

## **Bristol Town Administrator's Report**

**July 9, 2022**

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 Selectboard activities and other 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, July 11, 2022 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."

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

#### **IV. REGULAR BUSINESS.**

Item IV.1 Dog Nuisance Public Hearing: Greg and Vicki West. This [hearing](#) is being called to address on-going issues with the [West's dogs running at large, exhibiting aggression](#), and continuing to not be registered with the Town per state statute and [Bristol's Dog Ordinance](#). This is not the first time the Wests have been before the Selectboard for the very same issues, but in a [different location](#). Chief Nason has [communicated these concerns to the Wests since March 2022](#), apparently without avail.

RECOMMENDATION: Require the Wests to construct\* or install an appropriate detention device within one week of this hearing to ensure none of the dogs are able to run at large. In the event one or more of the dogs are found at-large one week and beyond after this hearing, authorize the Police Dept. to seize the dog(s) and transport it(them) to the Humane Society in Middlebury. Demand the dogs be registered immediately. Each day each dog is not registered three days after the date of this hearing will constitute a separate violation subject to citation.

\* Consult with Zoning Administrator Kris Perlee regarding current requirements for construction of a fence in that area.

Item IV.2. Consider request from the Police Department for authorization to purchase a new 2022 Dodge Charger and trade in the 2014 Ford Explorer. Online are the [details of a new 2022 Dodge Charger](#) the Police Department has identified to purchase as part of the [Police Cruiser Replacement Plan](#). The hybrid was not considered at this time because the Police Department facility does not have an EV charger and there is not one nearby.

RECOMMENDATION: Vote to authorize the purchase the proposed vehicle and to trade in the 2014 Explorer.

Item IV.3. Consider approval of contract for engineering services for the Lincoln Road riverbank stabilization project. At a previous Selectboard meeting, the Selectboard authorized me to solicit a quote from SLR Engineering for the Lincoln Road riverbank restoration project. [Online is their not-to-exceed quote](#). The total project is estimated to cost \$300,000 with at least \$175,000 coming from a [VTrans grant](#). The \$125,000 balance was proposed to come from the Capital Roads Fund or other grant sources. I am in the process of exploring whether ARPA funds can be used toward the match, if the Selectboard chose to do so whole or in part. The project must be completed by December 2023.

RECOMMENDATION: Approval as proposed.

Item IV.4. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Updates, if any, will be provided at the meeting.

RECOMMENDATION: Discussion. No action is necessary.

Item IV.5. Appointment or reappointment of Town officers. [Doug Corkins has expressed interest](#) in filling the vacant Lister seat. The term would run to March 2024. He plans to attend in person.

RECOMMENDATION: Appointment.

Item IV.6. Review and approval of the September 13, 2021 meeting minutes. This item is still in progress. I expect to have the final draft sent and posted well in time for Monday's meeting.

Item IV.7. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#) will be posted.

## V. OTHER BUSINESS.

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

- [2022 Annual Core Septic System Inspection Report VTM 2022-06-29.pdf](#).
- [Bristol Allocation Letter Walker for Zubow 34 Garfield St 2022-06-30rev.pdf](#).
- [E-mail VTrans LOI received sit back and wait 2022-06-30.pdf](#).
- [FY2023 Education Tax Rates-Bristol.pdf](#).

## VI. EXECUTIVE SESSION.

The Selectboard may deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3) and possibly contract negotiations per 1 V.S.A. §313(a)(1)(A).

### **VT Municipal Grants-In-Aid Grant**

At the June 13 meeting, the Selectboard authorized submitting the letter of intent to apply for the annual allocation of up to \$15,000 to assist municipalities in implementing best management practices on hydrologically connected road segments to bring them in compliance with the VT DEC Municipal Roads General Permit. Well, it turns out [Bristol was allocated \\$16,500!](#) We need to wait until a grant agreement has been received before any work can begin. The Public Works Department plans to use it to ditch and stone line the ditch on the north side of the Notch Road hill.

### **West Street Slope Repair Project Update**

The West Street slope has undergone quite a transformation in recent weeks. All of the debris has been removed, the trail has been graded into the slope, and seed and erosion control matting has been installed on the slope.

Down at the river, the river has been diverted away from the anticipated toe wall and a 50-ton temporary bridge is being used to cross the diverted water. As of this past Wednesday, Kings Trucking started to haul in stone and were aiming to start the toe wall on Friday. Equipment repairs have hindered some progress. The construction team has begun to meet every two weeks or as needed, with the next meeting Monday, July 11, 10:00am at Holley Hall.

### **RCAP Solutions – Septic System**

Jill Marsano and I met with John Kiernan of [RCAP Solutions](#) (Rural Community Assistance Partnership) last week at the septic field off of Basin Street. [John Kiernan reached out to me in April to see if there was anything RCAP Solutions could do for Bristol](#). I immediately thought of the core septic system and the need for a capital plan and possibly a rate structure review. This coincidentally follows upon the issuance of Steve Palmer's [annual inspection report](#) of the septic system, which identifies a number of elements that warrant attention.

### **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 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 July 11**

Monday: In the office.  
10:00am – West Street slope repair construction meeting.  
1:00pm – FY2021 Audit team review.  
7:00pm – Selectboard (via Zoom).

Tuesday: Working from home, though that could change if a West Street-related meeting is called.  
10:00am – NEPBA Union meeting.

Wednesday: In the office.  
10:30am – Medical Zoom appointment.

Thursday: In the office.  
6:00pm – Public Works Dept. road trip.

Friday: In the office.

#### **Week of July 18**

Monday: **Working from home.**  
11:30am – Medical appointment in Berlin.  
7:00pm – ARPA Funding Advisory Committee

Tuesday: In the office.  
11:30am – NEPBA Union meeting.

Wednesday: In the office.  
10:00am – Addison County Community Partners meeting (Zoom)

Thursday: 7:30am- ACEDC Board meeting  
In the office around 10:30am.

Friday: In the office.

### **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., July 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., July 12, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., July 14, 6:00pm, Holley Hall and via Zoom.

- [ARPA Funding Advisory Committee](#): Mon. July 18, 7:00pm, via Zoom (rescheduled).
- [Bristol Energy Committee](#): Weds., July 20, 7:00pm, via Zoom.
- [Selectboard](#): Mon., July 25, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., August 2, 7:00pm, at Howden Hall and via Zoom.

**Upcoming Agenda Items**

- Annual Public Works road trip.
- Review FY2021 audit report.
- Police Union contract negotiation review.
- Selectboard priorities for use of ARPA funds.
- Final review and approval of Memorial Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Prepare for town-wide reappraisal schedule and RFP for professional assistance.
- Continued Personnel Policy review and updates.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator