

Bristol Town Administrator's Report
April 23, 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, April 24, 2023 Meeting Agenda and Materials

I. Call to Order: 6:00 P.M.

II. EXECUTIVE SESSION re. potential real estate negotiations per 1 V.S.A. §313(a)(2).

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

VI. REGULAR BUSINESS.

Item VI.1. Consider a proposal by family members to plant a white oak tree on the Town Green in memory of Lauris Kilbourn Chamberlain. Callie Brynn, niece of Lauris K.

Chamberlain has requested, on behalf of their family, permission to plant a white oak tree on the Town Green in memory of her aunt Lauris, who [passed away last month](#). The family will purchase the tree, arrange for it to be planted, and will stake and water it. They hope it can be planted by the time of Lauris' burial on May 5th.

A copy of the [Selectboard's policy on development on the Town Green](#) was provided, which requires the removal of a tree or structure if a new one is proposed. (Picnic tables, benches, and trash receptacles are excluded because they are not permanent structures.) It also references Bristol's Zoning Regulations and suggests a zoning permit might be required. Tree Warden John Swepston, Recreation Director Meridith McFarland, and Recreation Coordinator Zac Farnham-Haskell met at the park last week and identified a suitable location for a new tree in the northeast quadrant of the park. They also identified at least one mature tree that is in decline and should be removed. [John recommends approval](#). In a separate communication to me via e-mail after that meeting, hremoved. "I am psyched about the memorial tree on the green. It's the right tree and the right place." Callie intends to attend, either in person or via Zoom.

RECOMMENDATION: Obtain the Zoning Administrator's determination whether a zoning permit or other approval is required. Authorize approval.

Item VI.2. Continued appointment and/or reappointment of Town officers or representatives. Consider candidates Allison Pouliot for the Energy Committee and John Merriman for the Conservation Commission. [Online is an updated table](#) reflecting Town

officers who have responded to date to the inquiry about interest in reappointment. There are no new responses reflected since the last meeting; however, we now know that Naomi Drummond does *not* wish to be reappointed to the ACTR Board. Additional responses may be received prior to or at the meeting.

We also received two new applications from citizens interested in volunteering:

- [Allison Pouliot](#) to serve on the Energy Committee, and
- [John Merriman](#) to serve on the Conservation Commission.

They will be present either in person or via Zoom to meet with the Selectboard.

RECOMMENDATION: Appoint those who expressed interest in being reappointed. Advertise and/or otherwise solicit interest in the remaining vacant seats.

Item VI.3. Debrief of the 34 Garfield Street permit issuance: review of the facts leading to construction of the 1,200 sf accessory structure. This item is on the agenda at the request of two citizens, [Linda Andrews](#) and [John Moyers](#), who have expressed concern about the process that led to the [issuance of a permit to construct the accessory structure at 34 Garfield Street](#). The permit for a two-story garage and apartment at 32-34 Garfield Street was issued by Zoning Administrator Kris Perlee on March 14, 2022. Regardless whether the permit was issued in error, no appeal was received within the 15-day appeal period. Consequently, the permit remains in effect and the structure has been built.

[Online is an e-mail from Kris Perlee](#) to adjoining property owners Fred and Marian Baser regarding his issuance of the permit. Kris will be present to provide additional information and answer questions.

The Planning Commission is currently in the process of evaluating the housing provisions in Bristol's Unified Development Regulations, including provisions for accessory dwelling units (ADUs), with assistance from a municipal planning grant and the Addison County Regional Planning Commission. John Moyers has [expressed concerns about the regulation of ADUs](#) and legislation currently being considered by the state Legislature that may affect how communities can regulate them.

RECOMMENDATION: This agenda item is specific to the 34 Garfield Street situation. It is not intended to be a discussion of Bristol's housing issues or to get ahead of or circumvent the Planning Commission's deliberations and recommendations. There is no action for the Selectboard to take regarding issuance of this permit or future permits. Determine if additional information is desired.

Item VI.4. Consider proposal to relocate the one-way entrance into the Fire Station at 79 West Street approximately 75 feet westward. [Online is a proposal](#) to move the one-way entrance to the Fire Station about 75 feet northward to eliminate the curve and to improve maintenance operations. The entrance would remain one way in. VTrans officials have indicated their approval is not required. A [2015 site plan](#) shows the current alignment. We are waiting to hear back from the Act 250 District Office whether the move would require an amendment to Act 250 permit.

RECOMMENDATION: Determine if any other information is needed. Authorization to proceed. Approval.

Item VI.5. Vermont State Hazard Mitigation Plan Update: review and discussion of survey questions. Vermont Emergency Management (VEM) has begun the process of

updating the state's Hazard Mitigation Plan, which is due every five years. [VEM is asking Selectboards to discuss six specific questions](#). This dovetails with the efforts Bristol will soon be taking to update its [Hazard Mitigation Plan](#), which requires approval by FEMA and is due to expire in January 2024. It also dovetails to some degree with the next agenda item.

RECOMMENDATION: Discussion. Determine if more information is desired.

Item VI.6. Review and adoption of the Bristol Local Emergency Management Plan. [Online is a redacted copy of the LEMP](#), with personal contact information removed. One area that remains to be more fully developed is sheltering. Mount Abe and Bristol Elementary are listed as shelters, but we have not worked through the actual logistics and exercises to test them. Holley Hall has also been identified as a form of shelter, but is not listed. In fact, Holley Hall was deployed last year during one of the summer heat waves as a cooling shelter. No one availed themselves of it at that time. Are there new daycare facilities or other sensitive populations that should be included?

RECOMMENDATION: Updates and corrections as needed. Vote to adopt. Sign the [Local Emergency Management Plan adoption form](#).

Item VI.7. Approve letter of intent to participate in the FY2024 VTrans Municipal Roads Grants-in-Aid Program. [Online is the annual letter of intent VTrans](#) asks municipalities to complete for participation in their grants-in-aid grant program. Each year funds get allocated to municipalities to assist with the implementation of best management practices (BMPs) for compliance with the Municipal Roads General Road Permit. This year we received \$16,500 through the program with a \$4,125.00 (20%) required match, which is typically in the form of in-kind time and materials.

RECOMMENDATION: Vote to approve.

Item VI.8. Retroactively authorize submission of Teen Center grant application to the J. Warren & Lois McClure Foundation for employee support. [Online is a request for retroactive authorization](#) for the Hub Teen Center to apply for a \$1,000 grant through the J. Warren & Lois McClure Foundation to pay for one teen employee to help with the gardens at the Bristol Hub this summer for roughly 5 hours a week at \$15 an hour, as well cover some of supplies. The Hub Teen Center has 11 different beds of various sizes for fruits and vegetables and one near the skatepark for perennial flowers.

RECOMMENDATION: Approval.

Item VI.9. Review and approval of the March 27, and April 10, 2023 meeting minutes. The draft minutes are in the process of being reviewed and will be posted to the Web site and e-mailed prior to Monday's meeting.

RECOMMENDATION: Adjustments as warranted. Approval.

Item VI.11. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable warrant is in online. The following Liquor Licenses are as follows:

- Tillerman VT, LLC – First Class Hotel License, Third Class Hotel License and Outside Consumption Permit
- Bristol Country Store – Second Class License, Tobacco License, and Tobacco Substitute Endorsement
- Nomadic Chef (Tandem) – First Class Restaurant/Bar License

VII. OTHER BUSINESS.

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

- [Bristol Fire Station Annual Inspection Report and Statement of Compliance VTM 2023-04-19.pdf.](#)
- [Vital Leak Detection Services Survey Report Town of Bristol VT 2023.pdf.](#)
- [VTrans Notice of Award Better Roads BR1050 Bristol 2023-04-13.pdf.](#)
- [Letter VTrans Town Highway Emergency Vehicle Bridge Posting 2023-04-10.pdf.](#)
- [Beltane Poster 2023.pdf.](#)

Professional Development Trainings for Town Employees, Officials, Volunteers

This week will be the fourth of five professional development trainings for Town employees, Town officials, and other Town volunteers on issues of justice, equity, diversity, and inclusion (JEDI). Tabitha Moore, with [Intentional Evolution](#), will be facilitating the remaining sessions.

>> April 26 << -- "The Foundations of Structural Oppression/Systemic Racism: How Bias Becomes Business"

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.

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.

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, other volunteers, and employees who could not make the morning session. This same Zoom link will apply for each of the programs:
<https://us02web.zoom.us/j/85985365650?pwd=dUNhckhXMEhLd2hHTENIM3hNVjRydz09>
Meeting ID: 859 8536 5650
Passcode: 961863

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.

The abbreviated **re-do of the March 15 session** "Justice, Equity, Diversity, and Inclusion for Municipal Government: Why Identity Matters" needed to be rescheduled from this past Friday due to an unexpected loss in Tabitha Moore's family. Based on the current results of a new [Doodle poll](#), the rescheduled date appears to be Friday, April 28, 2:00-3:00pm via the same Zoom link as above. All are welcome to Zoom in.

Demise of Silver Maple on Church Street

Last week we learned that a huge section of a silver maple had fallen on Church Street. According to Tree Warden John Swepston, it miraculously missed everything and was able to be cleared away. Though it is among the largest street trees in Bristol, he recommends removal of the remainder of the tree. However, there is a nest of wood ducks in that and another nearby tree! He recommends waiting until after the nesting wood ducks leave the trees in about a month to complete the removal.

New Street Tree Plantings Planned

Speaking of street trees, thanks to the efforts of the relatively recently-formed ad hoc Bristol Tree Committee, Bristol was awarded a \$5,000 grant through the Vermont Department of Forest Parks & Recreation Urban Forestry Program to plant at least 22 new street trees within public rights of way in the village. A [survey was posted on Front Porch Forum](#) to solicit interest. Trees will be 1-1.5" in diameter and 6-10' feet tall shade trees that will be planted in the village street rights-of-way. A May 1 deadline was set to allow time to procure and plant the trees during the spring 2023 planting window. One or more members of the committee will plan to meet with the Selectboard at a meeting in May to provide an update and discuss the operations of the committee going forward.

Bristol CORE Farmers Market Grant and Fundriaser

Bristol CORE secured a Better Places grant through Patronicity to support the return of a Farmers Market to Bristol and the return of Pocock Rocks. The grant requires matching funds to be raised through a community-based fundraising campaign. For every dollar raised, the grant will match it times 2. For example, a \$50 donation will yield \$100 additional dollars through the grant. The Farmers Market would run for 19 consecutive Mondays on the Town

Green, with Pocock Rocks being the headline event on Saturday, June 17 on Main Street. The market will host more than 25 bands and musicians from June-October, will be filled with farmers, artists, and food trucks, and will include games and activities for kids and kids-at-heart. The campaign will run through May 24, 11:45am. You can check it out at:

https://www.patronicity.com/project/bristol_farmers_market_music_series#!/

Misc. Updates

- Holley Hall front entry: Materials have been ordered and delivery is expected on Thursday, May 4. They will be stored temporarily under a tarp in the alley way between the gas station and Holley Hall. A security camera will be in place to monitor unauthorized activity.
- Pine Street Water Line Replacement is out to bid. A pre-bid meeting is scheduled for Thursday, May 18, 10:00am at Holley Hall. Bids are due Thursday, June 8, 1:00pm.
- The repair of the Eagle Park universal fishing platform (UFP) is likely to be advertised for bid in May with a due date in June and construction planned between August 1 and October 1, 2023. Final schedule details are in the process of being worked out.

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 April 24

Monday: In the office.
6:00pm – Selectboard.

Tuesday: Working from home.

Wednesday: In the office.
9:00am – “The Foundations of Structural Oppression/Systemic Racism: How Bias Becomes Business”

Thursday: In the office.

Friday: In the office.

Week of May 1

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Agenda Items

- Continued Town officer appointments.
- Selectboard decisions for use of ARPA funds.

- Selectboard decisions for use of Bristol's share of opioid settlement funds.
- Update from ad hoc Tree Committee.
- Continued review and update of the Revolving Loan Fund documents.
- Selection of Basin Street engineering design team.
- Review job description for new Grant Writer position.
- Water and Sewer Department budget public hearings.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Continued consideration of the Public Works facility alternatives.
- Presentation of the FY2021 and FY2022 audit reports by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new village vehicular speed limits.
- Review and approval of final Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator