

Bristol Town Administrator's Report

January 15, 2022

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, January 17, 2022 Special 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.

III. REGULAR BUSINESS.

Item III.1. Consider a resolution supporting face coverings in enclosed public spaces. Following up on the discussion at the last meeting, [online is a draft resolution](#) for discussion.

RECOMMENDATION: Determine if adjustments are needed. Approval. Develop a simple sign summarizing the Selectboard's sentiment.

Item III.2. Budget workshop: Recreation, Fire Department, other general fund sections, Capital Improvement Plan. Online are the following budget documents:

- [Bristol Recreation Dept Budget FY2023 DRAFT 2022-01-15.pdf](#)
- [BFD FSLA Compensation Compliance Proposal 2022-01-13.pdf](#)
- [Bristol Fire Dept Budget FY2023 DRAFT 2022-01-15.pdf](#)
- [E-mail Clerk 2022 Appropriations status 2022-01-13.pdf](#)

The budget docs above will available via Zoom as live documents so we can review adjustments in real time.

Work is in progress to update the full general fund budget spreadsheet with updated FY2021 actuals (received Friday), thru Dec. 31, 2021 actuals, and department budget and other general fund figures to date so we can see how things are shaping up. Work is also in progress to update the CIP. I expect these to be available in time for Monday's meeting.

RECOMMENDATION: Review and determine if adjustments and follow-ups are needed.

Item III.3. Continued review of draft Town Meeting and Police District warnings; determine whether Town Meeting will be in-person or all-Australian ballot. Online is an [e-mail update](#) from this past Thursday about expected legislative actions affecting the 2022 Town Meeting. It's my understanding that the Governor signed all into law on Friday.

The draft [Town Meeting warning](#) and [Police District Annual Meeting warning](#) currently reflect the traditional in-person meeting. They can be easily adapted to last year's all-Australian ballot format, which is the direction I believe we are headed.

A petition was submitted by the Jan. 13 deadline to include the question of cannabis on the warning, but it did not have enough valid registered voter signatures. The petitioner has until Sunday to obtain additional signatures and leave the signed pages in the drop box for review on Monday.

If we do all-Australian ballot again this year, one important difference is that the State will not be paying to mail ballots to all registered voters. The Selectboard will need to decide whether to pay to mail ballots to all registered voters or require voters to request a ballot. Because this is a COVID-related response, this would arguably be an ARPA-eligible expense, as well as any additional costs associated with it, such as paying for part-time assistance. We need to check in with Town Clerk Sharon Lucia about the timing, logistics, and costs to pull off another ballot mailout to all voters. Whether to do that will not need to be decided at this meeting.

RECOMMENDATION: Reinstate the all-Australian ballot Town Meeting and Police District Annual Meeting and hold hybrid information meetings like last year. Confirm whether mailing ballots to all registered voters is an ARPA-eligible expense.

Item III.4. Grant application ~~approval~~ authorization request: Hub Teen Center for Neat Repeats grant for winter weather gear. [Online is a request](#) from the Hub for authorization to apply for a \$700 grant to Neat Repeats for winter weather ware for teens at the Hub. No match is required. Neat Repeats solicited Hub Director Taylor Welch to submit an application after reading her impassioned post on Front Porch Forum seeking donations of coats for the teens who visit the Hub.

RECOMMENDATION: Approval.

Item III.5. Review and approval of the August 23, September 13, December 20, 2021, and the January 3 and January 10 meeting minutes. The Aug. and Sept. minutes are still in review. The Dec. and Jan. minutes are in progress. All the available original drafts are posted online in the [Selectboard agendas-minutes table](#).

IV. OTHER BUSINESS.

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

- [DLC letter of warning Maplefields 2022-01-11.pdf](#).
- [Solar field on Bristol landfill goes live -Addison Independent 2022-01-13.pdf](#).

Schedule

I generally plan to get in the office 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 phone and by email at townadmin@bristolvt.org. Messages left to 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail. Winter travel conditions are likely to require some wiggle room on all of these plans.

Week of January 17

Monday: Martin Luther King, Jr. holiday – the Town Office will **be open**.
Working remotely due to weather.
6:00pm – Selecbboard meeting (me via Zoom).
Tuesday: Working remotely -- *tentative*.
Wednesday: In the office.
10:00am – Addison County Partners meeting via Zoom.
Thursday: 7:30am – ACEDC Board meeting via Zoom.
10:00am – In the office.
6:00pm – Equipment Committee.
Friday: In the office.

Week of January 24

Monday: In the office.
7:00pm – Selecbboard meeting (me via Zoom).
Tuesday: Working remotely.

3:00pm – Fair housing training via Zoom.
Wednesday: 9:15am – Dr. appt. in Berlin. Should be in the office by noon.
1:30pm – RLF meeting either in person or via Zoom.
Thursday: In the office.
9:00am – Staff meeting.
Friday: In the 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. 17, **6:00pm**, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan.19, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 24, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Feb. 1, 7:00pm, via Zoom.
- [Development Review Board](#): Tues., Feb. 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Feb. 10, 6:00pm, Holley Hall and via Zoom
- [Selectboard](#): Mon., Feb. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 16, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 28, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Finalize and approve the FY2023 budget.
- Finalize and approve the March 2022 Town Meeting and Police District warnings.
- Update on Pine Street water line replacement final design and DWSRF loan application.
- Presentation on a potential approach to the Core septic system improvement: Champlin Assoc., and AlgaeWheel representatives.
- Appointment of volunteers to new ARPA Funding Advisory Committee.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Re-adoption of a Residential Anti-Displacement and Relocation Plan.
- Class 4 highways and private roads maintenance policy.
- Begin preparing for town-wide reappraisal schedule and RFP for professional assistance.
- Continued Personnel Policy review and updates.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator