

Bristol Town Administrator's Report
March 9, 2024

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 11, 2024 Meeting Agenda and Materials

I. Call to Order: 6:30 P.M.

Item III.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. Swear In New and/or Reappointed Selectboard Members. Town Clerk Sharon Lucia expects to be present to deliver the oath for swearing in new elected officers.

Item II.2. 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: it would have been Darla Senecal had she been re-elected. Previous Chairpersons: Ian Albinson (2022-2023), 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.3. Elect a Vice-Chair. The position of a Vice-Chair was established five years ago and Joel Bouvier was elected to it last year.

Item II.4. 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.5. Designate *The Addison Independent* as the Newspaper of Record. *The Addison independent* has been Bristol's official newspaper of record for many years. It is published once weekly on Thursdays.

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

Item II.6. 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, and the foyer entrance to Bristol Beverage. Shaw's used to be a standard location, but they removed their bulletin board with no 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.7. 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. Authorization for the Treasurer to issue weekly payroll is typically a standing authorization until changed or revoked.

Item II.8. 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.9. 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.10. Designate Selectboard liaisons to Town departments. The purpose of the

Selectboard's liaison initiative is for members to 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	
Revolving Loan Fund	Michelle Perlee
Town Office	
Water and Sewer	Joel Bouvier

RECOMMENDATION: Affirm or adjust allocations.

Just prior to the COVID-19 pandemic shut-down, I had begun to develop a physical Bristol Selectboard Handbook. The green binders are still stacked in my office. However, with everything moving online and other factors, it remains to be completed. One of the items intended to be in it is this document produced by the Vermont League of Cities and Towns back in 2007 that I think is still relevant today: [Ten Habits of Highly Effective Selectboards](#).

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. REGULAR BUSINESS.

Item V.1 [Dog Ordinance](#) Violation Public Hearing: Michael Mulligan, Lower Notch Road. A public hearing was scheduled and convened on February 12 to address this matter, but none of the parties were able to participate. This is a continuation of that hearing. This comes almost exactly one year after a previous hearing on this matter.

Documents:

- [Letter Mulligan re dog nuisance complaint and copy 2024-03-06.pdf](#)
- [E-mails Bryan Re Mulligan dog barking complaints 2024-02-02.pdf](#)

RECOMMENDATION: Determine if additional information is needed. Assess alternatives for controlling the dog's barking. Consider requiring some form of bark collars or other mechanical or technological devices to inhibit the dogs' barking. Set a deadline for compliance.

Item V.2. [Appointment and/or reappointment of Town officers or representatives.](#) [Online is a table listing Town officer positions](#) whose terms are up this year. I only recently reached out to appointees whose terms are up to ask if they are interested in being reappointed. The table reflects responses received so far. Hopefully we will receive more responses by Monday's meeting.

I found some anomalies in the Revolving Loan Fund Committee appointment information, which seems to have lost some of its term staggering. I am in the process of consulting the previous Town Reports to connect the dots and will hopefully be able to update this for Monday's meeting.

Was a [Lister elected to a 3-year term](#)? If not the Selectboard would need to appoint someone until the next election.

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

Item V.3. [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 922 voters cast ballots—or 28.2% of Bristol's 3,265 registered voters. This is an improvement over last year, when only 467 voters (estimated less than 15%) cast ballots at Town Meeting.

- [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.4. Selectboard calendar and goals for the coming year. [Online is a draft Selectboard calendar and goals](#) for 2024-2025. 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.5. Consider request from the Bristol Fire Department to use Technology Reserve Funds to purchase four tablets for total of \$2,035.96. [Online is a request](#) from the Fire Department to purchase four tablets with funds from the Technology Reserve Fund totaling \$2,035.96.

RECOMMENDATION: Approval. For the sake of round numbers, consider authorizing up to \$2,100 in case there are shipping or other charges.

Item V.6. Consider invitation for Selectboard members to participate in the MAUSD 03/26/2024 School Board meeting to participate in interviewing interested candidates to fill two vacancies on the School Board until the next election. Jennifer Bauer, Mount Abraham Union School District (MAUSD) Executive Administrative Assistant, contacted me to invite, on behalf of the MAUSD School Board, members of the Selectboard to attend the 03/26/2024 School Board meeting to collaboratively interview interested candidates for the School Board vacancies (one 3 year seat and one 1 year seat). She noted that it is then the responsibility of the MAUSD School Board to appoint a qualified person to fill the vacancies until an election is held.

RECOMMENDATION: Consider who would be interested and available to participate. If three or more Selectboard members attend, it will need to be noticed as a special Selectboard meeting.

Item V.7 Review and approval of the January 29, February 1, February 12, February 26, and March 4, 2024 meeting minutes. Review of the draft January 29, February 1, February 12, February 26, and March 4, 2024 is in progress. They will be posted to the Web site and e-mailed when completed. Meanwhile, the original drafts are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item V.8. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The amount is currently \$65,837.55, which could change by Monday's meeting.

VI. OTHER BUSINESS.

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

- [Bristol Eagle Park UFP construction report SLR 2024-03-06.pdf](#).
- [E-mails RE Town of Bristol Purchase of 4.7 Ac. Parcel from Lathrop 2024-03-07.pdf](#).
- [VTrans letter to towns Class1 and Class2 pavement marking schedule 2024-03-06.pdf](#).

New Deputy Zoning Administrator Resigned

Well, that was short-lived. We received a note from Tim Loucks this week that he found another position closer to home and declined the position. The recruitment continues.

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 March 11

Monday: In the office – weather-dependending.
10:00am – FEMA check-in
7:00pm – Selectboard meeting (probably Zooming in).

Tuesday: **Working from home.**

Wednesday: 8:00am – personal appointment (out of the office).
12:00pm – Addison County EMDs: eclipse planning preps at ACRPC in Middlebury.
TBD -- Eclipse event preps: Bristol emergency responders.

Thursday: In the office.
11:00am – Steve & Jill: water line projects check-in

Friday: In the office.

Week of March 18

Monday: In the office.
Tuesday: [Working from home.](#)
Wednesday: In the office.
Thursday: 7:30am – ACEDC Board meeting.
9:00am – Bristol CORE
10:00am – Eclipse Planning Check-in
In the office around noon.
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Mar. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Mar. 12, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Mar. 14, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Mar. 19, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Mar. 20, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Mar. 21, 9:00am, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Mar. 28, 7:00pm, via Zoom.

Upcoming Agenda Items

- Consider Zoning Administrator candidate.
- Basin Street improvement project updates.
- Continued Selectboard decisions for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Consider the creation of a Bristol Equity Committee.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Web site improvement options.
- Continued consideration of Police District expansion.
- Continued consideration of Police Station alternatives.
- 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.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator