

Bristol Town Administrator's Report

September 11, 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

WEDNESDAY, September 14, 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."

- Correct V.4 title to reference Building Energy instead of Efficiency Vermont.
- Add potential contract negotiations per 1 V.S.A. §313(a)(1)(A) to the executive session.

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: Ordinance to Regulate Traffic and Vehicular Speeds within the Town of Bristol.

- 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.

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?).

[Online is a second 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 area. It is also includes additional elements 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 narrow or broad the Selectboard would like the ordinance to be. References are made to existing ordinances that address parking, cross walks, stop and yield intersections.

A concern was raised by [Katherine Fanelli](#) about the 40 mph speed limit in the Rockydale area. That also raises the question: if East Street becomes 25 mph, there may need to be a transition zone or [additional signage](#) if there is an increase of more than 10 miles per hour between speed zones.

Corrections to make:

- I realized after the draft ordinance was posted that Section 5.3 stating that all other Town and State aid roads within the town not otherwise listed should be part of Section 5.4 to reflect the [Bristol Town Speed Limits Ordinance](#) (35 mph), which begs the question: if the 25 mph speed limits are enacted, will there be any areas left at 30 mph? Otherwise, Section 5.3 can be eliminated and the roads listed in 5.4 can go away because they would be included in that broad 35 mph statement.
- At first I was not sure where Lincoln and Briggs Hill Roads fit in, but I now realize they would be within the 35 mph category.
- Section 5.8: I just want to clarify if placing speed limit signs at least 200 feet ahead of where the speed limit becomes effective is standard practice.

RECOMMENDATION: Receive public comments. Adjustments. Hold at least one more public hearing.

V. CONSENT AGENDA.

Because of the number of items on the agenda, including at least two that may require some time, the following agenda items are suggested for the consent agenda that may be straightforward, not require discussion, and can be voted for approval in a single motion. If any Selectboard member wishes to discuss an item, it should be removed from the consent agenda and moved to somewhere in regular business.

Item V.1 [Approve request from the Stampede 2.0 for Walk-a-Thon and 5K run for Sunday, Oct. 2, beginning and ending at the Town Green.](#) After 30 years and a gruesome pandemic, the Three-Day Stampede is rebooting itself with Stampede 2.0 as a fundraiser to find a cure for cystic fibrosis. [Online is a request](#) to use the Town Green and Town roads to host a Walk-a-Thon and 5K run on Sunday, Oct. 2, starting at 8:30am following the route the July 4 5K run has used.

Police Chief Nason feels Stampede 2.0 has a well-developed plan that includes, but not limited to, volunteers to assist with crossing streets and some signage to alert motorists of the upcoming event. He will also have an officer drive throughout the area during the event, unless on a call for service, to monitor flow of traffic.

RECOMMENDATION: Approval. Issue a letter requesting that the Town of Bristol be added to the Cystic Fibrosis Foundation's insurance as an additional insured for that day.

Item V.2. [Approve VTUMS recommendation to amend the Bristol Water Use Ordinance Appendix B Fees to include a new fee of \\$25 for inaccessible touch pads.](#) [Online is VTUMS' suggestion](#) that Appendix B of the Bristol Water Use Ordinance be amended to include a \$25 fee for inaccessible touch pads. Attached to the e-mail is a notice that has been drafted that would be placed on the doors of customers with this billing informing them the of the fee would be in effect with the next and all subsequent billings if the touch pad remains inaccessible.

RECOMMENDATION: Approval.

Item V.3. Approve a minor adjustment to the FY2023 municipal tax rate due to a change in the local agreements calculation. [Online is an e-mail from Town Treasurer Anthony Delmonaco](#) explaining that a small adjustment in the municipal and Police District tax rate is needed due to an adjustment in the local agreements portion of the tax rate. This came about after the Listers' Office submitted form #427 to the State, which recalculated the local agreement tax rate from \$0.0040 to \$0.0042.

Property tax notices must be mailed at least 30 days before the due date, which is November 15, 2022. The tax bills are expected to be printed and mailed out by the end of September.

RECOMMENDATION: Approval.

Item V.4. 4. Approve use of the Capital Building Reserve Fund for:

- Approximately \$600 for Energy Committee's request that an energy audit be conducted for Lawrence Memorial Library by **Building Energy Efficiency Vermont**, and
- Approximately \$750 for the Preservation Trust of Vermont's assistance to conduct building assessments for Lawrence Memorial Library and Holley Hall.

The Bristol Energy Committee member Richard Butz has been looking into a [Building Energy](#) audit for the library that was recommended by Efficiency VT after a free walk-thru earlier this year. A number of energy-saving steps were identified and estimates obtained from a few local contractors. Energy Committee Chair Sally Burrell proposes that to have the work covered with [H.518 funding](#) or other sources, a professional audit by [Building Energy](#) would likely be the most reliable path. The audit is expected to cost around \$600. The Energy Committee does not have a budget line item to support this request, which is why it proposed to come from the Capital Building Reserve Fund.

The Preservation Trust of Vermont (PTV) has agreed to offer a 50% grant through their [Robert Sincerbeaux Fund](#) to conduct general condition assessments on both the Library and Holley Hall. Their preliminary report will provide a snapshot of the buildings as are they today, look at the major historical elements of the buildings, and assesses their condition. The reports will also provide priorities for repair and broad-based cost estimates for the work. They work with a dedicated group of professionals who provide these reports for a reduced fee, which generally cost between \$500 and \$750, with PTV pitching in for half the cost. These reports will be useful as we navigate prioritizing the projects, meeting criteria for securing funding through grants if possible, and defining the scopes of work for bidding.

RECOMMENDATION: Approval.

Item V.5. Approve water connection application with the following conditions for the Cossaarts at 73 Maple Street. This [application](#) is for a new single-family residential water connection at 73 Maple Street. It would be a new connection from the water main.

RECOMMENDATION: Approval with the following conditions:

- The water line is to be Type K copper;
- The service line shall be bedded in four inches (4") of sand below and twelve inches (12") of sand above;
- Because this is a new tap on the water main, the Water Operator must be contacted by the permittee or their contractor at least two weeks in advance of the installation so the water tap can be scheduled with an approved vendor; and
- VTUMS will perform the water line install the Town's side of the service (from the curb stop to the main) and witness the customer side by their contractor from the curb to the home.
- Conditions of the work in the [right-of-way permit](#) shall also apply.

Item V.6. Approve curb cut application with the following conditions for the Cossaarts at 73 Maple Street. This [application](#) is for a new residential curb cut/driveway access permit at 73 Maple Street.

RECOMMENDATION: Approval with the following conditions:

- One tree be trimmed looking toward Pine Street;
- The driveway needs to be at least twenty feet (20') wide at the road entrance;
- The road base needs to be put in 8" to 12" deep from the road back to the other side of the sidewalk;
- The new sidewalk in the driveway entrance needs to be 6" deep and at least 4,000 psi mix.
- Conditions in the work in [the right-of-way permit](#) shall apply.

VI. REGULAR BUSINESS.

Item VI.1 Introduction of Firefighter candidates James Cole and Randy Disorda: Fire Chief Brett LaRose. Fire Chief Brett LaRose will be present to introduce new firefighter candidates James Cole and Randy Disorda.

RECOMMENDATION: Appointment. Add their entries to the historic Fire Department roster.

Item VI.2. Airport Drive Sidewalk Scoping Study Alternatives Public Meeting: Jenny Austin, DuBois & King. Jenny Austin, P.E., with DuBois & King will present her [findings for sidewalk alternatives along Airport Drive](#) based on analyses of site conditions and feedback from the earlier scoping study meeting. While doing nothing remains an option, the alternatives range from a curbed sidewalk on the east side, a sidewalk on the east side with a grass strip, and shifting the road three feet to the west with a sidewalk on the east side and a grass strip. She will be present to explain the alternatives in more detail.

RECOMMENDATION: Receive information. Receive public comments. Consider voting on a preferred alternative.

Item VI.3. Consider options for a future location of the Bristol Police Station and steps forward. This is on the agenda for a number of reasons, the main one being the Town needs to decide whether to build a new Police Station. And if so, where? We have received the current [Police Station rent increase information for FY2023](#) and reconciliation for FY2022 actual costs for the facility located within the Bristol Works campus.

According to Nancy Zylstra, Accountant for Bristol Works, the new triple net* lease amount will be \$522.83/month compared with \$495.48 last year. These new amounts take into consideration that expenses will be divided by the new square footage number due to the creation of a Condominium Association from the sale of Building 4 to Mountain Health Center.

Also, pursuant to the [lease agreement](#), the rent amount has increased effective October 1, 2022 for the annual CPI-U increase. The increase amount is 3%. The new monthly space rent amount, with CPI-U increase is \$3,033.67.

Space rent amount= \$3,033.67

Triple Net amount = \$522.83

Total new monthly rent amount is \$3,556.50, effective October 1, 2022. **This amounts to \$42,678 per year in rent.**

At least three options are on the table: (1) stay put at Bristol Works, (2) proceed with the site analysis and design for a Public Works/Police Station facility at 80 Pine Street with Bread Loaf, or (3) resurrect the Cushman Architects preliminary sketches of an addition to the Fire Station. This presumes Bread Loaf and/or Cushman are still available. Other options?

* A triple net lease is a lease agreement on a property whereby the tenant or lessee promises to pay all the expenses of the property, including real estate taxes, building insurance, and maintenance.

RECOMMENDATION: Discussion. Determine next steps.

Item VI.4. Tentative: Continued review of proposed consolidated Driveway Access and Work in Right-of-Way permit application and fee adjustments for each. Updates are currently pending from the Selectboard's August 22 meeting.

RECOMMENDATION: Move to the next or an upcoming meeting.

Item VI.5. Tentative: Consider selection of new Vermont Bond Bank Bond Counsel. With the passing of long-time Bristol Bond Bank counsel Paul Giuliani, Esq., the Town of Bristol needs to find new bond counsel soon if we are intending to have a Pine Street water line replacement bond vote with the November 8, 2022 election. The Vermont Bond Bank published a [list of approved bond counselors](#). We contacted them to learn about their availability and rates. [Here is a summary](#) of the responses.

RECOMMENDATION: Discuss in executive session under contract negotiations.

Item VI.6. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting.

Approximately twenty people attended the spaghetti dinner on Thursday, Sept. 8 at the Elementary School. Kudos to Alison DaBica, Porter Knight, and others who masterfully arranged the logistics and setting. [Online is a summary](#) of the comments received in the course of the event.

The Committee's next meeting is Monday, Sept. 19 in person at Holley Hall.

RECOMMENDATION: Discussion. No action is necessary.

Item VI.8. Authorize accounts payable warrant and any liquor licenses. Accounts payable warrant is posted online.

VII. OTHER BUSINESS.

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

- [FY2023 Bristol Budget Status Report thru 2022-08-31.pdf](#).
- [E-mail BFD ceiling repair appreciation 2022-09-03.pdf](#).
- [Bristol Energy Committee Meeting Notes 2022-08-24.pdf](#).
- [Bristol Ford F-350 Bid Notice 2022-09-07.pdf](#).
- [National Opioid Settlement Allocation Notice-Vermont and Payment 2022-08-31.pdf](#).
- [ACRPC Newsletter Sept2022.pdf](#).

VIII. EXECUTIVE SESSION.

The Selectboard may deliberate in executive session regarding 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. A final inspection was held Friday, September 9. Although vegetation on the lower slope has been slow to establish, the DuBois & King engineer and NRCS EWP engineer were satisfied with the overall results. The NRCS EWP grant deadline is Sept. 30, 2022, so we just made it. The final invoice of \$271,625.34 is in this week's warrant, resulting in a total project cost of \$281,625.34. This is \$1,720 over the contract amount due to additional materials cost. Subtracting \$3,200 for the trail restoration cost, the NRCS EWP grant will cover 75% of \$268,425.34 or \$201,319.01. The remaining 25% is expected to be reimbursed per prior agreements by the property owners.

Pine Street Water Line Replacement Update

Town engineer Steve Palmer has been busy preparing a construction permit application for the Vermont Department of Environmental Conservation Drinking Water and Groundwater Protection Division. Their lack of personnel, long wait times, and changing on-line platforms

have created a number of challenges. He is now working on a [new General Permit on-line application](#) process.

Basin Street Improvement Project

Part of the grant agreement process requires that a committee be formed to review the scope of work and review and rank proposals for bringing on a Municipal Project Manager (MPM). I am in the process of drafting an MPM scope of work and have reached out to several stakeholders and interested persons to serve on this ad hoc committee. It is unknown to what degree this committee would be involved in ongoing aspects of the project.

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. Library representatives feel the front porch rehabilitation is the higher priority to get done ASAP. I adjusted the [RFP for just the porch](#) and hope to issue it later this week or next week.

Holley Hall Repairs

Meanwhile, Holley Hall is also in dire need of repairs. We hoped to get an application in through the Vermont Historic Preservation Grant program, but Meridith has been unable to get a response from Rooster Construction for the work, so the prospect of getting a grant application in is extremely slim. The due date is October 1. Like the Library, the front porch repair is a high priority at this point. Meridith is scoping out options for getting this done ASAP.

Tree Removals

Sargents will be taking down the dead maple on Pleasant Street and grinding the stump sometime this week. Town Tree Warden John Swepston offered to take down the dead elm near the playground, if he hasn't done it already.

National Opioid Settlement Received

The Town of Bristol has received \$1,533.94 as its share of two different nationwide settlement agreements against the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen ("Distributors"), and one manufacturer, Janssen Pharmaceuticals, Inc., and its parent company Johnson & Johnson (collectively, "Janssen"). We will need to decide at a future meeting how these funds may best be applied in accordance with the settlement terms.

FY2021 Audit

We received the final draft of the VY2021 at the end of August, but with my being out of the office that week and Anthony now out of the office until Sept. 14 (see below), we have not had a chance to review it. Meanwhile, work is progressing on preparations for the FY2022 audit, which we all expect will proceed much more efficiently this time around.

Ford F-350 Out to Bid

The [Ford F-350 is out to bid](#). Bids are due by 4:00pm, Sept. 28, 2022. It is posted on the Town Web site, Front Porch Forum, at the Town Office, and posted at Bristol Beverage. One bid has been received so far and there have several inquiries. The bids will be held confidentially and opened on Sept. 28.

Universal Fishing Platform at Eagle Park

Now that FEMA funds have been obligated for repair of the universal fishing platform at Eagle Park, the last of the 2019 Halloween disaster projects, a "recovery transition meeting" is scheduled for Wednesday, Sept. 14 here at Holley Hall. This will deal with everything associated with the 2019 Halloween disaster, not just the UFP. In addition to the \$158,953 federal share of the UFP (90% of \$176,615), up to \$13,310 has been approved for administrative/management expenses.

Misc. Updates

- A groundbreaking celebration for Firehouse Apartments has been planned for Weds., Oct. 26, 1:30pm. on Firehouse Drive. The upstairs meeting room at the Fire Station has been reserved in case of inclement weather or opportunity to gather.
- Anthony Delmonaco will be out of the office Sept. 12 - Sept. 14 to attend the [New England Governmental Financial Officers Association](#) at the Mount Washington Hotel in New Hampshire. He is also a member of and on the Board of the [Vermont Governmental Financial Officers Association](#).
- The contract with SLR has been executed and they have begun work on the Lincoln Road/New Haven Riverbank Restoration 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 September 12

Monday: In the office.
Tuesday: In the office.
Wednesday: In the office.
9:00am – FEMA Recovery Transition Meeting, Holley Hall
7:00pm – Selectboard meeting.
Thursday: Working from home.
7:30am – ACEDC Board meeting.
7:00pm – ACSWMD Board meeting.
Friday: Out of the office.

Week of September 19

Monday: In the office.
7:00pm – ARPA Funding Committee—in person at Holley Hall.
Tuesday: Working from home.
Wednesday: In the office.
10:00am – Addison County Partners
12:30pm – PTV preliminary site visits to Lawrence Library and Holley Hall.
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.

- [Development Review Board](#): Tues., Sept. 13, 7:00pm, Holley Hall and via Zoom (if needed).
- [Selectboard](#): Mon., Sept. 14, 7:00pm, Holley Hall and via Zoom
- [ARPA Funding Advisory Committee](#): Mon. Sept. 19, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Sept. 21, via Zoom.
- [Selectboard](#): Mon., Sept. 26, 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Oct. 3, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Oct. 4, 7:00pm, at Howden Hall and via Zoom.
- [Selectboard](#): Mon., Oct. 10, 7:00pm, Holley Hall and via Zoom

Upcoming Agenda Items

- Public Hearing on new motor vehicle speed limits.
- Review FY2021 audit report.
- Review updated Revolving Loan Fund application materials and policies.
- Continued Personnel Policy review and updates.
- Final review and approval of Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Selectboard priorities for use of ARPA funds.
- Prepare for town-wide reappraisal schedule and RFP for professional assistance.
- Continued consideration of the Public Works site analysis and next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator