

Bristol Town Administrator's Report
March 11, 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, March 13, 2023 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. ANNUAL SELECTBOARD ORGANIZATIONAL MATTERS

Item II.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. Current Chairperson: Ian Albinson. Previous 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 II.2. Elect a Vice-Chair. The position of a Vice-Chair was established four years ago and Darla Senecal was elected to it last year.

Item II.3. Designate a regular meeting schedule, subject to occasional modification. After meeting at least every other Monday for many, many years, the Selectboard agreed three 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 four months of the year where there is an extra Monday, typically March, May or June, August, and October or November. That extra space could be used to accommodate special meetings if needed, a window for catching up on backlogs, or an opportunity for folks to take some time off.

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 or other holidays should be handled on a case-by-case basis.

Item II.4. Designate *The Addison Independent* as the Newspaper of Record. [Online is a written request](#) (recent, but not dated) from *The Addison independent* to be considered Bristol's official newspaper of record. It is published once weekly on Thursdays.

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

Item II.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, Shaw's, and the foyer entrance to Bristol Beverage. Shaw's has since removed their bulletin board and has not announced any plan to replace it. This is an opportunity to consider if other or additional locations should be considered.

RECOMMENDATION: Designate the Town Office (inside and outside), Lawrence Memorial Library, Bristol Beverage, and the Bristol Web site at www.bristolvt.org as official posting locations for Town notices.

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

Item II.7. Review of Selectboard Rules of Procedure. [Online are the Rules of Procedure](#) the Selectboard adopted in 2021. It is good practice to review them each year at the organizational meeting and update or amend them as needed.

RECOMMENDATION: Determine if additional information or adjustments are needed.

Item II.8. Review Conflict of Interest Policy. Online is the [Conflict of Interest Policy](#) adopted in April 2012. As with the Rules of Procedure, it is good practice to review and acknowledge the policy at the organizational meeting and update or amend them as needed.

RECOMMENDATION: Determine if additional information or adjustments are needed.

Item II.9. Designate Selectboard liaisons to Town departments. The Selectboard reinstated its liaison initiative five years ago, 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.

Department	Liaison
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
Town Office	Darla Senecal
Water and Sewer	Joel Bouvier

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

III. 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.

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. REGUALR BUSINESS.

Item V.1 Consider Bristol Recreation Department Coordinator Candidate: Zac Farnham-Haskell. Recreation Director Meridith McFarland and Teen Center Director Taylor Welch would like to recommend to the Selectboard that Zac Farnham-Haskell be hired for the Recreation Coordinator position. He plans to be present to meet with the Selectboard in person.

RECOMMENDATION: Determine if additional information is needed. Accept their recommendation. The Selectboard may wish to deliberate in executive session regarding personnel matters.

Item V.2. Dog Ordinance Violation Public Hearing: Michael Mulligan, Lower Notch Road. Online is a [compilation of complaints and Police Department actions](#) dating back to last fall regarding excessive barking of at least one dog at 1750 Lower Notch Road. Also [online is the letter](#) sent to Mr. Mulligan by certified mail notifying him of this hearing. One dog, "Reggie," appears to be the chronic barker, though at least one other dog had been observed on the premises.

My medical leave, budget and Town Meeting preparations, and Officer Turner's departure from the Police Department contributed to the delay in this matter being addressed sooner. Neighbors Matthew Bryan and Olivia Glascoe expressed concerns about the noise disturbance as well as about the well-being of the dog(s). They and possibly other neighbors intend to be present (in person or via Zoom) to offer more information.

RECOMMENDATION: Determine if additional information is needed. Assess alternatives for controlling the dog's barking. Set a deadline for ensuring that all dogs residing at the premises are registered with the Town Clerk.

Item V.3. Appointment and/or reappointment of Town officers or representatives, including new Conservation Commission candidate Noelle Rose and new ACRPC Delegate candidate Richard Butz. [Online is a table listing Town officer positions](#) whose terms are up this year with indications whether folks are interested in being reappointed. More responses are likely to be received by Monday's meeting.

