

**Bristol Town Administrator's Report
November 25, 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, November 28, 2022 Meeting Agenda and Materials

I. Call to Order: 6:30 P.M.

II. Executive Session: personnel matter.

III. 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."

IV. 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.

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

VI. REGULAR BUSINESS.

Item VI.1. Munsill Avenue Sidewalk Scoping Study: Discussion of the preferred alternative with Dan Mallach, DuBois & King. As part of the VTrans sidewalk scoping process, this will be the final presentation of what was identified as the preferred sidewalk alignment alternative. Dan Mallach or Dayton Crites from DuBois & King are planning to Zoom in to go through the final presentation. It is not yet available to post to the Web site.

RECOMMENDATION: Discussion. Action as needed.

Item VI.2. Park Use Application: Outdoor Live Nativity at the Town Green, Sunday, Dec. 11, 2022, 1:00pm – 6:00pm. [Online is the current application](#) from event organizers for an outdoor live nativity event on Sunday, December 11, from 1:00pm to 6:00pm. This application does not provide as much information as the one from last year, so it is presumed it is from First Baptist Church of Bristol on behalf of the five town churches. Like last year, attendance is anticipated to be about 100 people, which is below the threshold that requires Selectboard approval per Bristol's [Public Displays and Assemblies Ordinance](#); however, the proposed inclusion of live animals, firepits, and a request that the sidewalks be sanded warrant Selectboard review. Last year, two or three fire pits were proposed to provide warmth for the actors. A fire pit plan included laying down a metal sheet or metal garbage can lid to protect the grass from being burned from the heat of the pit. No fire pits would be near the playground or on the turf. Live animals such as goats, sheep, small cows, alpacas, chickens, and/or a small donkey were proposed, if allowed. The animals would be tethered with their owners and some would be in a fenced-in area. The organizers ensured they would be cleaned up after. The attached map is from last year's application. The event is proposed along both sides of the diagonal sidewalk within the park. If the event is approved, they would like to make sure the sidewalks are sanded if weather conditions warrant it, whether by the Town or the organizers.

RECOMMENDATION: Determine if more information is needed. Clarify sidewalk sanding expectations for a Sunday event. If approved, ensure that a certificate of insurance is provided with the Town listed as an additional insured.

Item VI.3. Grant authorization request for approx. \$43,000 from the VT Dept. of Homeland Security to replace 4 older mobile radios and vehicle repeaters: Police Dept. [Online is the grant applicaiton authorization request](#) from the Bristol Police Department to apply for approximately \$43,000 from the Vermont Dept. Of Homeland Security to replace four older mobile radios and vehicle repeaters. No matching funds are required. The objective is to replace as many as possible.

RECOMMENDATION: Discussion. Vote to approve.

Item VI.4. Grant authorization request for up to \$20,000 through the Better Roads Grant program to widen and stone line Notch Road: Public Works Dept. [Online is a grant application authorization request](#) form the Public Works Department for up to \$20,000 through the VTrans Better Roads Grant program to continue to widen and stone line the Notch Road ditch. The application deadline is A 20% match is required that may be in the form of cash, in-kind time, services, or equipment. The match from the project just completed through this program from 2021 was all in-kind.

RECOMMENDATION: Vote to approve.

Item VI.5. Grant authorization request for funds through the Building Resilient Infrastructure and Communities (BRIC) program to update Bristol's Hazard Mitigation Plan. [Online is a grant application authorization request](#) from me for funds through the Building Resilient Infrastructure and Communities (BRIC) program to update Bristol's local Hazard Mitigation Plan. Local Hazard Mitigation Plans (LHMPs) need to be updated and readopted every five years. Bristol's plan was adopted on December 17, 2018 and approved by FEMA in January 2019, which gives us just more than one year to go through the process. The application deadline is December 9, 2022.

It turns out, we submitted [our intent to apply for these funds](#) last year and the corresponding [match commitment letter](#) was submitted. I cannot explain why an application was not submitted last year; I believe it was a result of lack of communication. It turns out the application process is complicated. I will be seeking guidance from Vermont Emergency Management (VEM), although it is clear that a 25% match is still required. I may have more information at the meeting.

Last year the total plan update amount was \$11,150: \$8,362.50 in grant funding the \$2,787.50 required match monetarily and/or in-kind (staff and volunteer time).

RECOMMENDATION: Vote or affirm to authorize.

Item VI.6. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting.

RECOMMENDATION: Discussion.

Item VI.7 Review and approval of the September 14, September 26, 2022, November 7, and November 14, 2022 meeting minutes. Online are the [draft November 7, 2022](#)

[minutes](#). The others remain a work in progress. They will be posted to the Web page and e-mailed when ready.

Item VI.8 Authorize accounts payable warrant and any liquor licenses. The [accounts payable warrant](#) is in online.

VII. OTHER BUSINESS.

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

- [Zubow Garfield St-Road road use application 2022-11-22 approved sidewalk for electricity.pdf.](#)
- [Letter Beckwith Mountain Terrace plowing 2022-11-19.pdf.](#)
- [Bristol Hub extends hours, adds evening programs-Addison Independent.pdf](#)
- [ACRPC November Newsletter 2022.pdf.](#)

VIII. 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).

Town Office Reduced Hours Monday

Town Clerk Sharon Lucia will not be in the office on Monday (11/28). The Clerk's office will be open but with reduced hours and with limited services. The office will be open from 10:00am to 2:00pm; however, the vault will not be open for researchers. If birth or death certificates or notary services are needed, the Clerk will be back in the office on Tuesday.

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.

Week of November 28

Monday: In the office.
6:30pm – Selectboard meeting.

Tuesday: Working from home in the AM.
2:00pm – appt. in Waterbury.
4:00pm – appt. in Montpelier.

Wednesday: In the office.

Thursday: 8:15am – appt. in Waitsfield
10:00am – in the office.

Friday In the office.

Week of December 5

Monday: In the office.
5:30pm – ARPA Committee meeting.
7:00pm – Selectboard.

Tuesday: 9:00am – Speaker at the Vermont Community Development Association (VCDA) fall conference in Randolph.
Working from home the balance of the day.

Wednesday: In the office.

Thursday: 9:00am – Bristol CORE.
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.

- [ARPA Funding Advisory Committee](#): Mon. Dec. 5, 5:30pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 5, 7:00pm, 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).
- [Selectboard](#): Mon., Dec. 19, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 21, via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Jan. 2. 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Bond vote validation.
- Consider draft job description and ad for a Selectboard Board Clerk.
- Continued review of FY2021 audit report.
- Preliminary FY2024 budget and CIP reviews.
- Review updated Revolving Loan Fund application materials and policies.
- Selectboard priorities for use of ARPA funds.
- 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.
- 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,

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Valerie Capels, Town Administrator