

Bristol Town Administrator's Report

December 19, 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.

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

Monday, December 20, 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."

RECOMMENDATION: Consider adding an interview with candidate Jason Hurd. He expressed interest in the Conservation Commission through his [volunteer application form](#), but there are currently no vacancies. Meanwhile, we have a new vacancy on the Planning Commission and Jason's experience appears to be very aligned with the PC's work. He subsequently confirmed an interest in the PC. I recommend combining it with item IV.1. He plans to attend 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.

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 on one or more topics that are not part of the agenda.

IV. REGULAR BUSINESS.

Item IV.1. Planning Commission quarterly update: Kevin Hanson. [Online is an outline](#) of some of the topics Planning Commission Chair Kevin Hanson is likely to cover in his quarterly meeting with the Selectboard.

RECOMMENDATION: Discussion. No action needed on the Planning Commission update. Consider adding an interview with prospective Planning Commission candidate [Jason Hurd](#) to this agenda item.

Item IV.2. 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. The notice has been updated and re-posted with a deadline of January 19, 2022. Formation of the committee is expected to be on the January 24, 2022 agenda.

RECOMMENDATION: No action is necessary.

Item IV.3. Consider ACRPC request for municipal candidates for the Otter Creek Basin Water Quality Council. [Online is an e-mail from Mike Winslow](#) with the Addison County Regional Planning Commission soliciting two municipal candidates who wish to represent Bristol on the newly-forming [Basin Water Quality Council](#) (BWQC). It was also addressed to Planning Commission Chairs, Conservation Commission Chairs, the Selectboard, Town Clerks, and Town and City Managers/Administrators. Candidates are expected to complete an [on-line application form](#) by January 17, 2022. I have asked for clarification from Mike Winslow whether prospective candidates from the different entities are expected to apply directly to the Clean Water Service Provider (CWSPs) or be appointed by the Selectboard to represent the Town of Bristol.

RECOMMENDATION: Discussion. Consider potential candidates and/or advertise the position(s) to solicit interest.

Item IV.4. Consider Errors and Omissions report from the Bristol Listers related to the 2021 Grand List. Online is a [memo from the Listers](#) reporting an error/omission from the 2021 Grand List. The corrected action increases the Grand List by \$4,100.

RECOMMENDATION: Pass a motion to accept the report.

Item IV.5. Budget workshop: Planning & Zoning, Fire Department, Listers, health insurance matters, other sections. Online are working drafts of the [Planning & Zoning](#) and [Listers's](#) budgets. The Fire Department budget will be reviewed with the department's Selectboard liaison on Monday afternoon. A working draft is expected to be available

for Monday's meeting. The P&Z Selectboard liaison did not have an opportunity to review the draft budget before now.

Estimated Addison County tax: [Addison County estimated tax FY2023 2021-12-16](#).

Also up for discussion is Bristol's health insurance coverage for eligible full-time employees. This is the typical open enrollment time for coverage to begin in January. This year, BCBS is giving employers until the end of January to lock into a plan. Employees are currently covered under the [Blue Cross Blue Shield Vermont Select Gold CDHP plan](#). The Town of Bristol currently pays for 85% toward the premium; the employees pay 15%. Employees seem generally satisfied with the plan benefits. And the good news: this year's premium is more than 6% *less* than last year's premium. Because it contains private employee information, detailed information regarding employee health insurance costs will be provided to Selectboard members offline.

Below is the upcoming tentative schedule. It was agreed that the regular meetings would begin in 7:00pm and that the special budget meetings would begin at either 6:00pm or 6:30pm

Tentative schedule:

- Jan. 3, **6:00pm** – Police Dept., Public Works, capital plans
- Jan. 10, **7:00pm** – Clerk & Treasurer, Administrator, and overall general fund; draft Town Meeting warning review

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

- Jan. 17, **6:00pm** – 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, **7:00pm** – 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).

RECOMMENDATION: Discussion. Adjustments as necessary. Keep the status quo on the BCBS health insurance plan option.

Item IV.6. Consider adoption of a Residential Anti-Displacement and Relocation Plan. We received the [official word this week that Bristol's Firehouse Apartments CBDG application was fully funded](#). That was awesome news. One of the conditions of the award is to ensure that the Town of Bristol has a current Residential Anti-Displacement

and Relocation Plan in place. The Selectboard [adopted one in 2005](#)—16 years ago. The [2021 proposed Residential Anti-Displacement and Relocation Plan](#) is essentially identical; it is an opportunity to affirm its adoption and make it current.

RECOMMENDATION: Vote to adopt the plan.

Item IV.7. Review and approval of the July 26, August 16, August 23, September 13, November 22, and December 13, 2021 meeting minutes. The reviewed [July 26 minutes](#) and [August 16 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.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.

- [Bristol Allocation Letter LaRose Survey for Wallace 48 Mountain Terr 2021-12-15.pdf](#).
- [E-mail and Aegis Acorn Bristol Status Report #11 2021-11-12.pdf](#).
- [E-mail and Aegis Acorn Bristol Status Report #15 2021-12-17.pdf](#).

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 20

Monday: 9:45am – PT. Should be in the office by noon.
7:00pm – Seleboard meeting (me via Zoom).
Tuesday: Working remotely.
Wednesday: In the office.
Thursday: 10:00am – PT.
Town Office closed at noon.
Friday: Town Office closed in observance of the Christmas holiday.
Saturday: Holiday.

Week of December 27

Monday: 9:45am – PT. Should be in the office by noon.
Tuesday: Working remotely.
Wednesday: 9:45am – Dr. appt. in Berlin. Should be in the office by noon.
Thursday: In the office.
Friday: Town Office closed in observance of New Year's Eve.

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. 20, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 3, **6:00pm**, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Jan. 4, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 10, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Jan. 11, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Jan. 13, 6:00pm, Holley Hall and via Zoom
- [Selectboard](#): Mon., Jan. 17, **6:00pm**, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan.19, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 24, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Budget preparations.
- Municipal candidates for ACRPC's Otter Creek Basin Water Quality Council.
- Response to Lewis-Teets complaint.
- 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