

Bristol Town Administrator's Report
February 26, 2023

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 other Selectboard activities and 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, February 27, 2023 Meeting Agenda and Materials

I. Call to Order: 6:30 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. ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING.

This will be the first of two public information meetings in advance of the Tuesday, March 7 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 Department Annual Meeting warning](#)
- [Police Department 2022 Report](#)
- [Police Department proposed FY2024 Budget](#)
- [Police Department Capital Vehicle Fund Plan](#)
- [Sample ballot](#)

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

V. REGULAR BUSINESS.

Item V.1 Consider proposal to take a phased approach to replacing the 1905 water lines: Steve Palmer, VTM Engineering and Jill Marsano VTUMS). Steve Palmer (VTM Engineering) and Jill Marsano (VTUMS) and have been working closely on developing a proposal to prioritize replacement of the 1905 village water lines in phases. They are basing the analysis on the [2021 Preliminary Engineering Report](#) prepared by Green Mountain Engineering that inventoried all of Bristol's aging water lines and identified priorities for replacement. Steve and/or Jill plan to be present to go through the proposal and answer any questions.

RECOMMENDATION: Discussion. Determine next steps.

Item V.2. Consider authorization to submit DWSRF* Priority List application for Pine Street water line replacement and the application for construction loan funds. With the November 2022 bond vote for replacement of the Pine Street water line having passed, the next steps are to apply for the construction loan funds through the DWSRF program and put the project out to bid. However, before either of those can happen, we first need to apply to have the project on the included on the [DWSRF Priority List](#) and ultimately included in the [Intended Use Plan](#). The priority list application deadline is **Wednesday, March 1**. We would then focus on submitting the construction loan application. We have been working closely with ANR Drinking Water Division staff to help ensure the loan application will have a high chance of meeting with their approval. Once approved, loan funds would be available around July 2023, which gives us time to advertise the project for bidding, select the lowest responsible bidder, and get construction ready to begin in early summer.

* DWSRF = State of Vermont Drinking Water State Revolving Loan Fund

RECOMMENDATION: Vote to authorize submission of the applications.

Item V.3. Consider next steps for recommended tree removals at Varney Cemetery on Hardscrabble Road. Online is [Bristol Tree Warden John Swebston's assessment](#) of the trees at the Varney Cemetery on Hardscrabble Road. He is basically recommending that ALL the sizeable trees in and around the cemetery be removed. Some of the smaller trees and saplings could be salvaged, but the large trees should be removed to prevent further damage to the cemetery as they continue to break and topple.

The general fund currently has \$3,500 budgeted for cemetery care, but this is primarily for mowing and occasional cleanup.

Article 10 of the Town Meeting warning asks voters to authorize the transfer of \$10,000 from the June 30, 2022 General Fund unassigned fund balance to the Cemetery (Reserve) Fund. A Cemetery Reserve Fund was established by voters in 2020 with an allocation of \$10,000, but its current balance appears to have been inadvertently omitted from the Capital Reserve Funds report of the FY2022 Town Report.

RECOMMENDATION: Discussion. Develop a phased plan for removal of the older, large trees, prioritized by degree of hazard and funds available. Determine if the wood has any salvage value. Explore whether clean up of the cemetery could be an Eagle Scout Troop project and/or if another local civic organization would consider sponsoring the project. Authorize applying to the [Vermont Old Cemetery Association for grant funds](#) for leveling and straightening of headstones and/or other cleanup. VOCA 2:1 grants typically do not exceed \$750, which would require a match of at least \$350 (for every two dollars that VOCA gives, the organization responsible for the funds must give one dollar).

Item V.4. Consider authorization to proceed with permit applications to locate public bus shelters on four private properties: Pomerleau (Shaw's/Walgreens), Stoney Hill Business Park, Tom and Carol Wells' property on Park Place, and in the vicinity of the Bristol Family Center on Lovers Lane. Last October, Mary-Claire Crogan with [Tri-Valley Transit \(TVT\)](#) reached out to Bristol with [an offer of three donated bus shelters](#) designed and built by the Yestermorrow Design Build School. TVT partnered with AARP, VTrans, and Yestermorrow Design Build School to create shelters for rural communities to support place making and transit ridership. The shelters would be at no cost to the Town. The following shelters are currently available:

- [Living roof shelter](#)
- [Art shelter](#)
- [Bike shelter](#)

Bus shelters are typically located in public rights-of-way along roadways, which is why the Town of Bristol was initially contacted with this offer. However, because of

the nature of Bristol village and the actual bus route, locations on private properties appeared to be more suitable. Ian Albinson has been in contact with the following property owners, who have given permission to have one of the shelters installed on their property:

- Walgreen's/Shaw's (Pomerleau Real Estate);
- Park Place across from the Town Green adjacent to the Baptist Church (Tom and Carol Wells); and
- Stoney Hill Business Park/Firehouse Apartments (Kevin Harper, ACCT, Evernorth).

A fourth option might be possible on Lovers Lane in the area of the Bristol Family Center. I do not believe any property owners have been contacted yet to explore this.

Mary-Claire Crogan affirmed to Ian that TVT would own the shelters and accept responsibility for maintenance and liability. The property owner(s) would be responsible for site maintenance, such as plowing, mowing, or trash removal.

The Town's role at this point appears to that of facilitator. Zoning permits would be needed for the structures to be located on private property. TVT and the property owners would need to be co-applicants. We should confirm whether structures located in the public right-of-way would require a zoning permit.

Ian is preparing more information for presentation at Monday's meeting.

RECOMMENDATION: Discussion. Authorize one or more Town representatives to facilitate the submission of the zoning permit applications for locating the proposed shelters on private property.

