

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

**July 23, 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 25, 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.**

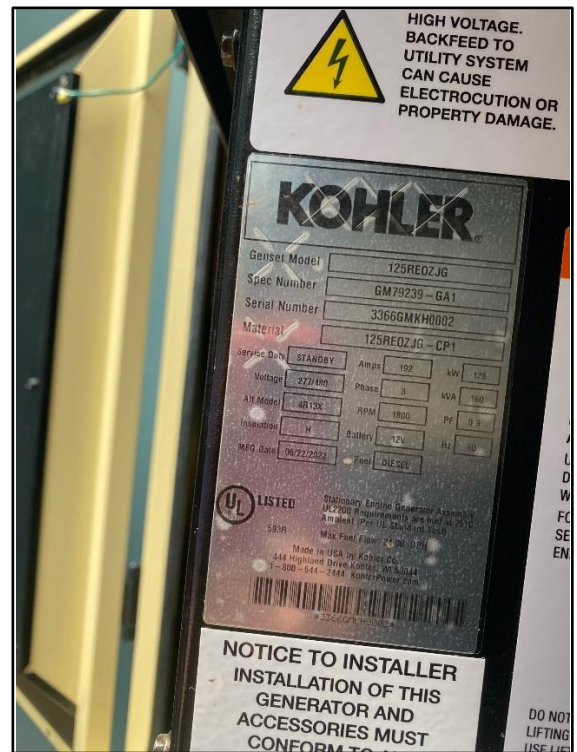
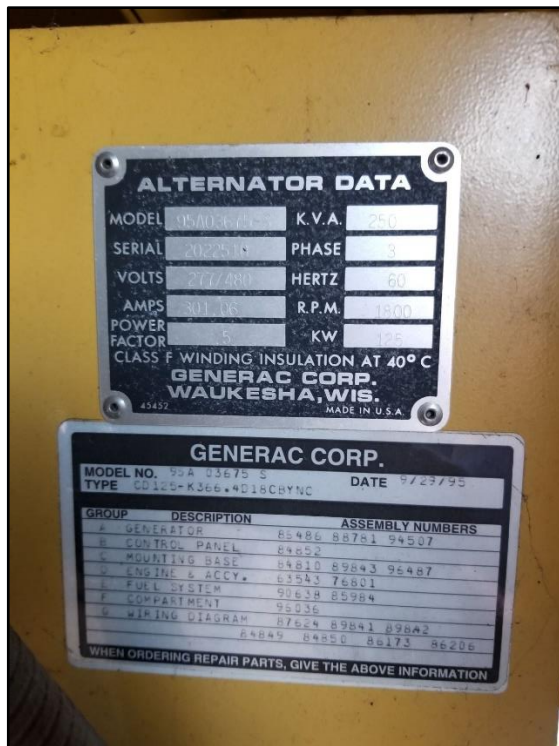
This is an opportunity for department heads to briefly share information that may be of interest to the Selectboard and the public on one or more topics that are not part of the agenda.

#### IV. REGULAR BUSINESS.

Item IV.1 Consider request by Recreation Dept. for installation of a bicycle repair station on Main Street corner. [Online is an e-mail and photos](#) from the Recreation Department proposing to install a bicycle repair station at the corner of Main and North Street.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.2. Consider adding two VFDs to new generator for high lift pumps at Pumphouse. After more than a year of waiting, the new Kohler generator was installed this past week at the Pump House; however, after two days of set up and troubleshooting by Brook Field Service, it has been determined between their technicians and the engineers at Kohler that this 125KW Kohler Generator is not sized large enough to start the pumps. In addition, it will not work with the "wild leg" (Delta Phase) power service at the pump house. This is because the Kohler generator that was installed has a power factor (PF) of 0.8, which is not enough power to start the pumps, when what was needed was one with at PF of 0.5, equal to that of the current, now former Generac generator. A back-up generator has been installed that will run the pumps until a permanent alternative is installed.



Brook Field Service and other bidders responded to the RFP that was based on the "bill of materials" from the original Generac generator calling for a PF of 0.8; however, the actual generator was built to 0.5 PF, as noted on the tag on the generator (above, left). The RFP also called for

Brook Field Service, in coordination with Pioneer Motors, recommend that two variable frequency drives (VFDs) be installed that will provide the slow start up

needed to run the high lift pumps. The cost would be approximately \$6,000 each. Brook Field Service offered to install them at no cost; the Town would need to pay for the VFDs and the programming at approximately \$125 per hour.

More information may be available in time of the Selectboard's meeting. Water Operator Jill Marsano and others will be on hand to discuss the details further.

RECOMMENDATION: Determine if additional information is necessary. Consider deliberation in executive session regarding contract negotiation.

Item IV.3. Consider approval of contract for planning consultation services for the Planning Commission's Bylaw Modernization project. [Online is a proposed contract with the Addison County Regional Planning Commission](#) to work with the Planning Commission on the Bylaw Modernization project for a fee not to exceed \$9,800. This project is being funded in part through a \$9,800 Bylaw Modernization Grant. The \$980 match would come from the Planning & Zoning budget for planning services.

RECOMMENDATION: Approval.

