

Bristol Town Administrator's Report

March 13, 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, March 14, 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."

SUGGESTION: Consider whether to move the public forum segment to follow the organizational matters.

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.

(This is accidentally out of place. It would ordinarily follow the organizational matters.)

III. ANNUAL SELECTBOARD ORGANIZATIONAL MATTERS

Item III.1. Elect the Chair. The Selectboard adopted a policy at some point that the role of Chair would rotate annually. The position is typically up for election after Town Meeting in March. Recent Chairpersons: Peeker Heffernan (2021-2022), Michelle Perlee (2020-2021), Joel Bouvier (2019-2020), Peter Coffey (2018-2019), Peeker Heffernan (2017-2018), Michelle Perlee (2016-2017), Brian Fox (2015-2016), Joel Bouvier (2014-2015), Sharon Compagna (2013-2014).

Item III.2. Elect a Vice-Chair. The position of a Vice-Chair was established four years ago and Ian Albinson was elected to it last year. Peeker Heffernan was elected to it in 2020, Michelle Perlee in 2019, and Joel Bouvier in 2018.

Item III.3. Designate a regular meeting schedule, subject to occasional modification. After meeting at least every other Monday for many, many years, the Selectboard agreed two years ago to designate the 2nd and 4th Mondays of the month for regular meeting dates. This schedule avoids meeting on most Monday holidays and results in some months of the year where there is an extra Monday, typically January, March, May, August, and October or November. That extra space could be used accommodate special meetings if needed, a window for catching up on backlogs, or time for folks to take vacations.

RECOMMENDATION: Designate the second and fourth Monday of each month as a regular meeting schedule. How to reschedule meetings landing on the Memorial Day holiday should be dealt with on a case-by-case basis.

Item III.4. Designate *The Addison Independent* as the Newspaper of Record. There are other publications. This is an opportunity to affirm (or not) the use of this publication for official notices.

RECOMMENDATION: Designate *The Addison Independent* as the Newspaper of Record.

Item III.5. Designate official posting locations for the Town. 1 VSA 312 (d)(1)(B) requires that agendas for meetings of a municipal public body must "be posted in or near the municipal office and in at least two other designated public places in the municipality." The locations are currently the Town Office (inside and outside), Lawrence Memorial Library, and Shaw's. This is an opportunity to consider if other or additional locations should be considered.

RECOMMENDATION: Designate the Town Office, Lawrence Memorial Library, and Shaw's as official posting locations for Town notices.

Item III.6. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants every other week. I do not believe this needs to be voted on every year, but is included here because it has traditionally been acted on this way over

prior years. The authorization for the Treasurer to issue weekly payroll is typically a standing authorization until changed or revoked.

Item III.7. Review of Selectboard Rules of Procedure. Online are the Rules of Procedure the Selected adopted last year. It was modeled after those from other communities and the Vermont League of Cities and Towns model. It is good practice to review and update/amend as necessary each year at the organizational meeting.

RECOMMENDATION: Determine if additional information is needed or if adjustments should be made.

Item III.8. Review Conflict of Interest Policy. Online is the Conflict of Interest Policy adopted in April 2012. As with the Rules of Procedure, it would be good practice to review, update/amend as necessary, and acknowledge the policy at the organizational meeting. No changes are currently proposed.

RECOMMENDATION: Determine if additional information is needed or if adjustments should be made.

Item III.10. Designate Selectboard liaisons to Town departments. Four years ago the

Selectboard reinstated its liaison initiative, where Selectboard members serve as liaisons to specific departments as a resource, to gain insights of the department operations, and to share information about activities, issues, concerns, or other matters of interest with the rest of the board. The table at right reflects the current allocations. Lawrence Memorial Library and Clerk/Treasurer liaisons were recently added. While updating this table.

Department	Liaison
Clerk/Treasurer	Darla Senecal
Fire	Ian Albinson
Lawrence Library	Ian Albinson
Lister	Joel Bouvier
Planning & Zoning	Michelle Perlee
Police	Ian Albinson
Public Works	Peeker Heffernan
Recreation	Darla Senecal
Revolving Loan Fund	Michelle Perlee
Water and Sewer	Joel Bouvier

RECOMMENDATION: Determine if additional information is needed. Affirm or adjust allocations.

IV. 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.

V. REGULAR BUSINESS.

Item V.1 Consider presentation by Champlin Associates and others of a wastewater pretreatment alternative: Algaewheel. A year ago this month Alan Huizenga and I participated in a presentation from [Champlin Associates](#) and representatives of [Algaewheel](#) to see if that system was a pretreatment option to explore to improve the permitted capacity of the Bristol core sewer system. I was intrigued by its apparent simplicity and lower cost to construct and operate. They will be Zooming in to share this information with the Selectboard.

