

# Bristol Town Administrator's Report

## February 20, 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](http://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, February 21, 2022 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."

**PROPOSED ADDITION:** The [ground rules for negotiation](#) between the New England Police Benevolent Association (NEPBA) and the Town were received last week. A representative of the Town is required to sign. I believe Town Attorney John Klesch signed originally on behalf of the Town. I recommend adding this to either Other Business or as a corollary to agenda item III and to authorize the Town Administrator to sign.

#### **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. ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING (6:30pm).** This will be the first of two public information meetings in advance of the Tuesday, March 1 annual Police District Meeting, where 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 District Annual Meeting warning.](#)
- [Police Department 2021 Report](#) (see pages 70 and 71 of the Town Report)
- [Police Department proposed FY2022 Budget](#)
- [Police Department Vehicle Reserve Fund Report](#)
- [Sample ballot](#)

**IV. ANNUAL TOWN MEETING PUBLIC INFORMATION MEETING (7:00pm).** This will be the first of two public information meetings preceding the Tuesday, March 1 annual [Town Meeting](#) where all Town matters will be voted by Australian ballot. In lieu of the traditional floor meeting, this, and the meeting on Monday, February 28, 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.

Appointed Town Moderator Jennifer Wager will review the format for the meeting. Forty-five articles are on the [warning](#). It is likely the Moderator will approach going through each one in order and invite questions and discussion. All information related to the articles can be found in the [2021 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 hyperlinks that take you directly to the matter of interest from the table of contents.

A tradition of the Monday evening annual floor meetings has been presentations from legislative representatives with updates and information about pending matters. Legislators will be invited to provide their updates and reports at the February 28 meeting.

**V. 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.

**VI. REGULAR BUSINESS.**

Item VI.1. Bristol Fire Department request for authorization to install three flag poles at the Fire Station. This agenda item description should be corrected to request authorization to install a *third* flagpole at the Fire Station; two are already there. Online is the [Bristol Fire Department's request](#) to install a thirty-foot (30') flagpole at the Bristol Fire

Station. Though the [perspective drawing \(2016\)](#) does not show it, the new flagpole would be five feet (5') taller than the two that are there now. The 30' pole would be set in front of the two existing poles creating a triangle. The American Flag will be placed on the 30' pole and the State of VT and FD flag on the existing two flagpoles.

The flagpole is proposed to be paid for and installed with N.H. Munsill Corporation memorial funds in the Bouvier family's name.

RECOMMENDATION: Approval.

Item VI.2. Grant application authorization request: Bristol Police Department to replace vehicle and office radios. The Bristol Police Department is [seeking authorization to apply](#) to the Vermont Department of Homeland Security for funds to replace as many radios in the vehicles and Police State as possible. The request amount has not yet been determined (still seeking quotes), and no match is required.

RECOMMENDATION: Approval.

Item VI.3. Grant application authorization request: Downtown Transportation Fund for the Basin Street project. I am [seeking authorization to reapply](#) to the Downtown Transportation Fund to go toward the improvement of Basin Street. We applied last year and were among many applications not awarded. The program terms are more attractive this year: the match is now 20% instead of 50%. This will be a multi-year project and additional funding through other grant funding sources either will be or are in the process of being sought. As we discussed during the budget sessions, we will be planning to allocate more money to the Capital Roads Fund in anticipation of this project. As part of the application process, a [resolution](#) needs to be approved by the Selectboard and signed by the Planning Commission Chair.

RECOMMENDATION: Approval; approve and sign the [resolution](#).

Item VI.4. Consider whether to hold remote-only meetings per S.222 "An act relating to authorizing temporary Open Meeting Law procedures in response to COVID-19. The question was raised recently how the Selectboard would like to proceed in light of the passage of [Act No. 78 \(S. 222\)](#) - An act relating to authorizing temporary Open Meeting Law procedures in response to COVID-19, which provides that public bodies shall not be required to designate a physical meeting place where the public may attend. This provision is in effect until January 15, 2023. We [received feedback from Kevin Hanson](#) (Planning Commission Chair, MAUSD Board member) recommending that public bodies be allowed to choose to continue hybrid in-person and remote meetings.

RECOMMENDATION: Determine how the Selectboard, as a public body, would like to proceed for itself. Allow other public bodies to decide whether hold hybrid in-person and remote meetings.

Item VI.5. American Rescue Plan Act (ARPA) funding update. This is a standing agenda item. The main news to report is that the [Vermont League of Cities and Towns issued their analysis](#) of the Treasury's 400+ page final rule. Bristol's new ARPA Funding Advisory Committee's first meeting will be March 7, 7:00pm. There will not be a physical location. This will largely be an organizational and orientation meeting with the next steps and a meeting schedule to be decided.

RECOMMENDATION: No action is necessary.

Item IV.4. 6. Review and approval of the August 23, September 13, and December 13, December 20, 2021, and January 3, January 10, January 17, January 24, January 27, and February 7, 2022 meeting minutes. The Aug. and Sept. minutes are still in review. The Dec., Jan., and Feb. minutes are in progress. All the available original drafts are or will be posted online in the [Selectboard agendas-minutes table](#).

## **VII. OTHER BUSINESS.**

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

- [E-mails BFD Fire Truck delay 2022-02-17.pdf](#)
- [Town of Bristol Notice of Town Report availability 2022-02-14.pdf](#)

### **East Street & Park Place Sidewalk Replacement**

I am happy to report that the RFP for the East Street sidewalk replacement will be published this coming week in the *Addison Independent, Seven Days*, on the Vermont electronic bid system, and Bristol's Web site. Responses will be due Wednesday, March 23 for review at the March 28 Selectboard meeting.

### **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](mailto: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 February 21**

Monday: President's Day holiday. The Town Office will be closed.  
6:30pm – Selectboard meeting and Police District and Town Meeting public information meetings (me via Zoom).

Tuesday: Working remotely.

Wednesday: In the office.  
11:00am – EMD interview.  
2:00pm – [Munsill Avenue sidewalk scoping study kick-off meeting](#) via Zoom.

Thursday: In the office.  
9:00am – Staff meeting.  
12:00pm – EMD COVID-19 weekly briefing.

Friday: In the office.

Week of February 28

Monday: In the office.  
6:30pm – Police District and Town Meeting public information meetings (me via Zoom).

Tuesday: Working remotely.

Wednesday: In the office.

Thursday: In the office.  
1:00pm – EMD COVID-19 weekly briefing.

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., Feb. 21, 6:30pm for Police District public information meeting, followed by Town Meeting public information meeting, via Zoom only.
- [Selectboard](#): Mon., Feb. 28, 6:30pm for Police District public information meeting, followed by Town Meeting public information meeting, via Zoom only.
- **Town Meeting**: Tues., Mar. 1, 7:00am – 7:00pm, upstairs at Holley Hall.
- [Planning Commission](#): Tues., Mar. 1, 7:00pm, at Howden Hall and via Zoom.
- [Development Review Board](#): Tues., Mar. 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Mar. 10, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Mar. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Mar. 16, 7:00pm, via Zoom.

Upcoming Agenda Items

- Post-Town Meeting Selectboard organizational meeting to select a Chair and Vice Chair, adopt conflict of interest policies, designate a regular meeting schedule, designate the Newspaper of Record, designate official posting locations, authorize the Treasurer's Office to process weekly payroll, review the Selectboard Rules of Procedure, review the Conflict of Interest Policy, and designate Selectboard liaisons to Town departments.
- Presentation on a potential approach to the Core septic system improvement: Champlin Assoc., and AlgaeWheel representatives.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Solicit and select new engineering services for annual inspections and completion of the Pine Street water line replacement and stormwater design project.
- 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