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. Review and approval of the September 13, 2021, January 24, 2022, and July 14, 2022 meeting minutes. Online are the [September 13, 2021](#) and [January 24, 2022](#) meeting minutes. They were continued from previous meetings for review. The July 14, 2022 minutes are in progress.

Item IV.6. Authorize accounts payable warrant and any liquor licenses. Accounts payable warrant will be posted.

## V. OTHER BUSINESS.

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

- [E-mail\\_BFD\\_Notice\\_of\\_Resignation\\_Wendel\\_2022-07-22.pdf](#)
- [Bristol\\_Local\\_Concerns\\_Meeting\\_flyer\\_2022-08-08\\_rev.pdf](#). This is for the Airport Road sidewalk scoping project.
- [ACEDC\\_Summer\\_Newsletter\\_July2022.pdf](#)
- [ACRPC\\_newsletter\\_July\\_2022.pdf](#)
- [VLCT\\_Selectboards\\_training\\_flyer\\_2022-07-28.pdf](#)

## VI. EXECUTIVE SESSION.

The Selectboard may deliberate in executive session regarding potential contract negotiations per 1 V.S.A. §313(a)(1)(A), labor relations agreements per 1 V.S.A. §313(a)(1)(B), and personnel matters per 1 V.S.A. §313(a)(3).

### **Vermont Community Foundation Grant Awarded**

We received notice earlier this month that the \$10,000 Diversity Equity and Inclusion grant has been awarded! The funds have already been received. I met with Porter Knight this week and we came up with an outline of actions. The funds are expected to be used on having professional DEI facilitators lead Town staff and Town officials and volunteers through discussions. More information will be forthcoming. We have until June 30, 2023 to spend the funds.

### **Bristol Grand List Completed**

Bristol Listers completed the Grand List and conducted grievance hearings recently. Below is the net result:

<b>Grand List After Grievances</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>Diff</b>	<b>% Diff</b>
Municipal Listed Values	\$3,427,756.00	\$3,481,978.00	\$54,222.00	1.58%
Homestead Ed. Listed Values	\$2,178,691.00	\$2,186,836.00	\$8,145.00	0.37%
Non-Homestead Listed Values	\$1,227,334.77	\$1,301,521.61	\$74,186.84	6.04%
Total Education Listed Values	\$3,433,625.77	\$3,488,357.61	\$54,731.84	1.59%

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

This project is nearing completion. A substantial completion walk-through is planned for Thursday afternoon, July 28. The trail remains closed to allow materials to settle and vegetation to get established.

### **Bristol's Core Sewer System Indirect Discharge Permit Due for Renewal**

Bristol's Indirect Discharge Permit 9-0208 for the Town of Bristol Core Sewer is due for renewal and must be applied for by September 30, 2022. This must be done every five years and was last renewed in 2017. Otherwise, it would expire on December 31, 2022.

### **Miscellaneous Updates**

- I am working with a Bristol resident who is trying to purchase Kimball Office Supply and am coordinating support through the [Addison County Economic Development Corp.](#) and the [VT Small Business Development Center.](#)
- The trash sorting and disposal at the solar field/landfill has been delayed to this coming week due to a part failure on one of Kingsbury Construction's equipment.
- I approved Town Treasurer Anthony Delmonaco's request to attend the [fall conference of the New England Government Finance Officials Association](#) at the Mount Washington Hotel in NH, Sept. 11 – Sept. 14, 2022.
- I approved a [2<sup>nd</sup> class permit for a public assembly](#) for Recycled Reading's music offering at the corner of Main Street and South Street, Sat., July 23, 10:00am to 5:00pm.
- Harvey Road bridge will be closed Aug. 1 and 2, weather permitting, to redeck and install new runners on the bridge.
- I have been working closely with the Treasurer's office to get all the various loan and grant files in order.

### **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 28

Monday: In the office.  
7:00pm – Selectboard (via Zoom).  
Tuesday: Working from home.  
1:00pm – Medical appt. in Colchester.  
Wednesday: In the office.  
2:00pm – Munsill Ave. Sidewalk Scoping Study Committee.  
Thursday: In the office.  
12:00pm – Zoom meeting.  
Friday: In the office.

#### Week of August 1

Monday: In the office.  
11:30am – NEPBA Union meeting.  
7:00pm – ARPA Funding Advisory Committee  
Tuesday: Working from home.  
Wednesday: In the office.  
Thursday: In the office.  
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 25, 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Aug. 1, 7:00pm, via Zoom .
- [Planning Commission](#): Tues., August 2, 7:00pm, at Howden Hall and via Zoom.
- [Selectboard](#): Mon., Aug. 8, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Aug. 9, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Aug. 11, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Aug. 17, 7:00pm, via Zoom.

#### Upcoming Agenda Items

- Review FY2021 audit report.
- Police Union contract negotiation review.
- Airport Road Sidewalk Scoping Study local concerns public meeting.
- Selectboard priorities for use of ARPA funds.
- Continued Personnel Policy review and updates.
- 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 consideration of the Public Works/Police Department site analysis next steps.
- Process to become a Certified Local Government (CLG).

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- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator