

**Bristol Town Administrator's Report**  
**February 12, 2023**

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, February 13, 2023 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 VTrans Annual Certificate of Highway Mileage without changes. [Online is the annual VTrans Certificate of Mileage](#) for approval. The extension of Firehouse Drive was officially added last year. There are no other changes to report.

RECOMMENDATION: Approval with no changes. Selectboard members will need to sign the certificate.

Item IV.2. Approve the VTrans Annual Financial Plan for FY2024. Annual Highway Dept. financial plans are required by state statute and are also a VTrans grant application requirement. They are intended to be a planning tool and are not binding. They also provide evidence that the Town is spending at least \$300 per mile of taxpayer dollars on Class 1, 2, and 3 roads. **Based on the FY2024 approved DPW budget and 36.5 miles of Class 1, 2, and 3 roads, \$19,992 in taxpayer dollars have been approved to be spent per mile for Bristol's highways.**

RECOMMENDATION: Approval. The form is on the front counter for signatures.

Item IV.3. Approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. [Online is the annual certification](#) to attest that the Town of Bristol is in compliance with the Codes and Standards that were adopted on July 22, 2019. This is required for eligibility for various VTrans grant programs.

RECOMMENDATION: Approve the certificate. The form is on the front counter for signatures.

Item IV.4. Approve Police Department grant application authorization request: VT Homeland Security for replacement of Police Dept. mobile radios. The Bristol Police Department is seeking [authorization to apply](#) to the Vermont Department of Homeland Security for funds to replace as many mobile radios as possible. The request amount has not yet been determined, and no match is required.

RECOMMENDATION: Approval.

Item IV.5. Approve Vermont Paddler's Club Eagle Park use application for annual one-day kayak event Saturday, April 8, 2023, 8:00am – 6:00pm. [Online is the application](#) to resume the annual New Haven Ledges Kayak Race. This one day event is planned for Saturday, April 8, 8:00am to 6:00pm, with Apr. 9, Apr. 15, or Apr. 16 proposed for rain/low water dates. It would begin from a start ramp below Eagle Park and end up river of Route 116 in the pool below Bartlett Falls. The New Haven Ledges Race started in 2009 and was held every year until 2020, when it was cancelled due to COVID. Previous overviews of this event described it as a tradition in the whitewater boating community throughout New England and signifies the kickoff of the boating

season in Vermont. According to the [Public Assemblages Ordinance](#), this requires a Class 3 permit and Selectboard approval because of the nature of the event. The plans are proposed to be same as in years past with EMS on site, signs for parking, a porta potty, and trash removal. Approximately 150 attendees and spectators are anticipated.

RECOMMENDATION: Approval with the following conditions:

- That a certificate of liability insurance be provided with the Town of Bristol be listed as an additional insured.
- That Bristol emergency responders be notified at least a week in advance of the event.
- That parking for racers and spectators be kept out of the road travel lanes.
- That it be a fun, safe, and successful event.

## V. REGUALR BUSINESS.

Item V.1 Consider the opportunity for DWSRF funding for water service line inventories and next steps: Jill Marsano (VTUMS). [Online is an e-mail from Water Operator Jill Marsano \(VTUMS\)](#) with information about forgivable loan funding available to undertake an inventory of private service lines. The inventory must be completed by October 2024. Jill plans to be at the meeting to provide more information.

RECOMMENDATION: Vote to approve moving forward; determine next steps.

Item V.2. Consider updates to the policies and application requirement for the Bristol Revolving Loan Fund. [Online is a work-in-progress draft](#) of updated policies for the Bristol Revolving Loan Fund. Committee Chair Fred Baser started the revisions, followed by Michelle Perlee's input, and then mine. [Also online are proposed revisions to the application](#) and the [application checklist](#).

This has been on the to do list for quite some time. This is an effort to get the ball rolling again. One goal would be to streamline the materials and ensure they reflect current needs of the community.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item V.3. Consider nominees for the American Legion Post #19's Above and Beyond solicitation. [Online is this year's solicitation](#) for nominees from the American Legion Post #19 for their annual award to recognize volunteers and public employees for going above and beyond normal expectations in the performance of their duties. They would like to receive nominations no later than Feb. 20, 2023.

RECOMMENDATION: Discussion. Consider deliberation in executive session.

Item VI.8 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#).

## **VI. OTHER BUSINESS.**

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

- [9-0208-1 Bristol Indirect Discharge Permit Renewal and cover letter 2023-02-08.pdf](#).
- [E-mail and Bristol MRGP issued 2023-01-27.pdf](#).
- [E-mail and new National Opioid Settlement Notice Settlement Notice 2023-01-25.pdf](#).
- [VTrans Pavement Marking Letter to Towns 2023.pdf](#).
- [E-mail BRIC application submitted 2023-01-26.pdf](#).
- [Letter Addison Co Chamber of Commerce Visitors Center 2023-01-27.pdf](#).
- [Firefighters celebrate tradition at county dinner-Addison Independent 2023-01-27.pdf](#).
- [Kid program fees made flexible-Addison Independent 2023-02-02.pdf](#).
- [Pocock and farmers market are returning to Bristol-Addison Independent 2023-01-27.pdf](#).
- [ACRPC Newsletter February2023.pdf](#).

## **VII. EXECUTIVE SESSION.**

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

### **Glad To Be Back**

Thank you to Ian Albinson for keeping Selectboard agendas and preparations going while I was out of commission since mid-December. On top of his own family and business demands, he also helped keep my Town Admin e-mails in check as needed. And I greatly appreciate everyone's patience, support, and well-wishes.

### **Miscellaneous Updates**

- The FY2022 Town Report is at the printer. [Here is link](#) to the online version.
- Roy Schiff, P.E., with SLR International, reported that Dock Doctors has begun repair of the universal fishing platform (UFP) at Eagle Park while the water levels are low. They [taped off access to the platform](#) while the temporary leg support is in place.
- It turned out we did not have enough of the necessary information to submit the Better Connections grant pre-application by the January 31 deadline. We were going to propose to develop a plan to improve pedestrian facilities along Pine Street. We will aim for the next round or find another funding source.
- The Bristol Tree Committee's grant application through the VT Dept. of Forests and Parks, Urban and Community Forestry program was fully funded! They proposed to plant approximately 30 trees in the village public rights of way. It turns out the

application also qualified for the [2023 Growing Urban Forests in the Face of Emerald Ash Borer Grant](#), which requires a smaller match. They are in the process now of refining the scope of work and budget before settling on the grant agreement.

### **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 February 13**

Monday: In the office.  
7:00pm – Selectboard.

Tuesday: 10:45am – PT.  
Working from home the balance of the day.

Wednesday: In the office.  
2:00pm – Meeting with Porter Knight and Tabitha Moore.

Thursday: 7:30am – ACEDC Board meeting.  
9:00am – Bristol CORE.  
In the office around 11:00am.  
2:00pm – Dr. appt. via Zoom.  
7:00pm – ACSWMD meeting.

Friday: 10:00am – PT  
In the office around noon.

#### **Week of February 20**

Monday: Presidents Day Holiday. Town Office closed.

Tuesday: 10:45am - PT  
In the office around noon.

Wednesday: In the office.

Thursday: In the office.

Friday: 10:00am – PT  
In the office around noon.

### **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., Feb. 13, 7:00pm, Holley Hall and via Zoom
- [Bristol Energy Committee](#): Weds., Feb. 15, via Zoom.
- **Presidents Day Holiday**: Mon., Feb. 20—Town Office will be closed.
- [Selectboard](#): Mon., Feb. 27, 6:30pm, Holley Hall and via Zoom. Police District Public Info Meeting.
- [ARPA Funding Advisory Committee](#): TBD, Holley Hall and via Zoom.

- [Selectboard](#): Mon., Mar. 6, 6:30pm, Holley Hall and via Zoom. Police District Public Info Meeting.
- **TOWN MEETING**, Mon., Mar. 6, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Mar. 7, 7:00pm, at [Howden Hall](#) and via Zoom.
- [Development Review Board](#): Tues., Mar. 14, 7:00pm, Holley Hall and via Zoom (if needed).

#### **Upcoming Agenda Items**

- CWSRF and DWSRF Priority List applications authorization.
- Potential dog ordinance violation hearing(s).
- Town Officer appointments.
- Continued review of FY2021 audit report.
- Selectboard priorities for use of ARPA funds.
- Continued consideration of new vehicular speed limits.
- Continued Personnel Policy review and updates.
- Review and approval of final Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Continued discussion of new Police Station options behind the Fire Station.
- 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