

Bristol Town Administrator's Report

October 7, 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, October 10, 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.

The following agenda items are suggested for the consent agenda because they appear to be straightforward, may 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 IV.1 Approve and adopt a proclamation to declare October 23-October 29 as Childhood Cancer Awareness Week in Bristol, as requested by Kids Cancer Connection, Inc. At the previous meeting, we had received [this request](#) from Kids Cancer Connection and rather than add it to the full agenda, there was time to include it with this one. Online is the requested [proclamation](#).

RECOMMENDATION: Approval and sign.

Item IV.2. Approve a resolution to reappoint the Town Administrator to the Addison County Economic Development Corporation Board of Trustees. Online is the annual procedure for appointing a municipal representative to the ACEDC Board of Trustees. Unless someone else is interested, I would like to continue to represent the Town of Bristol. Online is the [resolution for the appointment](#).

RECOMMENDATION: Approve the resolution appointing the Town Administrator.

Item IV.3. Approve curb cut application #2022-03DA for the driveway accesses to Firehouse Apartments from Firehouse Drive. Online is [curb cut application #2022-3-DA](#) for the Firehouse Apartments. The site plan is the same as that which was approved by the DRB and by the Water Commission for the water connections. No issues were raised regarding the access. Eric recommended approval with the following conditions:

- Curb cuts need twelve inches (12") of base material, compact.
- Any damage to the roadway pavement shall be fixed per the Road Foreman's acceptance.
- Sight distance is good.
- If the sidewalk is going through the driveway, it must be six inches (6") thick with a minimum 4,000 lb mix, with the sidewalk at the same level as the driveway.
- The driveway width must allow two (2) cars at the same time, one coming in and one going out.

RECOMMENDATION: Approval per the Foreman's recommendations.

V. REGULAR BUSINESS.

Item V.1 Continue discussion regarding options for a future location of the Bristol Police Station and steps forward. Architect Michael Perpall, and perhaps others from the Cushman Design Group, will be joining us to [review their work in 2015](#) regarding the [location and configuration of potential Police Station](#). If the Selectboard wishes to proceed where things were left off, we should discuss the scope of work and potential timeline for going forward.

RECOMMENDATION: Receive the information. Consider next steps.

Item V.2. Consider the proposal to mine gravel from the New Haven River. Selectboard Michelle Perlee has been investigating whether the Town can harvest gravel from a certain stretch of the New Haven River and if so, how to go about it. [Online is an e-mail thread](#) that answers some of these questions. If allowable, there are a number of procedures and criteria that would need to be followed and met. State River Management Engineer offered to have a look at the site with representatives of the Town to have an initial look at the area of concern.

RECOMMENDATION: Discussion. Accept Jaron Borg's invitation for a site visit and invite Western Region Floodplain Manager Kyle Medash.

Item V.3. Consider increasing the mileage reimbursement from \$0.45 to match the federal rate, which is now \$0.625 as of July 1, 2022. It was brought to my attention that the [federal mileage reimbursement rate](#) increased to \$0.625 from its longtime rate of \$0.585, effective July 1, 2022. Meanwhile, Bristol's mileage reimbursement rate has been \$0.45 for quite a while. This is a reflection of the increased fuel costs.

RECOMMENDATION: Rather than set an inflexible set rate, consider aligning Bristol's mileage reimbursement rate with federal rate. Few employees submit requests for mileage reimbursement, but for those that do, it would be a meaningful adjustment.

Item V.4. Consider establishing fines for those people who do not get a work in the right of way permit. Some incidents occurred recently that highlighted the fact that the Town does not have a means of enforcement for people working in the road right-of-way without approval. In order to enforce the permit, the Town could enact a policy or ordinance. The VLCT developed a [Model Town Highway Access Policy](#) for exactly this type of thing. It introduces levels of process that we currently do not have. We rely on a Certificate of Compliance issued by the Zoning Administrator when the overall project is completed. It also provides for several means of enforcement. I am skeptical of the "notice to proceed" process in VLCT's model. I was not able to locate an existing policy Bristol may already have other than the specifications in the application.

RECOMMENDATION: Discussion. Consider developing a policy for access and work in the right-of-way permit process and enforcement. Determine if additional information is needed.

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.

RECOMMENDATION: Discuss in executive session under contract negotiations.

Item V.6. Accept Bill Elwell's resignation from the Bristol Fire Department. [Online is Firefighter Bill Elwell's notice](#) of resignation.

RECOMMENDATION: Accept the resignation with regret.

Item V.7. Review and approval of the September 14 and September 26, 2022 meeting minutes. These are in progress and will be e-mailed and posted online when available.

Item V.8. Authorize accounts payable warrant and any liquor licenses. The accounts payable warrant is in progress and will be e-mailed and posted online when available.

VI. OTHER BUSINESS.

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

- [FY2023 Bristol Budget Status Report thru 2022-09-30.pdf](#).
- [ACRPC Newsletter October2022.pdf](#).
- [E-mail ACEDC Fall 2022 newsletter.pdf](#).

VII. EXECUTIVE SESSION.

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

Pine Street Water Line Replacement Update

A special Town Meeting has been successfully warned for the November 8 general election seeking voter approval of a bond to replace the water line in Pine Street. Our goal is to bid the project out in January if we get voter approval. Steve Palmer has been busy finalizing the design and bid documents. We are awaiting approval of the permit to construct, among other things.

Basin Street Improvement Project

The [request for proposals for a Municipal Project Manager \(MPM\)](#) is out! The ad has been posted in the *Addy Indy* and *Seven Days*, on Bristol's Web site, and will be posted to the state electronic bid system and FPF. I will also send it directly to the firms listed on the VTrans at-the-ready consultant list. The proposals are due by 12:00pm, Friday, October 28, 2022.

Lawrence Memorial Library Painting and Repairs

Following our meeting with Jackson Evans from the Preservation Trust of Vermont, he arranged to have architect Tom Bursey, who has done a number of condition assessments for PTV in the past, take on the Library's assessment. PTV's Robert Sincerbeaux Fund grant will cover half the cost (\$250). Library Director Coco Mosely will coordinate with him to arrange for the visit.

Meanwhile, [the RFP for just the porch](#) has been issued. Responses are due by 12:00pm Thursday, October 13, 2022.

Holley Hall Repairs

Following our meeting with Jackson Evans with PTV, he felt that what we need the most at this point are some quotes for the front steps and porch from qualified professionals rather than more assessment reports. He offered the names and contact information of consultants who might be able to get us at least some starting figures. We are working to narrow the scope of work to

include the most troubling areas of concern, which make it easier to attract a bidder. I started a draft a couple weeks ago to start from. We hope to have something together next week.

National Opioid Settlement Received

Assistant Attorney General Jill Abrams clarified that The Distributor money will be paid over 18 years and Janssen over 11 years. In terms of how the funds are intended to be used, the intention is that towns would use the money for Opioid Remediation. If the Town chooses to use any of the money for a purpose that does not qualify as Opioid Remediation, we must report it to the Settlement Administrator and the Defendants. Jill Abrams said the instructions for how to report it have not yet been issued. [Exhibit. E to both agreements](#) is the list of Opioid Remediation uses. She noted it is quite broad.

FY2021 Audit

We are working on finalizing the management letter. Once that is done, the full, final audit will be provided. Should be any time now

Recreation Department's Murder Mystery Party

In case you missed it, the Recreation Department's first Murder Mystery Party set in the 1920s era was a great success. Kudos to everyone who was involved in setting up all the details and to the many people who signed up to participate. Check out the photos here:

<https://buzzkuhnsphotography.smugmug.com/Events/Murder-Mystery-at-Holley-Hall/>. (There are more than 300 photos, so you might want to scroll through the index page to get the flavor.)

Requested an extension of up to 18 months for permitting, bidding, and construction of the universal fishing platform.

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.

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 October 10

Monday: In the office.

7:00pm – Selectboard meeting

Tuesday: 9:30am – ACEDC HR Webinar.

In around noon.

Wednesday: In the office.

Thursday: 9:00am – VCDA Conference in Randolph. Attending as a panelist.

Working from home balance of the day.

Friday: In the office.

Week of October 17

Monday: In the office.
7:00pm – ARPA Funding Committee—in person at Holley Hall.
Tuesday: Working from home.
Wednesday: In the office.
Thursday: 7:30am – ACEDC Board meeting.
In the office around 10:00am.
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., Oct. 10, 7:00pm, Holley Hall and via Zoom
- [Development Review Board](#): Tues., Oct. 11, 7:00pm, Holley Hall and via Zoom (if needed).
- [ARPA Funding Advisory Committee](#): Mon. Oct. 17, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Oct. 19, via Zoom.
- [Selectboard](#): Mon., Oct. 24, 7:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): TBD, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Nov. 8, 7:00pm, at Howden Hall and via Zoom.

Upcoming Agenda Items

- Review FY2021 audit report.
- Review updated Revolving Loan Fund application materials and policies.
- Public Hearing on new vehicular speed limits.
- 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