

Bristol Town Administrator's Report

August 4, 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 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=WFdGNUtJYWxleHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

Join meeting by phone: 1 (646) 558-8656

Monday, August 8, 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 one or more topics that are not part of the agenda.

IV. CONSENT AGENDA.

Item IV.1 Approval of request to close Fitch ~~Street~~ Avenue for Soap Box Derby on August 20, 9:00am to 2:00pm: Gregory Grover, Scout Cubmaster Pack 543. [Online is a request from Bristol Scout Clubmaster Greg Grover to close Fitch Avenue on Saturday, August 20, 9:00am to 2:00pm.](#)

From the 2018 Town Administrator's Report: "According to Mr. Grover, this would be the fifth time the Derby was held on Fitch Ave. (One year it was held in the Mt. Abe 3rd parking lot.) There are around 30 attendees, mostly Scouts and their families. The street is usually closed from Mountain Street to North Street only when the Scouts are racing, from about 10:00am to 1:00pm. Local traffic can travel through except those times."

RECOMMENDATION: Approval with the condition that notice be given to Fitch Avenue residents and the public at least one week in advance and that emergency responders (Police, Fire, Bristol Rescue), including Bristol's water operator, be notified at least 48 hours in advance.

Item IV.2. Set the FY2023 tax rate. [Online is Town Treasurer Anthony Delmonaco's calculations of the municipal tax rates:](#)

- General Fund at \$0.2199 reflects a decrease of 3.72%;
- Highway Fund at \$0.2093 reflects an increase of 1.65%;
- Recreation Department \$0.0635 reflects an increase of 7.63%;
- Special Articles at \$0.2206 reflects a decrease of 4.75%;
- Local Agreements at \$0.0040; reflects no change; and the
- Police District at \$0.2953 reflects a decrease of 0.27%.

The overall residential tax rate of \$2.4219 reflects a decrease of 2.86%. The municipal grand list grew by 1.55% and the Police District grand list grew by 0.13%. [Online is the State Education Tax information for FY2023 and source of the grand list information.](#)

RECOMMENDATION: Approval.

Item IV.3. Approval of Jackman's Fuel pre-buy offer of fuel for Town operations for the period September 1, 2022 through April 30, 2023. [Online are the annual pre-buy offers for heating fuel](#) for each of the municipal facilities from Jackman's at a pre-buy rate of \$2.45 per gallon--\$0.25 more than last year. The non-pre-buy rate will be determined at the time the fuel is purchased either without or beyond the pre-buy allocation. The table below is a snapshot of last year's pre-buy, last year's usage, and this year's proposed pre-buy amounts.

	2022-2023 Gallons Pre-Buy	2021-2022 Gallons Pre-Buy	2021-2022 Gallons Pre-Buy Used
Fire Dept	2,700	2,700	2,608
Dog Pound	0	0	0
Garage	2,100	1,900	2,081
Pottery Kiln	250	250	228
Pottery Meter	400	320	377
Pump House	250	300	237
Hub Teen Center	400	325	395
Holley Hall Generator	150	200	118

The proposed total dollar amount is \$15,312.50. Last year the Town paid \$13,629.

RECOMMENDATION: Accept the proposed pre-buy contracts. Authorize Town Clerk and/or the Town Treasurer to sign the contracts.

Item IV.4. Approve and adopt updated Vermont Community Development Program (VCDP) Municipal Codes and Policies, as revised February 2021. Online is the [updated VCDP Municipal Codes and Polices](#), as revised February 2021. Adoption of the policies and codes is a condition of the VCDP grant received for the Firehouse Apartments. The Selectboard adopted [similar codes and policies in 2015](#). Changes from the 2015 codes and policies:

- expanded Equal Opportunity Policy;
- expanded Fair Housing Policy;
- expanded Use of Force Policy;
- expanded Drug Free Workplace Policy;
- expanded Subrecipient Oversight Monitoring Policy;
- Code of Ethics for Administration of VCDP not changed;
- Policy on the Use of VCDP Funds for Federal Lobbying, etc, not changed;
- added Whistleblower Protections section;
- added Texting While Driving section;

RECOMMENDATION: Approval; sign the document.

Item IV.5. Approval of grant application authorization request for up to \$30,000 for the Hub Teen Center to apply to the Vermont Health Dept. to help prevent vaping of nicotine or cannabis by Bristol area youth. Online is a [grant application authorization request](#) from the Hub Teen Center for up to \$30,000 in funds through the [Youth Vaping Prevention and Treatment FY23 Enhancement Funding Program](#) to help prevent the vaping of nicotine and cannabis of youth in the community. Up to \$30,00 is available. No match is required. Proposals must be received by August 19, 2022.

RECOMMENDATION: Approval

V. REGULAR BUSINESS.

Item V.1 Airport Drive Sidewalk Scoping Study Public Concerns Meeting: Jenny Austin, DuBois & King. [Online is the notice for the Public Concerns Meeting.](#) It was published in the AI, posted on FPF, and was intended to be posted to FB and Instagram but I kept encountering technical difficulties. Jenny Austin from DuBois & King will be on hand to present her/their findings, answer questions, and receive any other feedback about the project.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item V.2. Harvest Festival proposal on the Town Green: Recreation Department and Addison County Chamber of Commerce. [Online is a proposal for this year's Harvest Festival](#), proposed for Saturday, September 24, 2022, 10:00am – 4:00pm on the Town Green. This long-time annual event was among the casualties COVID cancellations in 2020 and then restrictions in 2021. Some questions remain about the 2022 proposal, but Recreation Director Meridith McFarland and ACoC Director Phil Summers will be on hand to answer any questions.

