

# Bristol Town Administrator's Report

## February 27, 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 28, 2022 Meeting Agenda and Materials**

#### **I. CALL TO ORDER: 6:30PM.**

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. ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING (6:30pm).** This will be the last 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 last 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 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](#). She will go 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 available for pick-up at the Town Office, the Post Office, Lawrence Memorial Library, and online at [www.bristolvt.org](http://www.bristolvt.org). 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 present to provide their updates and reports .

#### **V. REGULAR BUSINESS.**

Item V.1. Authorize accounts payable warrant and any liquor licenses. There may or may not be a warrant or liquor licenses to approve. This is a placeholder because the next meeting is not until March 14.

#### **VI. OTHER BUSINESS.**

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

- [Letter Green Mountain Engineering closure 2022-02-03.pdf.](#)
- [E-mail BFD ACFA recognitions 2022-02-23.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](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 28

Monday: In the office.  
6:30pm – Police District and Town Meeting public information meetings.  
Tuesday: Working remotely.  
Wednesday: In the office.  
Thursday: In the office.  
1:00pm – EMD COVID-19 weekly briefing.  
Friday: In the office.

HELLO MARCH!!! So looking forward to spring.

Week of March 7

Monday: In the office.  
Tuesday: Working remotely.  
Wednesday: In the office.  
Thursday: In the office.  
1:00pm – EMD COVID-19 weekly briefing.  
Friday: In the office.

**CWSRF Priority List Application**

Talking last week with Steve Palmer, P.E., formerly with Green Mountain Engineering, he alerted me that the deadline to submit the application to remain on the Clean Water State Revolving Fund priority list is Monday, Feb. 28. So, I quickly turned my attention to update our application from last year. The multi-layered form is revised a bit this year, partly in response to ARPA funding, but I think I can get through it. This is to reserve our place on the list for potential funding to improve the septic system that serves Bristol's downtown. GME completed a [preliminary engineering report \(PER\)](#) in 2018 that evaluated four different technological options for pre-treating the inputs into the system as a way to increase its capacity. While working on the application, I found that the system's indirect discharge permit expires this year and we need to file for renewal by Sept. 30, 2022.

This relates to an agenda item coming up on March 14 with a presentation from Champlin Associates and others about an innovative new technology approved for use in Vermont: [Algaewheel](#). If it turns out the Town is interested in including this as an option for the Bristol Core wastewater system, we would need to update/amend the PER to include it for funding through the CWSRF program.

**Engineering Services**

With Green Mountain Engineering's closure, we will need to connect with others who can help provide the regular—and irregular—engineering, inspection, reporting, etc. services the Town needs and has relied on for many years. Although we often do it anyway, whether by habit or funding agency requirements, [Bristol's procurement policies](#) do not require competitive bidding for such professional services. Because he has been so close to the project, I asked Steve Palmer to provide a proposal for completing the Pine Street water line design project. Stay tuned.

### **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. 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.
- Appointment of Deputy Health Officer.
- Presentation on a potential approach to the Core septic system improvement: Champlin Assoc., and Algaewheel representatives.
- Review of the Bristol Conservation Commission's Memorial Park management plan.
- 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 and looking forward to spring,

Valerie Capels, Town Administrator