Item V.5. Continued review of updates and revisions to Revolving Loan Fund (RLF) guidelines and application documents. Since the last meeting, Ian updated the following Revolving Loan Fund documents to reflect the adjustments discussed:

- [Bristol Revolving Loan Fund Committee Checklist revised 2023-02-22.](#)
- [Bristol Revolving Loan Fund Guidelines revised2 2023-02-22.](#)
- [Bristol Revolving Loan Fund Information for Applicants revised 2023-02-22.](#)

RECOMMENDATION: Determine if any additional inputs or adjustments are needed. Finalize and issue the updated documents.

Item V.6. Consider preparations, logistics, and other details for the in-person March 6 annual Police District and Town Meetings. [Online is the warning for the March 6, 2023 Town Meeting.](#) This will be our first return to the in-person floor meeting since the

pandemic and since long-time Town Moderator Fred Baser handed off his Roberts Rules of Order. Jennifer Wagner was elected last year as the new Town Moderator. Through this transition, we learned that Fred Baser had assumed responsibility for such Town Meeting logistics as provision of refreshments. That will not be the case this year or perhaps going forward. The Town Moderator does have some discretion about how he or she intends to facilitate the Town Meeting beyond statutory or Roberts Rules protocols; it is different from town to town.

RECOMMENDATION: Discussion.

Item V.7. Review and approval of the February 13, 2023 meeting minutes. Online is the original draft of the [February 13, 2023 meeting minutes](#). I will not have reviewed them before Monday's meeting. They are on the agenda in an effort to keep minutes moving forward and have a timely frame of reference from the previous meeting.

RECOMMENDATION: Determine if adjustments are needed; approval.

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

VI. OTHER BUSINESS.

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

None. Yet.

VII. EXECUTIVE SESSION.

The Selectboard may deliberate in executive session regarding potential personnel matters per 1 V.S.A. §313(a)(3).

Basin Street Improvement Project

The Basin Street project request for qualifications (RFQ) for design and engineering services has been published in *The Addison Independent, Seven Days*, the state electronic bid system, and on Bristol's Web site. The deadline for responses is Wednesday, March 22.

Professional Development Trainings for Town Employees, Officials, Volunteers

The Town of Bristol received a grant from the [Vermont Community Foundation](#) last year to provide professional development training to Town employees, Town officials, and other Town volunteers on issues of diversity, equity, and inclusion (DEI). This work is in support of the Selectboard's commitment to Bristol being "a place where individuals can live freely and express their opinions" with "fair and equal treatment of everyone in our community" as stated in the [Town's Declaration of Inclusion](#) (June 2021).

Tabitha Moore, with [Intentional Evolution](#), will facilitate most of the sessions. Linnea Johnson with [WomenSafe](#) will facilitate the April 12 program.

These professional development trainings are required for all Town department heads and are strongly encouraged for all other employees, elected officials, appointed officials, and other volunteers on Town committees and commissions. While in our hearts each of us might believe we are clear-eyed, unbiased, and open to diversity, *we also don't know what we don't know*. For two hours every other week, we are asking you to listen, participate, and perhaps come away with a new perspective about the evolving nature of our community for which we serve.

Each program will be offered twice:

- 9:00-11:00 AM **in-person** in Bristol at Holley Hall for Town employees
and
- 6:00-8:00 PM **via Zoom** for Town elected officials, appointed officials, and other volunteers.

Anyone who cannot make the daytime program can attend the evening program and vice versa. They will not be recorded for later viewing in order to ensure a safe space for people to engage freely.

March 15 - "Justice, Equity, Diversity, and Inclusion for Municipal Government: Why Identity Matters"

This introductory session will orient participants to identity-based work including definitions of key terms and offers an overview of why more businesses and government institutions are paying attention to "isms" like racism, sexism, and other forms of discrimination. National and local data will be discussed.

March 29 - "The Foundations of Structural Oppression/Systemic Racism: How Bias Becomes Business"

Billy Joel once said, "We didn't start the fire" and he was right. In this session, participants will explore the difference between individual acts of discrimination and structural and institutional oppression. We will explore how bias became a part of the systems we know, rely on and work for.

April 12 - "Understanding and Respecting Differences of Gender and Sexuality"

Communities with greater gender equality experience less violence and greater economic success. In this session, participants will learn about differences in gender and sexuality so that we can work together to create a safe, healthy and welcoming culture.

April 26 - "Undoing Bias"

Most people don't want to do or say harmful things. This session focuses on how to identify, interrupt, and address biases individually, interpersonally, and institutionally.

May 10 - "What do we do with bias? How to lead with equity"

From how to arrive at decisions, to meeting flow and format, to navigating conflict, this final session will provide participants with an opportunity to try on different ways of operating that promote equitable and inclusive practices.

TA Schedule

I generally plan to get in the office around 9:00am most days, winter weather permitting. 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 February 27

Monday: In the office.
6:30pm – Selectboard.
Tuesday: 10:45am – PT.
Working from home the balance of the day.
Wednesday: In the office.
Thursday: In the office.
Friday: 10:00am – PT
In the office around noon.

Week of March 6

Monday: In the office.
6:30pm – Selectboard.
Tuesday: Working from home.
Wednesday: In the office.
Thursday: In the office.
9:00am – Bristol CORE.
Friday: 10:00am – PT
In the office around noon

Upcoming Agenda Items

- Dog ordinance violation hearing(s).
- Selectboard organizational meeting.
- Town Officer appointments.
- Selectboard priorities for use of ARPA funds.
- Continued consideration of new vehicular speed limits.
- Continued review of FY2021 audit report.
- Continued Personnel Policy review and updates.
- Review and approval of final Eagle Park Maintenance Plan.

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- Class 4 highways and private roads maintenance policy.
- Continued discussion of new Police Station options behind the Fire Station.
- 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