to bed.

RECOMMENDATION: Appoint a Selectboard representative to participate in the negotiations.

Item IV.10. Consider appointment of two Bristol representatives to the new Regional Emergency Management Committee. [Online is information from the Addison County Regional Planning Commission about a new Regional Emergency Management Committee](#) that is intended to replace the Local Emergency Planning Committee (LEPC #8) structure and rearrange its focus. They are requesting two Bristol designees as voting members, one being the Emergency Management Director (me) or his/her designee. The other is intended to be a representative of the local emergency services community. Each can be a proxy for the other, and thus have two votes for the Town.

RECOMMENDATION: Appoint me to the REMC as the EMD rep. and as the proxy to the emergency services rep. Discuss who might be interested—and available—to represent the emergency services community.

Item IV.11. Grant application authorization request: Hub Teen Center to Fieldstone Foundation. [Online is a grant application authorization request form](#) from the Hub Teen Center to the Fieldstone Foundation for a grant of up to \$5,000 to support staffing at the Hub and expand their nutrition program to increase the amount of diverse and international foods they cook and teach the kids to cook. No match is required.

RECOMMENDATION: Approval.

Item IV.12. Review and approval of the July 26, August 16, and August 23, September 13, November 8, and November 22, 2021 meeting minutes. The reviewed [July 26 minutes](#) are posted online. All the original drafts are posted online in the [Selectboard agendas-minutes table](#). The reviewed docs are in progress and will be posted and e-mailed when they become available.

Item IV.13. Approve an amendment to the August 9, 2021 Selectboard meeting minutes to correct an omission. This item is not needed and should be passed over. It turns out I inadvertently copied over a post-executive session decision in my [Aug. 9 update](#) to the Town employees that had actually already been included in the [July 12 update](#). I was reviewing the Aug. 9 minutes with the Aug. 9 update for something else this past week, saw the executive session discrepancy, and thought they needed to be amended. A little more research revealed otherwise. Never mind.

RECOMMENDATION: Pass over.

Item IV.9. Authorize accounts payable warrant and any liquor licenses. Online is the [accounts payable warrant](#).

V. OTHER BUSINESS.

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

- [E-mails report of unearthed landfill trash and lease agreement 2021-12-08.pdf](#).
- [E-mail Lathrop re political unrest in schools 2021-12-07.pdf](#).
- [E-mails UVM intern opportunities Bristol Town Plan housing study 2021-12-08.pdf](#).

- [E-mail and VTRGA mask mandate letter 2021-12-08.pdf.](#)
- [E-mail and Aegis Acorn Bristol Status Report #13 2021-12-03.pdf.](#)
- [E-mail and Aegis Acorn Bristol Status Report #14 2021-12-10.pdf.](#)
- [20 planned Bristol units to ease housing crunch-Addison Independent 2021-12-02.pdf.](#)
- [ACRPC Newsletter November 2021.pdf.](#)

Lawrence Memorial Library Roof Repair

We received a call on Dec. 2 that parts of the Lawrence Memorial Library roof began to fall on the front steps below, prompting Library Director Coco Mosely to close the front entrance immediately. Rooster Construction's quote for the repair had already been accepted and had already begun to order the supplies. He is on track for addressing the repair as the weather allows.



Other Updates

- Efforts to catch up on the FY2021 audit have been in high gear. The RHR Smith and Company representative(s) plan to be on site in early January.
- The annual reporting required for the USDA West Street stormwater loan will be completed this week.
- I hope to wrap up the DWSRF loan application by the end of this week.
- We received the good word that our request for an extension of the USDA Emergency Watershed Protection grant for the West Street slope repair for September 2022 was *approved*.
- We received word from Planning Commission Chair Kevin Hanson that Planning Commissioner John Kromer submitted an e-mail notice of his resignation from the Commission effective immediately.
- Department annual reports for the Town Report are due to the Town Clerk by Dec. 22. Work on the Selectboard/Town Administrator Report is under way.

Schedule

Now that I am back in the office, I will generally plan to get in around 9:00am most days. I plan to still work remotely one day a week, most often on Tuesdays. On those days I can be reached by email at townadmin@bristolvt.org and by phone. Messages left to 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail. Workdays not listed below are expected to be the regular 9:00am in-office occasions. Winter travel conditions are likely to require some wiggle room on all of these plans.

Week of December 13

Monday: 9:45am – PT. Should be in the office by noon.
7:00pm – Selectboard meeting.

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Tuesday: Working remotely.

Wednesday: In the office.

12:00pm – Addison County Regional Emergency Management Committee.

Thursday: 10:00am – PT. Should be in the office by noon.

Friday: 7:30am – ACEDC Board meeting. Should be in the office by 10:30am.

Week of December 20

Monday: 9:45am – PT. Should be in the office by noon.

7:00pm – Selectboard meeting.

Tuesday: Working remotely.

Wednesday: In the office.

Thursday: 10:00am – PT. Should be in the office by noon.

Friday: Town Office closed.

Saturday: Christmas.*

* The personnel policy provides for December 25 as a holiday and December 24 as closing at noon for a 4-hour day. I am not yet sure what happens when Christmas falls on a Saturday.

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. 13, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 15, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Dec. 20, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Health Insurance plan options.
- Budget preparations.
- Response to Lewis-Teets complaint.
- Adoption of Anti-Displacement Plan.
- Municipal candidates for ACRPC's Otter Creek Basin Water Quality Council.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Begin thinking about town-wide reappraisal schedule.
- Continued Personnel Policy review and updates.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully,

Valerie Capels, Town Administrator