

Bristol Town Administrator's Report

January 3, 2020

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 enclosures relate to printed or electronic documents provided in advance of or at the meeting and may be found online at bristolvt.org/meeting-minutes. This report is also intended to provide information to Town officials and the public about Selectboard activities and other Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

Monday, January 6, 2020 Meeting Agenda and Materials

I. CALL TO ORDER

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."

RECOMMENDATION: Review and consider adjustments to the 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. REGULAR BUSINESS

Item III.1. General fund and capital budget workshop: Fire Department. Enclosed is the most current version of the proposed FY2021 Fire Department budget. As currently proposed, the budget would result in a 4.2% increase. Most of that is in labor, radios and pagers, and vehicle maintenance. A new accident and disability insurance benefit is proposed, resulting in a 60% increase in that line. The budget also includes decreases in training expenses, hose service and replacement, and uniforms. The Fire Department's budget status through 12/31/2019 beginning on page 5 differs a bit from that shown in the proposed budget column AF.

Also enclosed are the Fire Department's capital equipment and apparatus (vehicle) replacement plans and the overall budget status report through 12/31/2019. Fire Chief Brett LaRose will be present to walk us through them.

RECOMMENDATION: Discussion; adjustments if necessary. Determine if additional information is necessary.

Item III.2. Review of preliminary Town Meeting warning. Enclosed is a preliminary copy of the warning for the 2020 Town Meeting. Two new articles are included:

Article 5 asks whether voters will approve changing the Town Clerk position from elected to appointed per 17 V.S.A 2651e (enclosed). State statutes were amended a few years ago to authorize voters to make this change without requiring approval from the state legislature because more and more municipalities were and are going in this direction.

As described in the enclosed e-mail thread between Jen Myers and VLCT, **Article 6** addresses a matter that occurred a couple years ago at Town Meeting when voters approved reducing the delinquent tax penalty from 8% to 4%. Because the Delinquent Tax Collector is compensated by an annual stipend rather than proceeds from the penalty, the penalty automatically reverts back to the statutory 8%--unless approved otherwise annually by voters.

The deadline for petitions for articles to be included on the warning is January 16. The petition for **Article 13** has been received; no others have come in yet. Petitions will need to be submitted for Articles 13-16 again for 2021, after which, if approved, those appropriations will automatically be included in the annual budget.

RECOMMENDATION: Review for corrections, additions, deletions. Determine if additional information is necessary.

Item III.3. Grant authorization request: Vermont Outdoor Recreation Economic Consortium.
Enclosed is a grant authorization request to apply to VOREC for an ambitious project to promote Bristol's recreational assets and improve the economy.

The proposal is to:

1. Finish mapping community recreational assets (parks, trails, waterways)
2. Design and purchase comprehensive wayfaring signage including markers for
 - a. Three key entrances to towns
 - b. Trails
 - c. Outdoor recreation sites and facilities
 - d. Key community buildings and recreational spaces (library, town offices, schools)
3. Promote Bristol recreational opportunities via creation of an overarching marketing plan encompassing
 - a. Branding of community as recreational destination
 - b. Improved internet presence and enhanced connectivity of related websites (Rec Club, Rec Department, Town, Schools)
 - c. Updated wayfaring signage (above)
 - d. Physical media
 - e. Events & event promotion

According to the application package, "[T]he Vermont legislature established the Vermont Outdoor Recreation Communities pilot grant program in 2018 with the

passage of Act 194. The program's purpose is to make grants from \$10,000 up to \$100,000 available to help Vermont communities fully leverage their local outdoor recreation assets to achieve a status of being an "outdoor recreation-friendly community" as envisioned by the Vermont Outdoor Recreation Economic Collaborative (VOREC) steering committee. VOREC's goals are to:

- Grow the outdoor recreation related business opportunities
- Increase participation in outdoor recreation activities
- Strengthen the quality and extent of outdoor recreation resources
- Increase stewardship of outdoor recreation resources
- Promote public health and wellness through outdoor recreation

Grant funding can be used for a variety of purposes with the result being a community(ies) that can show measurable success supporting and growing their local economies through leveraging outdoor recreation. The successful community(ies) will be showcased as prototypes (aka "Pilots") for a longer-term community designation program with the goal of raising the economic tide for all recreation-oriented communities."

Porter Knight spearheaded this effort last year by bringing together a variety of stakeholders at an evening meeting at the Fire Station to brainstorm potential activities to apply for. A very long list was generated, but there was not time to pull an application together. The proposal above was developed from that list.

Consortium partners currently include the Bristol Recreation Club, Bristol CORE, the Recreation Department and Teen Center, the Conservation Commission, and me. I agreed to be the administrative point person.

The application deadline is January 20. The grant amount to be requested has not yet been nailed down. It will come into sharper focus as the proposed budget comes together. No match is required, but leveraged resources would make for a more competitive application. In-kind resources will be maximized.

RECOMMENDATION: Approval, with fingers crossed.

Item III.4. Approval of the December 16, 2019 and March 5, 2018 (backlog) meeting minutes; correction to the April 29, 2019 meeting minutes. As the year drew to a close, a fair amount of time was spent updating the Web site with all the approved Selectboard minutes and sorting through which ones still require final approval. A spreadsheet is available upon request that lists all the meetings and when the draft minutes were approved beginning in late 2017.

There is still a small backlog of minutes that have not yet been approved from Jan. 15, 2018 through Feb. 12, 2018, March 5, 2018, and March 27, 2018 (7 meetings). It is easy to see that it was a pretty busy time, which contributed to falling behind in

reviewing the draft minutes. It didn't help that I was less than six months in the job as Town Administrator.

The March 5, 2018 draft minutes from the backlog are enclosed. Also enclosed are minutes for the quick Oct. 30, 2018 meeting for purpose of signing a warrant. Other draft minutes are in various stages of review. Unless there's a way to get them all done in a batch (not likely), perhaps one way to approach wrapping these up is to plan to have one included with each upcoming corresponding meeting. For example, the Jan. 15, 2018 minutes on the Jan. 13, 2020 agenda, the Jan. 20, 2018 minutes on the Jan. 20, 2020 agenda, and so on. Going forward, I will be removing the *Subject to review and approval* statement in the header of the approved minutes.

In the course of reviewing minutes from last year to determine the appointments and reappointments of various Town officers, we found that some minutes should be updated to include the specific appointments. The worksheets we were working from at those meetings with vacant positions and names will either need to be appended to the minutes or the actual appointments otherwise incorporated into the body of the minutes to record the final actions. We also found that the April 29, 2019 minutes overlooked including the post-executive session appointment J. Tyler Masters and Tom Wallace to the Planning Commission. The updated minutes are enclosed.

RECOMMENDATION: Review, adjustments if needed, and approval of the minutes.

V. OTHER BUSINESS.

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

- E-mails regarding Best Night use of the Town Green.
- Bristol Conservation Commission draft 12/12/2019 minutes
- VLCT training notices
- Municipal Incident Action Planning training notice

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding personnel matters per 1 V.S.A. §313(a)(3) and pending litigation per 1 VSA 313(a)(1)(E).

General Updates

- Good news: Required testing found that the Town of Bristol water has no detectable PFAS. Based on the current proposed regulations, the system will only need to be re-tested every three years and no new treatments are necessary.
- The traffic sensor and pedestrian cross walk timer were adjusted on Monday of this week.

Next Meetings

The next Selectboard meeting agendas can be expected to be hefty. The Police Dept. budget will be on, as well as review of the overall general fund budget to date. We will also be reviewing

the overall capital budget, insurances, employee compensation and benefits, finalizing the warning, and Town Report preparations.

Schedule

Unless otherwise noted, I expect to be in the office from 8:00am to 4:30pm, though anything can change from day to day and often does ...

Week of January 6

Monday: 6:00pm – Selectboard.
Tuesday: In by 11:00am.
11:00am – Bristol CORE
Thursday: 6:00pm – Equipment Committee

Week of January 13

Monday: 6:00pm – Selectboard.
Tuesday: In by 12:00noon
Wednesday: 1:00pm – Cat. 4 statewide exercise After Action meeting w/ Max Kennedy.
Thursday: 7:30am – ACEDC Board meeting, Middlebury
5:30pm – Chamber mixer at Hillside Precision in Bristol.
Friday: 2:00pm – Networking meeting, Middlebury.

Upcoming Meetings

Below are meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line links for more information about the organization.

- [Selectboard](#): Mon., Jan. 6, 6:00pm at Holley Hall.
- [Bristol CORE](#): Tues., Jan 7, 11:00am, at Holley Hall.
- [Conservation Commission](#): Thurs., Jan. 9, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan. 21, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 13, 6:00pm at Holley Hall.

Upcoming Agenda Items

- Continued budget and capital improvement plan review: Police, general fund, insurance and benefits, etc.
- Town Meeting, Town Report, and warning preparations.
- Police Union contract review.
- Selectboard Rules of Procedure and handbook.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator