

**Bristol Town Administrator's Report**  
**May 7, 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](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 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, May 8, 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."

I.1 We received [a banner request](#) late on Friday, May 5 from MAUSD to install a banner across West Street from Memorial weekend to no later than June 24 to recognize Mt. Abe's graduating seniors. Consider adding it to this agenda; otherwise, it would be on the May 22 agenda.

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

**IV. REGUALR BUSINESS.**

Item IV.1 Consider bids and selection of a contractor for the Varney Cemetery tree removal and for Notch Road ditching (tentative). Public Works Foreman Eric Cota has obtained at least two quotes for removing the dead trees at Varney Cemetery on Hardscrabble Road and is in the process of obtaining quotes for ditching and tree removal for the Notch Road ditching project. They are not being publicly disclosed prior to the meeting in case additional information becomes available for consideration.

RECOMMENDATION: Determine if more information is needed. Select contractor(s) for the Varney Cemetery tree removal and, if available, the contractor for the Notch Road project.

Item IV.2. Consider approval of one or more ARPA funding allocation proposals. Online is the ARPA Committee’s [report that was provided to the Selectboard at its meeting in March](#). Many of the recommended actions did not have specific dollar figures associated with them and a task was to solicit or otherwise come up with recommendations for funding allocations. Ian Albinson offered to prepare a palette of recommendations with proposed funding levels to help get things moving.

<b>Bristol's Allocation</b>	<b>2021</b>	<b>2022</b>
Municipal	\$201,105.17	\$201,105.18
County	\$373,131.72	\$373,131.73
<b>Subtotals</b>	<b>\$574,236.89</b>	<b>\$574,236.91</b>
<b>TOTAL</b>	<b>\$1,148,473.80</b>	

Also online a [draft resolution](#), based on a model provided by VLCT, to document the Selectboard’s decisions for use of the ARPA funds. This is likely to be the first of other agenda items to make such decisions.

RECOMMENDATION: Determine if additional information is needed. Make preliminary allocations. The Selectboard can choose to approach this incrementally, or postpone final decisions until a full slate of proposals is available for use of the entire amount of ARPA funding.

Item IV.3. Review and potential approval of the Grant Writer and Administrator position job description. [Online is a very draft job description](#) for a new Grant Writer and

Administrator position. Creation of such a position was discussed before COVID-19 and ARPA funding came along and has been amplified since then. Currently, department heads, staff, volunteers, and others prepare grant applications and administer the related projects with support through the Treasurer's office. It is believed a dedicated grant writer would help free up department heads and others from that process, increase the Town's capacity to secure more grants to support priority initiatives, and ultimately pay for itself.

I have done a fair amount of research on this. There are no models or example job descriptions I could find, so this draft is largely based on our direct experience with grant writing and administration. Grant-writing and administration are acquired skills. I We may find there is a limited or empty pool of available candidates.

Grant opportunities are unpredictable and cycles ebb and flow. Some grant applications, however masterfully-crafted, might not get funded depending on the competition and funds available at any given time. Would there be enough activity to warrant a new full-time staff person? What would the person do during lulls? A new staff person will need to be set up with office space, equipment, and supplies. This is currently envisioned within the Treasurer's Office where Anthony, and Jen Myers before him, shared space with then-Assistant Treasurer Peter Ryan. We may want to consider having this position also be designated as an Assistant Treasurer.

As an alternative to the investment in a dedicated staff person, there are a number of community development consultants who offer grant-writing and administration services, but typically at a hefty price per hour and limited scopes of work. For example, a community development consultant could be tasked with being responsible for managing improvements to the core area septic system (overseeing pre-treatment options, securing funding, financial projections, etc.).

Another option is to rebrand this position as a Director of Community Development (salaried) or a [Community Development Specialist](#) (hourly?). This approach would broaden its scope to more than grant writing and administration into project management and away from departmental support. Community Development Specialists typically focus on housing, economic development, and community engagement initiatives with a focus on securing funding for implementation.

RECOMMENDATION: Discussion. Consider adjustments to the draft job description. Rename it as Community Development Specialist? Determine whether to proceed with advertising.

Item IV.4. Consider approval of a proposed amendment to the Bristol Police Station rental agreement at BristolWorks! and extension to 2026. [Online is a proposed amendment](#) to the current Police Station lease of the 2,250 square foot space at

BristolWorks. It basically extends the [current ten-year lease agreement](#) by an additional three years and establishes a current baseline for the rental amount. That baseline is consistent with what was agreed from [last year's annual adjustment](#).

RECOMMENDATION: Determine if any other information is needed. Approval.

Item IV.5. Discuss potential tax sale of 547 Rockydale Road property, formerly owned by Rollie Benedict, deceased. The property at 547 Rockydale Road has been vacant since the passing of its owner, Rollie Benedict, in 2017 at age 102 and is [several years behind in payment of property taxes](#). His wife and children are also deceased as are most of his siblings. Sharon has been sleuthing to identify and locate any other survivors who would either assume responsibility for the property or consent to [its tax sale](#). The Delinquent Tax Collector has [statutory authority](#) to put the property up for tax sale. It is a lengthy process and heirs would have one year from the date of the sale to redeem the property, if in fact there are any bidders to purchase it. A successful bidder would be responsible for payment of the taxes owed as well as costs associated with the tax sale process (legal fees, advertising, etc.). There is also the risk that there are no bidders and it becomes property of the Town.

The bus parked on the property also belonged to Mr. Benedict. Until May 18, 2023, after which additional penalties will be assessed, \$9,667.03 is owed to the Town.

RECOMMENDATION: Discussion. Consider alternatives, next steps, and determine if more information is needed.

Item IV.6. Consider grant application authorization request to apply for a \$4,000 capacity grant through the Municipal Energy Resilience Program. Speaking of grant writers, this item is seeking [authorization to apply for a grant](#) of up to \$4,000 to hire one to develop a grant application for up to \$500,000 to implement one or more energy efficiency measures through the [Municipal Energy Resilience Program](#). There is no specific deadline and no match is required. One or more projects are likely to be identified through free Level 2 Energy Assessments of Bristol's municipal buildings to be arranged with the assistance of the [Addison County Regional Planning Commission](#).

RECOMMENDATION: Approval.

Item IV.7. Review and approval of the April 10 and April 24, 2023 meeting minutes. The [April 10 minutes](#) are posted for review. The April 24 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 IV.8. Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant](#) is online. The current value is \$58,537.74.

## **V. OTHER BUSINESS.**

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

- [E-mail Sheriff Elmore Upper Notch illegal dumping 2023-05-05.pdf.](#)
- [Bristol-Water-Quality-Report-2022.pdf.](#)
- [ACRPC Newsletter May 2023.pdf.](#)

### **Professional Development Trainings for Town Employees, Officials, Volunteers**

This week will be the last 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 this last session:

#### **>> 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.

The 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.

### **Congratulations Anthony and Martha Delmonaco!**

Congratulations are in order for Anthony and Martha Delmonaco and the birth of their son Luca! He was born May 1 at the UVM Medical Center. It has been an arduous journey for all of them that is not over yet. Mother and son are reportedly doing OK, though still at UVM Med, with Luca in the NICU, as he came into the world a bit sooner than preferred. Meanwhile, Anthony has been working remotely from the hospital when possible. We send our sincere wishes for speedy recoveries and that they will soon be together as they begin their new journeys.

### **New Assistant Clerk / Assistant Treasurer**

It occurred with little fanfare (correct that: no fanfare) last month when Kris Perlee began his additional duties as Bristol's new Assistant Clerk and Assistant Treasurer. I don't know if congratulations are due to him or to us—perhaps both. It is a big deal for us because he steps

in during this critical time with Anthony otherwise occupied and Peter Ryan off enjoying real retirement. Having served as Zoning Administrator part-time for the past five-plus years, he knows his way around the Town Office, its operations, land records, budget process, and more. Because he will continue with zoning administration, including his part-time zoning gig in Monkton, all agreed to check in after three months to see how things are going.

### **Peter Ryan Retirement Gala**

After more years of service than anyone can remember or keep track of, Peter Ryan officially retired earlier this year. He held many roles in Bristol municipal government, including Village Trustee, Justice of the Peace, Assistant Treasurer, volunteer Firefighter, long-time member of the Revolving Loan Fund Committee, and more. His humor, talents, stories, and occasional curse words are missed around the Town Office. But we will be able to catch up with him this coming Thursday, May 11, at the American Legion Hall, 4:30pm to 7:00pm.

### **Misc. Updates**

- The Bristol CORE Farmers Market and Pocock Rocks fundraiser ends May 24 at 11:45am. Supporters can contribute can check it out at:  
[https://www.patronicity.com/project/bristol\\_farmers\\_market\\_music\\_series#!/](https://www.patronicity.com/project/bristol_farmers_market_music_series#!/)

### **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](mailto: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 May 8**

Monday: In the office.  
7:00pm – Selectboard.

Tuesday: 12:00 pm – presenter on ACEDC seminar panel in Middlebury: “Working Around the Match and Through the Grant Process.”

Wednesday: In the office.  
9:00am and 6:00pm – “What do we do with bias? How to lead with equity.”

Thursday: In the office.  
4:30pm – Peter Ryan’s retirement gala at the American Legion Hall.

Friday: Out of the office; working from home part of the day.

### **Week of May 15**

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.  
7:00pm – ACWSMD Board meeting.

Friday: In the office.

### **Upcoming Meetings**

- [Selectboard](#): Mon., May 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., May 11, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., May 16, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., May 17, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., May 18, 9:00am, via Zoom.
- [Selectboard](#): Mon., May 22, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Weds., May 24, 3:00pm, special capital projects meeting. Meet at Town Garage.
- [Planning Commission](#): Tues., June 6, 7:00pm, at Holley Hall and via Zoom.

### **Upcoming Agenda Items**

- Water and sewer operating and capital budget preliminary discussions. Preparation for June 12 annual water and sewer public hearing.
- Review of proposed budget and next steps for the Bristol West Water Line Replacement Design project.
- Continued 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.
- Quarterly budget review.
- Selection of Basin Street engineering design team.
- Water and Sewer Department budget public hearings.
- Compensation adjustments.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Annual NEPBA Police Union contract review.
- 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