

**Bristol Town Administrator's Report**  
**December 3, 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, December 5, 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. DOG ORDINANCE VIOLATIONS HEARING:** Vicious dog, at large, and other Dog Ordinance violations; dog owned by Dan Shepard. [Online is a package of documents](#) including the follow documents:

- Certified letter to Daniel Shepard notifying him of the complaints against his dog and this notice of this hearing (11/30/2022);
- E-mail from Police Officer Joshua Turner with information about citations and communications with Daniel Shepard and Judy Mayer (11/28/2022);
- E-mails from Judy Mayer regarding filing of her second complaint (11/29/2022);
- Animal complaint form from Judy Mayer (11/27/2022);
- Vermont Municipal Civil Violation Citation #4059581 issued to Daniel Shepard for dog running at large (11/28/2022);
- Bristol Police Dept. Warning #W70035600 issued to Judith Mayer for unlicensed dog (11/28/2022);
- Bristol Police Dept. Warning #W70035598 issued to Daniel Shepard for vicious dog warning (11/28/2022);
- Animal Complaint Form from Amy Jones for vicious dog incident (5/29/2022); and
- Animal Complaint Form from Judy Mayer and Amy Jones for vicious dog incident (5/29/2022).

It turns out Daniel Shepard's dog is also not registered.

RECOMMENDATION: Determine if the dogs have been registered yet. Since the May 29, 2022 reports were for the first vicious dog incidents, there should have been a citation on Nov. 28, 2022 for a 2<sup>nd</sup> vicious dog offense with a fine. However, vicious dog incidents must be addressed by more than fines, which is one purpose of the hearing. Consider physical restraints to keep it from leaving the yard, impenetrable fencing, etc. Determine if additional information is needed.

**V. REGUALR BUSINESS.**

Item V.1 Consider resolution to confirm the November 8 Pine Street water line replacement bond vote results. [Online is a draft resolution](#) to verify the Pine Street water line replacement bond vote. As the resolution states, [notice of the bond vote](#) was properly placed in *The Addison Independent*, physically posted, posted online, and posted through various social media platforms; however, it was not published in the *The Addison Independent* three weeks in a row preceding the vote. Also [online is the State statute](#) related to this matter. Bond attorney Brian Monaghan sent the original resolution on Monday afternoon. I e-mailed him back with suggested revisions, as shown, but I have not heard back from him yet whether he thinks they are acceptable.

RECOMMENDATION: Vote to approve and adopt the resolution.

Item V.2. Grant authorization request: 2023 Growing Urban Forests in the Face of Emerald Ash Borer/Caring for Canopies Grant: Bristol Ad Hoc Tree Committee/Town Administrator. [Online is a grant authorization request](#) from the Bristol ad hoc Tree Committee to apply for a Caring for Canopies grant. The maximum grant award through this program is \$5,000. The Growing Urban Forests in the Face of Emerald Ash Borer grant program offers a higher grant funding amount, but both require a 50% match. The Committee feels the Caring for Canopies program is the better fit for what they want to do. I have been assisting up to this point. If awarded, I would help administer it. The plan is to plant street trees in the public rights-of-way in the village and their maintenance. The required match is proposed to be in the form of in-kind time or services, including cash value for volunteer assistance. A. Johnson and/or General Fund funds may be requested to fill any match gaps. If I am reading the [Jan-Mar 2022 bank statement](#) correctly, there appears to be an available balance of about \$4,500 in the A. Johnson CD account.

RECOMMENDATION: Clarify the scope of the application. Approval.

Item V.3. Park Use application: Lumen, for Saturday, December 17, 2022, 4:00pm – 9:00pm. [Online is the Park Use application for Lumen](#) Celebration of Light on Saturday, Dec. 17, 4:00pm – 9:00pm. The plans are the same as in previous years: fire dancers from the Vermont fire performing troupe Cirque de Fuego on the Town Green sponsored by Bristol CORE. They will be performing in the area near the fountain and the Memory Tree. Fire extinguishers will be on site.

RECOMMENDATION: Vote to approve. Consider requiring a certificate of insurance with the Town listed as an additional insured.

Item V.4. Preliminary review of FY2022 audit (revised). [Online is a revised final version of the FY2021 Financial Audit](#) from RHR Smith & Company. I am not exactly sure what else might be revised other than the discussion about the landfill projected maintenance costs. There may not be time or energy to dive into the meat of the audit at this meeting, but Anthony and I both felt it would be good for the Selectboard to have at hand as we venture into the FY2024 budget process.

RECOMMENDATION: Discussion. Consider inviting representatives from RHR Smith & Company to Zoom into an upcoming Selectboard meeting to go through it.

Item V.5. Consider ad and job description for a Selectboard minutes-taker/Board Clerk for advertisement. [Online is a proposed job description and ad](#) for a new Selectboard Clerk or minute-taker. Since Town Clerk Sharon Lucia offered to take on the minutes, she lost her Assistant Town Clerk and Treasurer as well as the Town Treasurer, so some Treasurer duties shifted on to her during the recruitment, hiring, and training process and some still reside with her for now. Add to that the election,

taxes, water billing, land records recordings, and more, she has had little time to keep up with minutes. Michelle and I have been trying to help, but that is not sustainable.

RECOMMENDATION: Vote to approve and authorize advertising.

Item V.6. Consider updates to the policies and application requirement for the Bristol Revolving Loan Fund. [Online is a work-in-progress draft](#) of updated policies for the Bristol Revolving Loan Fund. Committee Chair Fred Baser started the revisions, followed by Michelle Perlee's input, and then mine. [Also online are proposed revisions to the application](#) and the [application checklist](#). I would like to think the application and checklist can be streamlined or modified to reflect different types of applicants/applications.

Not long after this was initiated the Town Treasurer/Assistant Clerk Jen Myers resigned so we were not able to get the benefit of her input. One thing she and I agreed upon is that the Town Treasurer should be the first point of contact for applicants, not the Committee Chairperson. Fred Baser agreed. The Town Treasurer's office should be playing a more administrative role in working with the applicants in general. I cannot say if or when Anthony or Sharon have had a chance to review these documents.

This has been on the to do list for quite some time. This is an effort to get the ball rolling again and move them forward, if only in concept at this point.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item V.7. 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 V.8 Review and approval of the July 11, September 14, September 26, October 10, and November 28, 2022 meeting minutes. These are in different states of progress and are expected to be available and posted by Monday's meeting.

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

## **VI. OTHER BUSINESS.**

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

- [Bristol RLF status report thru 2022-10-31.pdf](#).
- [Assessment 2022 LawenceLibraryBristol 2022-Nov23 Final.pdf](#).

- [Note of thanks to Nason from Edorah Frazer 2022-11-18.pdf.](#)
- [Notes Beckwith thanks to SB and VC 2022-12-01.pdf.](#)
- [E-mail Ball and Willowell ARPA funds Wren's Nest 2022-11-30.pdf.](#)
- [E-mail and National Opioid Settlement Allocation Notice-Vermont Janssen PY1 2022-12-01.pdf.](#)

## **VII. EXECUTIVE SESSION.**

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

### **Basin Street MPM Contract Fully Executed**

I am happy to report that the contract with GPI/Greenman-Pedersen, Inc. has been fully executed and we will be having a project kickoff meeting this coming Wednesday. There we will conduct some strategic planning before he drafts a request for proposals (RFP) for engineering design services.

### **Town Report Guidelines for Inclusivity**

As I mentioned previously, Porter and I have been meeting with Tabitha Moore, Consultant with Intentional Evolution, LLC as part of the grant received from the Vermont Community Foundation. Below are some guidelines she offered for preparing public documents from the Town to help ensure they are readable and accessible to people of all abilities:

- Use consistent sans serif fonts, such as Arial or Calibri. (They are easier to read for people with visual impairments).
- Use person first language (e.g. "people with disabilities" vs "disabled").
- Provide definitions of industry-specific terms (e.g. explain what a term like "Australian Ballot" means).
- Define or spell out the words of acronyms the first time they appear in text (e.g. FEMA).
- Use bullets and lists where possible.
- Caption tables and provide alternative text for photos. (Assistive reading technology uses the captions to explain what is in the table or what is in the photo for those who are using technology to read the report to them).
- Use consistent language (e.g. Mount Abraham, Mt. Abraham, Mt. Abe are used interchangeably).
- Explain culturally specific terminology (e.g. "Old Farts Club").

Sharon will be sending information out soon about the deadline for Town Report submissions and other details.

### **Miscellaneous Updates**

- The lights on the Rocky Dale bridge are all on! Thanks, VTrans.
- Lincoln Road Riverbank Restoration Project: SLR is writing up their field data and considering alternatives for slope stabilization. They will really dig into the design as the last part of field season wraps up.
- Received a one-year grant extension for the Munsill Ave. Sidewalk Scoping Study to Jan. 31, 2024.
- Received a phone call from Alyth Hescock, an appraiser in Middlebury with Real Capital Consulting, Inc., who may be interested in an Assessor position with the Town! We plan to have a Zoom call with him on Monday.

### **Schedule**

#### **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.  
2:00pm – Meeting with Pat Travers re Basin Street.
- Thursday: 9:00am – Bristol CORE.  
In the office.
- Friday: In the office.

This will be my last Town Administrator's Report for several weeks while I plan to be out for medical reasons. I am estimated to be out for 4 to 6 or 6 to 8 weeks depending on how things go. I will change my phone and out-of-office messages accordingly. Phone messages will still be forwarded to my e-mail address.

### **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**

- 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,

Valerie Capels, Town Administrator