Also online are volunteer applications from [Noelle Rose](#), who is interested in serving on the Conservation Commission, and [Richard Butz](#), who is interested in serving on the Addison County Regional Planning Commission. Both intend to be present at the meeting (in person or via Zoom) to meet with the Selectboard.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions.

Item V.4. Town Meeting redux. This item is on the agenda as an opportunity to reflect on this year's return to the in-person Town Meeting and perhaps circle back on some of the conversations. A total of 467 voters cast ballots. I don't have at hand the number of registered voters as of Town Meeting day, but at last November's general election the number was 3,182. Presuming the number is similar, that would be a participation rate of just less than 15%.

- [Town Meeting ballot results](#)
- [Police Department budget ballot result](#)
- [Mount Abraham Unified School District ballot results](#)
- [Patricia A. Hannaford Regional Technical School District Annual Meeting ballot results](#)

RECOMMENDATION: Discussion. No action is needed.

Item V.5. Selectboard calendar and goals for the coming year. [Online is a draft Selectboard calendar and goals](#) for 2023-2024. It is an opportunity for the Selectboard to look ahead at its regular meeting schedule and identify potential conflicts. It also provides an overview of matters likely to be on the Selectboard's docket over the coming year and is an opportunity for the Selectboard to consider its goals, set priorities, and identify target dates for matters to be taken up. Of course, other matters have a habit of emerging that throw the best of plans off, but it is still useful to keep the goals on our radar.

This is also an opportunity to look back at the matters that have been accomplished, those that are currently on deck, and those that are still in the wings. The line between current and pending projects can be fuzzy. Is anything missing that should be included?

RECOMMENDATION: Discussion.

Item V.6. 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.

- [E-mails ACRPC sidewalk inventory opportunity 2023-03-07.pdf.](#)
- [VTrans D5 Pavement Marking Letter 2023-03-01.pdf.](#)
- [VT State Hazard Mitigation Plan town flyer.pdf.](#)
- [Letter VLCT new access portal 2023-03-01.pdf.](#)
- [Ash Treatment for EAB Project Newsletter 2023-03-02.pdf.](#)
- [MERP-Outreach-Flyer 2023.pdf.](#)

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- [ACRPC newsletter 2023-March.pdf](#).

VII. EXECUTIVE SESSION.

The Selectboard will meet in executive session regarding potential real estate negotiations per 1 V.S.A. §313(a)(2) and tentative personnel matters per 1 V.S.A. §313(a)(3).

Professional Development Trainings for Town Employees, Officials, Volunteers

This week begins the professional development trainings for Town employees, Town officials, and other Town volunteers on issues of diversity, equity, and inclusion (DEI). 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, boards, and commissions. 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 March 13

Monday: In the office.
7:00pm – Selectboard.
Tuesday: Working from home.
1:30pm – PT.
Wednesday: 9:00am – "Justice, Equity, Diversity, and Inclusion for Municipal Government: Why Identity Matters"
Thursday: 7:30am – ACEDC Board meeting.
In the office around 10:00am.
7:00pm – ACSWMD meeting.
Friday: 10:00am – PT
In the office around noon.

Week of March 20

Monday: In the office. – ***First day of spring!***
Tuesday: Working from home.
3:00pm – Medical stuff at UVM Burlington
Wednesday: In the office.
9:00am – Zoom meeting.
Thursday: In the office.
Friday: 10:00am – PT
In the office around noon

Upcoming Agenda Items

- Town Officer appointments.
- Selectboard priorities for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Selection of Basin Street engineering design team.
- Local Emergency Management Plan (LEMP) update and adoption.

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- Consider VTM Engineering annual inspection contracts.
- Consider VTM Engineering phased village water line replacement design proposal.
- Presentation of the FY2021 and FY2022 audit reports by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new vehicular speed limits.
- Review and approval of final Eagle Park Maintenance Plan.
- 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