RECOMMENDATION: Approval.

Item V.3. Recreation Coordinator appointment: Freddie Cannon. Since Alex Mihavic's departure, the Recreation Department reorganized the position, which the Selectboard approved at their meeting on June 13, 2022. The position was widely advertised and interviews were conducted. Recommended appointee Freddie Cannon will be joining in via Zoom.

RECOMMENDATION: Approval of the appointment.

Item V.4. Memorial Forest Park Final Management Plan: Bristol Conservation Commission. Online is the Conservation Commission's [final version of the Memorial Forest Park Management Plan](#). A draft was previously reviewed in March 2022.

RECOMMENDATION: Determine if any additional information is needed. Vote to approve.

Item V.5. Consider Eagle Park Draft Management Plan: Bristol Conservation Commission. Members of the Conservation Commission have drafted a [management plan for Eagle Park](#) for the Selectboard's review and approval.

RECOMMENDATION: Discussion. Adjustments as necessary. Possible vote to approve the management plan.

Item V.6. Pump house Kohler generator installation update; possible request for additional expenses – tentative. This is on the agenda in case more information comes in time for the Selectboard's meeting. We learned late last week that the two variable frequency drives (VFDs) to provide the slow start up needed to run the high lift

pumps could not be installed and would not be warranted by Pioneer if the electrical system of the plant was delta, (not grounded), which it is, and they could possibly fail. If a "ground fault" occurred, the breakers in the plant would not trip and the VFD's could burn-up. There would also be a risk of electrical shock to the plant technicians. So, we are now waiting for an assessment from a Green Mountain Power engineer of the potential cost, scope, and timing of an upgraded power service to the pump house. It has operated this way for more than twenty-five years.

RECOMMENDATION: Receive any updates. Determine if more information is needed. Possible vote to approve additional expenses.

Item V.7. Consider line striping proposal from L&D Safety Markings for North Street bicycle lanes. [Online is a proposal to stripe North Street for bicycle lanes](#) from Park Place to Pine Street. It is not currently clear if the markings from Park Place to Main Street are included in the quote. Also include are symbols and arrows the Selectboard might not have originally considered. The total package is about within the budget originally contemplated. The striping ends at Pine Street because the road becomes too narrow to accommodate the lanes.

RECOMMENDATION: Determine if more information is needed. Vote or reach a consensus about the details to be included in the striping.

Item V.8. Consider lowering the village area speed limit to 25 miles per hour. This has been discussed at numerous meetings with strong support among citizens and members of the Selectboard. A simple vote of the Selectboard, however, will not be enough to do it. The [speed limit ordinance](#) (1977) would need to be amended and should be a specific agenda item. The [Bristol Ordinance Regulating Local Enforcement of Speed Limits on State Highway \(2014-09-15\)](#) may also warrant amending. While we are at it, are there other sections of the ordinances that need to be updated? Engineering studies have been done in the village that apparently do not support lowering the speed limit. However, it is the strong will of the village residents and Selectboard that the speed limit be lowered to 25 mph. [23 V.S.A. § 1007](#) provides for lowered speed limits without evidence from an engineering study becoming effective five years following the day on which the amended speed limit ordinance took effect. We've been talking about this for about as long.

RECOMMENDATION: Plan to include update of the Bristol Speed Limit Ordinance on the next agenda with proposed amendments.

Item V.9. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting. Efforts are ramping up for collecting survey responses and preparations for the upcoming spaghetti dinner on September 8. Members have also begun honing in on criteria for sorting and perhaps ranking the funding requests and recommendations. Porter Knight is planning to be at the meeting to provide more information. [Aug. 1 meeting notes](#).

RECOMMENDATION: Discussion. No action is necessary.

Item V.10. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#) will be posted.

VI. OTHER BUSINESS.

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

- [E-mails BRD McFarland high praise 2022-07-25.pdf.](#)
- [E-mails Aegis trash cleanup completed 2022-08-02/pdf.](#)
- [E-mail ACEDC Western Cental VT CEDS public review 2022-07-26.pdf.](#)
- [VLCT Town Fair notice 2022.pdf.](#)

VII. 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).

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. 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 August 8

Monday: In the office.
7:00pm – Selectboard (via Zoom).
Tuesday: In the office around 11:00am.
Wednesday: In the office.
12:00pm – REMC meeting.
Thursday: Working from home.
11:30am – NEPBA Union meeting.
2:45pm – med appt. in Montpelier
Friday: Working from home.

Week of August 15

Monday: In the office.
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., 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 – CANCELED.

- [Bristol Energy Committee](#): Weds., Aug. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Aug. 22, 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Sept. 19, 7:00pm, via Zoom .
- [Planning Commission](#): Tues., Sept. 6, 7:00pm, at Howden Hall and via Zoom.

Upcoming Agenda Items

- Review FY2021 audit report.
- Police Union contract negotiation review.
- Selectboard priorities for use of ARPA funds.
- Continued Personnel Policy review and updates.
- Final review and approval of Eagle 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).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator