

Bristol Town Administrator's Report
December 22, 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

Tuesday, December 26, 2023 Meeting Agenda and Materials

I. Call to Order: 6:00 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. REGULAR BUSINESS.

Item III.1 Consider quote and authorization to proceed from NEMRC to assist the Treasurer's office with backlogged reconciliations and FY2023 anomalies. Following up on the budget discussion from the previous meeting, [online is a cost proposal](#) from the New England Municipal Resource Center (NEMRC) for assistance breaking through the

backlog of reconciliations and other anomalies we are finding in the FY2023 budget reports.

The minimum of 96 hours at \$110/hour amounts to \$10,560. We probably will have that covered in what has not been paid out in Treasurer salary this year in light of Anthony's family leave and subsequent resignation. Ninety-six hours also amounts to 2.4 full weeks.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item III.2 Deliberation on proposed Unified Development Regulations amendments and potential adjustments that may warrant an additional public hearing. The Selectboard closed their public hearing on Monday, December 18. This agenda item is to allow the Selectboard to begin to deliberate on the information received from the Planning Commission and the public regarding proposed amendments to Bristol's Unified Development Regulations. We do not know much time the Selectboard may need or whether their deliberations will continue to one or more additional meetings.

Online are the following documents:

- [Bristol Selectboard Public Hearing UDR Update 2023-11-23.pdf](#)
- [Memo Bristol bylaw amendments to SB 2023-11-24.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 markup.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 with updated maps.pdf](#)

Following the December 11, 2023 hearing, written comments were provided by [Thomas Fox](#), [Porter Knight](#), and [John Moyers](#).

The deadline for the Selectboard to "adopt" the proposed regulations under the Bylaw Modernization grant program is January 31, 2024. With or without the grant, this step would be needed in order to bring the final proposal to voters for approval. An additional Selectboard hearing would need to be held if the Selectboard chooses to make any substantive changes to the proposed amendments. If there are substantive changes, the Planning Commission would need to be provided with an opportunity to comment on them. The soonest a hearing could be held, if necessary, would be January 22, 2024, with a Friday, Dec. 29 deadline to get the hearing notice to the *Addison Independent*. That would give the Planning Commission an opportunity to provide comments at their January 16, 2024 meeting.

Voting on the proposed UDR amendments at the March 2024 or subsequent special Town Meeting would be by Australian ballot. Town Meeting Australian ballot voting

will be on Tuesday, March 5, 2024. According to [VLCT's online calendar](#), Sunday, February 4, 2024 is the last day to post the Town Meeting warning.

RECOMMENDATION: Discussion. Determine next steps.

Item III.3 Review and approval of the December 4, December 11, and December 18, 2023 meeting minutes. The [December 4, 2023](#) minutes are posted online. Review of the draft December 11, 2023 minutes is in progress. Meanwhile, the original draft is posted online. The December 18, 2023 minutes might not be available prior to Tuesday's meeting.

RECOMMENDATION: Adjustments as needed. Approval.

Item III.4 Authorize accounts payable warrant and any liquor or tobacco licenses. The warrant will be available and posted online prior to Tuesday's meeting.

IV. OTHER BUSINESS.

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

None yet.

TA Schedule

I generally plan to get in the office around 9:00am most days. I plan to still work remotely one day a week, most often on Tuesdays. On the remote days I can be reached by phone and by email at townadmin@bristolvt.org. Messages left to (802) 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail.

Week of December 25

Monday: Holiday. Town Office Closed.
Tuesday: In the office.
6:00pm – Selectboard meeting.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of January 1

Monday: Holiday. Town Office Closed.
Tuesday: In the office.
Wednesday: In the office.
Thursday: In the office.
9:00am – Bristol CORE
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Tues. Dec. 26, 6:00pm, Holley Hall and via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Dec. 28, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Jan. 4, 9:00am, via Zoom.
- [Selectboard](#): Mon., Jan. 8, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Jan. 9, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Jan. 11, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 15, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Jan. 16, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Continued review and update of the Revolving Loan Fund documents.
- Review of updated sidewalk replacement plan.
- Budget, budget, budget.
- Basin Street improvement project updates.
- Consider Town Treasurer candidate.
- Consider Zoning Administrator candidate.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Continued Selectboard decisions for use of ARPA funds.
- Web site improvement options.
- 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 FY2022 audit report by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new village vehicular speed limits.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Happy New Year!

Valerie Capels, Town Administrator