RECOMMENDATION: Receive the information. Determine, at this meeting or after later consideration, whether to amend the preliminary engineering report to include this option for possible CWSRF funding.

Item V.2. Consider Memorial Park Management Plan by the Bristol Conservation Commission. As outlined in Bristol's Town Plan, [members of the Conservation Commission](#) have drafted a [management plan for Memorial Park](#) for the Selectboard's review and approval.

RECOMMENDATION: Discussion. Adjustments as necessary. Vote to approve the management plan.

Item V.3. Consider or affirm whether to move forward with the Eagle Park Universal Fishing Platform construction process and approval of Dock Doctors' proposal. When this was first added to the agenda, the original intent was to seek authorization to accept [Dock Doctor's quote](#) to enable them to complete final design for the brackets and railing removal once under contract. But then we received an [e-mail from FEMA](#) with the determination that the proposed mitigation design was cosmetic and not a [cost-effective approach](#). I and the design team disagree with their determination. The proposed design is not at all cosmetic. It is intended to prevent future damage by being designed to withstand future storms. Putting it back in kind just invites the next round of repairs after the next big storm. A phone conference is scheduled for Monday morning to discuss this and I have a number of questions. More information will be provided at the meeting.

RECOMMENDATION: Receive additional information. Determine next steps.

Item V.4. Recreation Dept. grant application authorization request: Vermont After School. Online is a [request for authorization](#) to apply for \$46,200 through the [Vermont Afterschool program](#). The funds would be used to support additional staffing for the Hub afterschool drop in hours, Rec Dept. summer camp staff, and transportation costs for the Hub and field trips. A match does not appear to be required. The application deadline is March 16.

RECOMMENDATION: Approval.

Item V.5. Town Administrator grant application authorization request: Downtown Transportation Fund – Clean Water Initiative. Online is a [request for retroactive authorization to apply](#) for \$26,400 through the Clean Water Initiative associated with the Vermont Downtown Transportation Fund grant program. The 2019 village stormwater master plan identified the stormwater situation on Basin Street as a concern and recommended installation of check dams. A 2015 watershed mapping project also identified this area as a concern and recommended one or more infiltration systems. This grant application proposed having the Basin Street improvement project design team investigate the total stormwater management of Basin Street, examine current site conditions and limitations along Basin Street, determine what the best management practice should be, and develop the design. It's for design only. A 20% match (\$6,600) is required, which can be cash or in-kind. Any cash allocation could come from the Capital Road Fund. Inclusion of this component is likely to strengthen the corresponding DTF Basin Street improvement project application. [E-mails from Basin Street residents](#) included with the main DTF application provided a compelling case. The application deadline was March 7.

RECOMMENDATION: Approval.

Item V.6. Consider In-Stitches Revolving Loan Fund application and RLF Committee recommendation. Online are the [notes from a recent Revolving Loan Fund Committee meeting](#) to consider renewal of a loan for InStitches. They recommend approving renewal of the 5-year loan per the terms of the existing loan along with a personal guarantee. The interest rate would be 4%.

RECOMMENDATION: Approval. Consider a reduced interest rate of 2.5%.

Item V.7. Consider renewal of mowing contracts for the 2022 season. Online are the [RFP and quotes](#) from the 2019-2000 mowing season, which was the last time is put out to bid. Only two contractors responded. The bids were extended last year. Because the mowing season is fast approaching, Town Clerk Sharon Lucia reached out to each contractor for updated quotes. She summarized the results in a memo along with her recommendations. Disclosing the quotes would give other contractors an unfair advantage if the Selectboard ultimately decides to put the work out to bid.

RECOMMENDATION: Discuss the updated quotes and Town Clerk's recommendations in executive session.

Item V.8. American Rescue Plan Act (ARPA) funding update. Online are the [notes from the ARPA Funding Advisory Committee's first meeting](#) last week. Porter Knight was elected Chair and Kris Perlee is Vice Chair. Porter had prepared a slide presentation outlining the basic framework of the American Rescue Plan Act, eligible uses of the funds, and timeline. After discussing committee members' goals for use of the funds, four outreach teams were formed and members assigned: (1) Town departments, (2)

Non-profits, (3) Business, and (4) Schools. Porter proposed using a focus group approach. The next meeting is April 4. Agenda items are likely to include:

- Report about any info regarding how to ID negative impacts from COVID; discussion & ideas on how to gather more of this data;
- Report from Anthony any info regarding what other towns are doing;
- Presentation by Jessica about focus groups;
- Presentation by each "team" regarding their ideas for getting folks to attend their focus group, and planning for focus groups to take place.

RECOMMENDATION: No action is necessary.

Item V.9. Approve the VTrans Annual Financial Plan for FY2023. [Annual Highway Dept. financial plans](#) are required by state statute and are also a VTrans grant application requirement. They are intended to be a planning tool and are not binding. They also provide evidence that the Town is spending at least \$300 per mile of taxpayer dollars on Class 1, 2, and 3 roads. Based on the FY2023 approved DPW budget and 36.5 miles of Class 1, 2, and 3 roads, \$19,992 in taxpayer dollars have been approved to be spent per mile for Bristol's highways.

RECOMMENDATION: Vote to approve the plan. The form is on the front counter for signatures.

Item V.10. Approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. [Online is the annual certification](#) to attest that the Town of Bristol is in compliance with the Codes and Standards that were adopted on July 22, 2019. This is required for eligibility for various VTrans grant programs.

RECOMMENDATION: Vote to approve the certificate. The form is on the front counter for signatures.

Item V.11. Appointment or reappointment of Town officers. [Online is a table](#) listing Town officer positions whose terms are up this year with indications whether folks are interested in being reappointed. Links have been included in the table to forms that need to be submitted. Some positions up for reappointment in June. More responses are likely to be received by Monday's meeting. This will likely be continued to one or more additional meetings.

Planning Commission Chair [Kevin Hanson recommends](#) that the seat being vacated by Tom Wallace be a one-time one-year term so to realign the positions to three seats per year. Currently, there are four seats expiring this year, two in 2023, and three in 2024. Not sure how that happened.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions. Possible deliberation in executive session. To avoid future confusion, appointments should be clearly reflected in the meeting minutes. Unless

we can find how and when the [Planning Commission](#) seats went out of sync, accept Kevin Hanson's recommendations.

Item V.12. Review and approval of the August 23, September 13, and December 13, 2021, and January 3, January 10, January 17, January 24, January 27, February 7, February 21, and February 28, 2022 meeting minutes. These remain in progress. Original drafts that are available are posted on the Web site.

Item VI.13. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#).

IV. OTHER BUSINESS.

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

- [Bristol Budget Status Report thru 2022-02-28.pdf](#).
- [E-mail Siringo re Basin Street hazards 2022-03-05.pdf](#).
- [E-mail Brutkoski re Basin Street hazards 2022-03-07.pdf](#).
- [E-mail King re Basin Street hazards 2022-03-07.pdf](#).
- [E-mail Lundbech re Basin Street hazards 2022-03-07.pdf](#).
- [E-mails WCVT Internet speed increase at Town Office 2022-03-10.pdf](#).
- [VTrans Pavement Marking Letter to Town 2022.pdf](#).
- [Bristol Police Dept Complaint Complement form brochure 2022-02.pdf](#).
- [ACRPC newsletter March 2022.pdf](#).
- [United Way Vermont Voices Stories for Change 2022-03-07.pdf](#).

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3) and possibly for contract negotiations per 1 V.S.A. §313(a)(1)(A).

Engineering Services

I have had many communications with Steven Palmer, P.E., who worked with Alan Huizenga at Green Mountain Engineering and is very familiar with many of the projects underway in Bristol. He has since hung up his own shingle as VTM Engineering, PLC in Hinesburg. Through Steve, Alan has expressed his intent to see GME's commitments to Bristol through, including the annual inspections of the Fire Station, landfill, and sewer system, at least for this year. He and Alan have been noodling about best to do that. Although the physical office is closed, GME still exists, though is trying to wind down and not taking on any new contracts. A proposal of some sort is expected to be available for the next 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. 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 March 14

Monday: In the office.
10:00am – FEMA phone meeting.
1:00pm – phone meeting.
7:00pm – Selectboard (via Zoom).

Tuesday: Working remotely.

Wednesday: In the office.
10:00am – Questica demo

Thursday: 7:30am – ACEDC Board meeting.
8:30am – Bristol CORE meeting.
 In the office around noon.
1:00pm – Munsill Avenue sidewalk scoping study site walk.

Friday: In the office.



is Sunday, March 20, 2022!

Week of March 21

Monday: In the office.

Tuesday: Working remotely.
1:00pm – VT Tree Goods lenders meeting (via Teams).

Wednesday: In the office.
1:00pm – SAM Unique Entity Identification Webinar.

Thursday: In the office.

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., Mar. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Mar. 16, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Mar. 17, 8:30am, via Zoom.
- [Selectboard](#): Mon., Mar.21 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Apr. 4, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., Apr. 5, 7:00pm, at Howden Hall and via Zoom.
- [Development Review Board](#): Tues., Apr. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Apr. 14, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Selectboard calendar, goals, and priorities.
- Selectboard priorities for use of ARPA funds.
- Engineering inspection contracts.
- Select East Street sidewalk contractor.
- Debriefing and discussion of budget process.
- Local Emergency Management Plan update.

- Water and sewer budget review, public hearing.
- Personnel policy updates.
- 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.
- Police Union contract negotiation review.
- 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