

**Bristol Town Administrator's Report  
November 12, 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

Join meeting by phone: 1 (646) 558-8656

**Monday, November 14, 2022 Meeting Agenda and Materials**

**I. Call to Order: 7:00 P.M.**

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

**IV. REGULAR BUSINESS.**

Item IV.1 Grant authorization request: Public Works Department to Vermont Diesel Emissions Reduction Financial Assistance Program through DEC for funds to replace the loader and/or the Kubota tractor. Online is the [grant authorization request](#) from the Public Works Department to seek potential funds through the Vermont Dept. of Environmental Conservation's [Diesel Emissions Reduction Financial Assistance Program](#) to help purchase a new loader that meets their application and emissions criteria. A replacement for the Kubota might also qualify. We are not sure yet if either will qualify. Both are on the schedule for replacement according to the [Capital Equipment Plan](#). Eric is reluctant to pursue all the various estimates and details without authorization to proceed. Following the purchase of the Ford F-350 this year, approximately \$83,500 remains in the Capital Equipment Reserve Fund. A \$135,000 appropriation will be available after July 1, 2023.

RECOMMENDATION: Vote to authorize the application.

Item IV.2. Discuss whether Kubota replacement should be five feet (5') or four feet (4') wide. If and when we move forward with replacement of the Kubota, we will need to know whether to go with a four-foot (4') or five-foot (5') blade. I believe the current blade is 4'. Although we have made good progress replacing 4' wide sidewalks with 5' wide sidewalks, a number of 4' wide sidewalks still remain, such as Pleasant Street.

RECOMMENDATION: Discussion.

Item IV.3. Consider authorization to proceed with replacement of the cross-country single axle trailer. Also on the [Capital Equipment Plan](#) is replacement of the cross-country trailer. This trailer is used to haul the culvert thawer and the large tank of water, both of which are rather heavy.

RECOMMENDATION: Consider authorization to proceed.

Item IV.4. Consider approval of the technical and cost proposal from Greenman-Pedersen, Inc. (GPI), LLC to serve as the Municipal Project Manager (MPM) for the Basin Street Improvement Project. A [Request for Proposals](#) was issued in early October with a due date of Friday, October 28, 2022. It was advertised in the *Addison Independent, Seven Days*, Front Porch Forum, and the state electronic bid system.

Although there were some inquiries, only one proposal was received. The review committee met anyway to review it. The Committee, comprised of Richard Butz (Main Street), Brendan Gallivan (Basin Street), Mike Winslow (ACRPC), and Peter Pochop (VTrans), reviewed the [technical proposal](#) first and then opened [the cost](#)

[proposal](#). On a weighted scale from 1 to 10 and using a scoring matrix developed by VTrans, the [technical proposal](#) received almost a perfect 100 score. And the [cost proposal](#) of \$34,577 is well within, and perhaps a bit lower than, the standard range for this type of project.

RECOMMENDATION: Vote to accept the technical and cost proposals and authorize to proceed.

Item IV.5. Review upcoming FY23-24 budget, Town Report, and Town Meeting schedule. The calendar for this item is currently a work in progress and is expected to be available in time for Monday's meeting. It will be posted to the Web page and e-mailed when ready.

RECOMMENDATION: Discussion.

Item V.6. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting. Porter Knight, Chair of the ARPA Committee, provided a succinct summary in the \_\_\_\_ issues of Front Porch Forum. In case you missed it:

## Bristol Forum

Issue No. 4566 • Nov 9, 2022

Bristol ARPA Committee Update  
Porter Knight • Garfield St, Bristol  
Announcement

"Bristol has received a little over a million dollars from the American Rescue Plan Act (ARPA) to help the municipality recover from the effects of COVID. The Bristol ARPA Advisory Committee has been meeting monthly since March and expects to make recommendations to the Selectboard regarding suggested uses for those funds after Town Meeting.

Here's how our process is unfolding: We convened 4 focus groups in the spring to hear feedback from business owners, municipal employees, folks working with children and youth, and people working in non-profit agencies and organization providing services to Bristol residents. Over the summer we attended multiple events and festivals, stood at the dump, and canvassed outside Shaws inviting feedback from citizens. Also over the summer there was an online survey and postcards available at the library and town office as alternate ways for people to share their thoughts. In September we sponsored a free spaghetti supper at the elementary school to gather more input. All told, these efforts yielded \*hundreds\*

of terrific ideas from community members!! We have sorted and sifted the many excellent ideas, and are in the process of evaluating them and gathering additional information as needed. In the coming months we'll rank the ideas and compile a draft list of top recommendations. In the new year you can expect to hear from us, as we will be inviting the community to participate in a survey to rank the top ideas so that our recommendations to the Selectboard can reflect the community's preferences.

Though not all of the hundreds of ideas can be funded with ARPA money, ALL of the excellent ideas \*will\* be shared with the Selectboard, and we hope that many of these good ideas will be put into action with various alternate funding sources in the coming years. Stay tuned, and big thanks to all of you who have shared your great suggestions!

Thank you,

The Bristol ARPA Advisory Committee: Betsy Blair, Diane Cushman, Alison DaBica, Mike Dash, Porter Knight, John McCormick, Kris Perlee, Robert Rooker, Helen Young.”

RECOMMENDATION: Discussion.

Item IV.7. Consider approval of the Listers' Errors and Omissions report. [Online is a report](#) from the Listers regarding adjustments that need to be made to the grand list. There may be an additional request that will be provided on Monday.

RECOMMENDATION: Vote to accept the adjustments.

Item IV.8. Review and approval of the September 26, 2022, October 10, October 24, and November 7 meeting minutes. These remain a work in progress and are expected to be available in time for Monday's meeting. They will be posted to the Web page and e-mailed when ready.

Item IV.9. Authorize accounts payable warrant and any liquor licenses. The accounts payable warrant is in progress and will be e-mailed and posted online when available.

## **V. OTHER BUSINESS.**

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

- [Bristol Budget Status Report thu 2022-10-31.](#)
- [Bristol Election Night Results 2022-11-08.](#)
- [Bristol Landfill Semi-Annual GWM Report 2022-11.](#)
- [Letter Cecil Foster senior luncheon donations 2022-11-09.](#)

## **VI. EXECUTIVE SESSION.**

The Selectboard may deliberate in executive session regarding contract negotiation per 1 V.S.A. §313(a)(1)(A) and/or personnel matters per 1 V.S.A. §313(a)(3).

### **Diversity, Equity, Inclusion Conversations**

Porter Knight and I have been meeting with Tabitha Moore, Consultant with [Intentional Evolution, LLC](#) as part of the grant received from the Vermont Community Foundation. We came up with a decision-making checklist to review when making important public policy or action decisions to help identify potential areas of exclusion, bias, or inequities. Porter will be trying it out on the Planning Commission, Meridith McFarland, and one other group.

Tabitha reviewed the Bristol Web site for areas that might not be accessible to persons with visual, motor, or other disabilities and for general content. She also reviewed the Town Report for similar elements. (She had rave reviews of the Fire Department and Police Department reports.) She will prepare her findings in writing. Something I learned: the recommended typeface for written materials should be sans serif, such as Arial or Calibri. Many, many years ago, I was taught that the preferred typeface for people with visual impairments was Times New Roman no smaller than 12-point font, which is why I've always used that in my written documents. Now I know why Calibri is always the default font on Word documents. So, it's Calibri for me for now on. She had other insights that we should consider as guidelines for the upcoming Town Report.

### **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.

### **Week of November 14**

Monday: In the office.  
7:00pm – Selectboard meeting.

Tuesday: In late: around 12:00pm

Wednesday: Route 17 closed all day for culvert replacement. Because Lincoln Road is also closed, I will be working from home.

Thursday: 7:30am – ACEDC Board meeting  
11:30am – Med. Appointment in Burlington.  
7:00pm – ACSWMD meeting.

Friday: In the office.  
12:00pm – Town Managers/Administrators semi-monthly meeting, Middlebury.

Week of November 21

Monday: In the office.

Tuesday: In the office.

9:00am – Tabitha Moore & Porter Knight DEI review.

Wednesday: In the office.

Thursday: Thanksgiving holiday.

Friday: Thanksgiving recovery holiday.

**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., Nov. 14, 7:00pm, Holley Hall and via Zoom
- [Bristol Energy Committee](#): Weds., Nov.16, via Zoom.
- [Selectboard](#): Mon., Nov. 28, 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Dec. 5, 5:30pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Dec. 6, 7:00pm, at Howden Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 13 , 7:00pm, Holley Hall and via Zoom (if needed).

**Upcoming Agenda Items**

- Continued review of FY2021 audit report.
- Review updated Revolving Loan Fund application materials and policies.
- Continued consideration of new vehicular speed limits.
- Continued Personnel Policy review and updates.
- Review and approval of final Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Selectboard priorities for use of ARPA funds.
- Prepare for town-wide reappraisal schedule and RFP for professional assistance.
- Continued consideration of the Public Works site analysis and next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator