

Bristol Town Administrator's Report

August 19, 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 22, 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. PUBLIC HEARING: Town of Bristol Vehicular Speed Ordinance.

- Proposal to reduce village street vehicular speed limits to 25 miles per hour (MPH).
- Opportunity to consolidate other Bristol vehicular speed limit ordinances into a single document.

At the previous Selectboard meeting, a motion was made to proceed with the process for lowering the speed limit in the village/Police District to 25 MPH. The current ordinance in place for the village area was **approved in 1957 for 30 MPH**.

Bristol currently has at least four ordinances regulating vehicular speed in town:

- [*Special Regulations as to Speed Limits in the Village of Bristol*](#). Adopted in 1957, this one applies only to what was then the Village of Bristol.
- [*Bristol Town Speed Limits Ordinance*](#). Adopted in 1977, this one applies to all the areas of the town outside what was then the Village.
- [*Ordinance Regulating Local Enforcement of Speed Limit on State Highway*](#). This ordinance was adopted in 2014 as a way to clearly authorized the Bristol Police Department to enforce speed limits on State highways and to enable the Town to keep some or all of the traffic fines issued.
- [*Ordinance Regulating Speed in School Zone Hardscrabble Road*](#). First adopted in 2014, it was amended in 2015 to specify the speed limit was intended to be in effect only when school was in session.

There are also specific ordinances for [regulating parking](#) (2017), [stop and yield intersections](#) (2004), one to [regulate crosswalks](#) (2009), one to regulate the [Mountain Street School Zone one-way street](#) (1999) and a [policy related to abutters and private owners](#) (date?). Did I miss anything?

[Online is a first draft of a proposed vehicular speed limit ordinance](#) that attempts to consolidate the first four of those listed and introduce a 25 MPH speed limit in the village. It is also taking the shape of a traffic ordinance, including elements in addition to speed regulation based largely on the model ordinance in [Setting Speed Limits—A Guide for Vermont Towns](#) (VTrans, 2016). Several Vermont municipalities have adopted some form of this model ordinance.

This is an opportunity to discuss how narrowly or broadly the Selectboard would like the ordinance to be. Include the Stop and Yield sections? Include the parking regulations? One approach is to just make mention of them, such as Section VII. We also need to clarify what streets and roads are intended to remain at 30 MPH, such as North Street. Ordinances might be of little use if people do not know about them.

RECOMMENDATION: Receive public comments. Adjustments. Hold additional public hearings.

V. REGULAR BUSINESS.

Item V.1 Diversity, Equity, and Inclusion training initiative: Porter Knight. [Online is a brief outline](#) of the approach Porter Knight proposing to take to help involve Bristol employees, the Selectboard, and other board, commission, and committee members in discussions about inclusion, diversity, and equity as it relates to our day-to-day operations and decision-making.

[Online is a more recent memo](#) describing Porter's efforts to get quotes and information about availability from area leaders in this type of training as well as expected topics. Porter will be present at the meeting to offer more information.

Coincidentally, this week we received information from the State Office of Racial Equity about an initiative they just launched called [IDEAL, which stands for Inclusion, Diversity, Equity, Action, and Leadership](#). I registered for a one-hour information session on Thursday, 4:30pm – 5:30pm, where the State of Vermont Office of Racial Equity will present general information about the initiative and answer questions from prospective member municipalities. Soon after that event, a second information session will be hosted by the VT Council on Rural Development, featuring the VT League of Cities and Towns, Abundant Sun, and others who have partnered on a slate of equity and inclusion programs for local leaders.

The Selectboard adopted a [Declaration of Inclusion](#) in 2021. This is an opportunity to put that expression into action.

RECOMMENDATION: Discussion. Determine if additional information is needed. Authorize Porter to hire one or more of the trainers she has identified.

Item V.2. Consider Curb cut application 2022-01DA: Thomas Lathrop, Hewitt Road. [Online is a driveway access application](#) for Thomas Lathrop for agricultural access on the south side of Hewitt Road into a field. Public Works Foreman Eric Cota said the sight distance is good and a culvert is not needed as long as the pitch of the drive is away from the road by no more than a 2% grade.

Also [online is the work in the right-of-way permit application](#) that coincides with this application. The work in the right-of-way application does not require Selectboard approval. In this case, it has been approved by the DPW Foreman.

RECOMMENDATION: Approval per the DPW Foreman's recommendation.

Item V.3. Review draft and consider acceptance of a proposed consolidated Curb Cut and Work in Right-of-Way application. [Online is a draft new driveway access permit application](#) combined with the work in the right-of-way application. Since both are needed for a new driveway access, why not combine them? The work in the right-of-way permit was often overlooked in the past. Kris Perlee laid out the initial draft and it reflects a team effort. An effort was made to broaden it to apply to work on or affecting sidewalks in the public right-of-way.

RECOMMENDATION: Discussion. Determine if adjustments or more information are needed. Vote to accept, with or without adjustments.

Item V.4. Consider coin drop application: N. H. Munsill at 15 West Street for 10/09/2022. [Online is an application](#) for the annual N. H. Munsill coin drop fundraiser, proposed for Sunday, October 9, 2022 in the area of 15 West Street. Police Chief Nason recommends that appropriate reflective clothing be worn while in the roadway for visibility.

RECOMMENDATION: Approval per the Police Chief's recommendation.

Item V.5. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting.

Survey responses have been abundant as a result of direct outreach, an online option, and survey boxes provided during the August 9 election and elsewhere in town. Details are also in place for the spaghetti dinner on September 8. At the last meeting, members began to hone in on criteria for sorting and perhaps ranking the funding requests and recommendations. This will be continued at the next meeting. Porter Knight might be present to provide more information.

Because of the Labor Day holiday, the next meeting was scheduled for Sept. 19. However, we may suggest that it be moved to Sept. 12, which is when the Selectboard would ordinarily have met; however at least three members will be absent, and the Selectboard may want to consider meeting on Sept. 19 instead. Just swapping meeting dates.

RECOMMENDATION: Discussion. No action is necessary.

Item V.6. Review and approval of the August 8, 2022 meeting minutes. In progress.

RECOMMENDATION: Approval, with or without revisions.

Item V.7. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#) is posted online.

VI. OTHER BUSINESS.

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

- [Bristol RLF status report thru 2022-05-31.pdf](#).
- [Bristol RLF status report thru 2022-06-31.pdf](#).
- [Bristol RLF status report thru 2022-07-31.pdf](#).
- Three Selectboard members expect to be absent on Sept. 12, which would be the Selectboard's next regular meeting date. We will want to discuss an alternative meeting date either later that week or the following Monday, Sept. 19.

VII. EXECUTIVE SESSION.

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

West Street Slope Repair

The certificate of substantial completion was issued on July 28, 2022. The only item remaining item from the short punch list is for the vegetation to take hold on the lower slope. This has not happened yet.

Pine Street Water Line Replacement Update

Town engineer Steve Palmer has been busy preparing the draft bid documents for the Pine Street water line replacement. He also prepared opinions of probable cost for the water line replacement and for the proposed stormwater improvements. He also believes we should have a clearer plan of how replacement of the other high priority water lines in the village will be accomplished over the next 10 to 12 years.

You may know that long-time bond counsel [Paul Giuliani](#) passed away. I contacted the Vermont Bond Bank for a [list of approved bond counsel attorneys](#). The Selectboard will need to consider who to select and inquire as to their availability on an upcoming agenda. We will need the bond counsel's guidance for preparing for a November bond vote.

Look forward to this and more on an upcoming Selectboard agenda.

Lawrence Memorial Library Painting and Repairs

The Lawrence Memorial Library building is in need of a full exterior paint job. And the front porch and stairs are again in need of repainting and some repairs. I've developed a [draft RFP](#) and am trying to hone in on the scope of work. This kind of thing is outside of my bailiwick. Any help would be much appreciated.

Holley Hall Repairs

I am also working with Meridith on a scope of work of repairs for a grant application through the Vermont Historic Preservation Grant program. The due date is October 1 for this one. Aside from narrowing it down to a manageable project, we need a cost estimate from a professional (not a back of the napkin estimate) and the scope must be consistent with the Secretary of the Interior Standards for Rehabilitation. The same would be true for any grant funding we would be able to secure for the Lawrence Memorial Library work. I am also looking into support through the Preservation Trust of Vermont (PTV) and the Vermont Housing & Conservation Board (VHCB). PTV may be available to develop detailed assessments for each building.

Misc. Updates

- Wrote letter of support for [Treeline Terrains](#) for their grant application to the Vermont Regional Economic Development Grant Program to allow them to purchase equipment, double their production, and move half of their production from Middlebury INTO Bristol.
- Have begun to draft the RFP for Municipal Project Manager for the Basin Street project.

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 22

Monday: In the office.
7:00pm – Selectboard (via Zoom).
Tuesday: Working from home.
Wednesday: In the office.
Thursday: In the office.
12:00pm – Town Managers & Administrators monthly meeting.
4:30pm – IDEAL information meeting.
Friday: In the office.

Week of August 29

Monday: Out of the office.
Tuesday: Out of the office.
Wednesday: Out of the office.
Thursday: Out of the office.
Friday: Out of the office.

Week of September 12

Monday: In the office.
Tuesday: Working from home.
Wednesday: In the office.
Thursday: 7:30am – ACEDC Board Meeting.
In the office around 10:00am.
Friday: Out of 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. 22, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Aug. 24, 7:00pm, via Zoom—rescheduled from their Aug. 17 date.
- [Planning Commission](#): Tues., Sept. 6, 7:00pm, at Howden Hall and via Zoom.
- [Selectboard](#): Mon., Sept. 12, 7:00pm, -- needs to be rescheduled.
- [Development Review Board](#): Tues., Sept. 13, 7:00pm, Holley Hall and via Zoom (if needed).
- [ARPA Funding Advisory Committee](#): Mon. Sept. 19, 7:00pm – reschedule to Sept. 12?.

Upcoming Agenda Items

- Review FY2021 audit report.
- Continued Police Union contract review.
- Selectboard priorities for use of ARPA funds.

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- 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