

Bristol Town Administrator's Report
May 22, 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 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 other Selectboard activities and 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, May 22, 2023 Meeting Agenda and Materials

I. **Call to Order: 6:30 P.M.**

II. **EXECUTIVE SESSION re. personnel matters per 1 V.S.A. §313(a)(3).**

III. **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."

I.1 There may be one or more grant application authorization requests to add. If so, details will be provided at the meeting.

IV. 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.

V. 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 about one or more topics that are not part of the agenda.

VI. PUBLIC HEARING – Dog Ordinance Violations: Wade Acker.

Wade Acker's dog, Cash, has been the subject of several violations of the [Bristol Dog Ordinance](#) going back to August 2022. Online are the following documents:

- [VI Letter Acker re dog violation hearing notice 2023-05-15.pdf](#)
- [VI Animal License 235 Wade Acker Cash 2023-05-15.pdf](#)
- [VI E-mail Julie Heffernan dog bite injury picture 2023-05-08 Redacted.pdf](#)
- [VI Heffernan Acker Animal Complaint 23BR001261 2023-05-08 Redacted.pdf](#)
- [VI Letter Acker re dog nuisance complaints 2023-02-23.pdf](#)
- [VI E-mail BPD to Wade Acker re written warning failure to register dog 2023-02-22 Redacted.pdf](#)
- [VI Animal Bite Report Heffernan Acker Cash 2022-11-05 Redacted.pdf](#)
- [VI Dog Bite Report Jimmo Acker Cash 2022-08-11 Redacted.pdf](#)

There is reportedly more than one dog at the Acker/Main residence. Cash is identified as the aggressive dog. Cash was registered on Monday, May 15. The other dog, Brandy, was registered today (May 22).

RECOMMENDATION: Receive information from the interested parties. Determine if more information is needed. Consider additional fines for failure to register all dogs residing at 159 Choiniere Road and for running at large since the 02/22/2023 warning. Consider additional measures to ensure Cash is no longer a threat to the neighborhood.

VII. REGULAR BUSINESS.

Item VII.1 Consider renewal of Recycled Reading RLF loan for an additional five years. This item is on the agenda because Recycled Reading's balloon payment was [due in April 2023](#) and there was not time to convene Revolving Loan Fund (RLF) Committee to consider any adjustment. The Revolving Loan Fund Committee is advisory to the Selectboard. RLF Chair Fred Baser plans to be present to offer a proposal that the loan be rewritten into a new five-year loan. The proposed interest rate would be appropriately adjusted.

Discussion about the status of other borrowers will be planned for a future meeting. Efforts will be under way to arrange a Revolving Loan Fund Committee meeting to discuss the status of other borrowers' loans.

RECOMMENDATION: Determine if more information is needed. Approve an amended loan agreement as proposed.

Item VII.2 Continued consideration for approving one or more ARPA funding allocation proposals. Online is a [package of proposals prepared by Ian Albinson](#) in response to questions raised at the previous Selectboard meeting. The proposal includes the following recommendations for ARPA funding:

\$130,000.00	Bristol Rescue
\$52,000.00	Libanus Lodge
\$200,000.00	Willowell Foundation
<u>\$55,565.00</u>	Tuning Point Center
\$437,565.00	

Also online a [draft resolution](#) based on a model provided by VLCT to document the Selectboard's decisions for use of the ARPA funds. When I drafted it, I had overlooked including the ARPA funds spent during the public outreach efforts for such things as supplies for the surveys, the spaghetti dinner, etc. Those expenses amounted to \$843.61, so the beginning available balance should be adjusted to \$1,147,630.19. And if all the funds requested are allocated, the adjusted final balance would be \$644,065.19. I am referencing the "available principal balance" because any accrued interest in that fund has not been included.

Following the previous Selectboard meeting and the ARPA Committee's final report of recommendations, a [request for \\$2,500 in ARPA funding was received from the Open Door Clinic](#) toward retrofitting their exam van to bring medical services to migrant and immigrant workers where they are in Addison County.

RECOMMENDATION: Determine if additional information is needed. Decide on allocations.

Item VII.3. Vermont Community Foundation DEI grant report and recommended next steps: Porter Knight. Online is a [final report](#) prepared by Porter Knight following completion of the professional development sessions. She will be present to walk us through it and [recommended next steps](#).

RECOMMENDATION: Discussion.

Item VII.4. Consider grant application authorization request to apply for \$10,000 grant through the Vermont Community Foundation for DEI next steps. Online is a [grant application authorization request](#) prepared by Porter Knight for another \$10,000 through the Vermont Community Foundation to extend Tabitha Moore's contract for additional training and resources related to the [proposed next steps](#).

RECOMMENDATION: Determine if any other information is needed. Approval.

Item VII.5. Review of annual landfill inspection report: Steve Palmer, P.E., VTM Engineering, PLC. Online is a [draft annual inspection report](#) for the Bristol landfill cap, which is required by the ANR Landfill Closure Certification. The stormwater permit issued for the solar array also requires an annual stormwater inspection report, which Steve Palmer (VTM Engineering) recently completed. It will be incorporated into the annual landfill report and will be incorporated in the annual inspection contracts going forward. Steve will be present to briefly review these and any recommendations.

RECOMMENDATION: Discussion. No action is needed.

Item VII.6. Review of annual wastewater system inspection report: Steve Palmer, P.E., VTM Engineering, PLC. Online is a [draft annual wastewater system inspection report](#), which is required by the system's indirect discharge permit. This topic will directly relate to the next agenda item concerning the water and sewer annual budget discussion. Steve Palmer will be on hand to walk us through the major recommendations.

RECOMMENDATION: Discussion. No action is needed.

Item VII.7. Preparations for the June 12 annual Water Dept. and Sewer Dept. annual budget meetings: review and discussion of preliminary Water Dept. and Sewer Dept. budgets. Online is a [preliminary Water Department budget](#) and a [preliminary Sewer Department budget](#). As noted in some of the highlighted cells, some numbers need some form of clarification in terms of coding, but the expense and revenue bottom lines should be accurate. We may have some of that sorted out prior to the meeting.

The sewer budget will require discussion about significant changes we will be proposing related to the sewer customers who are largely responsible for the high strength material being sent to the system and the corresponding increased maintenance costs. In his [annual wastewater system annual inspection report](#), Steve Palmer recommends pumping the system twice a year to deal with the buildup of grease, fats, and oils. At about \$6,000 per pumping, that would amount to \$12,000, and grease traps are another \$6,000 for a total of \$18,000 without doing

any of the other maintenance and repairs in the new engineers inspection report. Basically, we will be proposing a quarterly surcharge of about \$375 for the 10 high strength users of the system.

Jill Marsano (VTUMS) and Steve Palmer (VTM Engineering) will be on hand to walk us through the issues.

RECOMMENDATION: Discussion. Determine if additional information is needed. Determine what budget adjustments will be proposed for the June 12, 2023 [annual Water and Sewer District public hearing](#).

Item VII.8. Consider approval of proposed DWSRF Step II scope of services and contract for the Bristol West Water Line Replacement Final Design Services: Steve Palmer, P.E., VTM Engineering, PLC. Online are proposed budgets for [design](#) and [construction](#) of the Bristol West waterline replacement project. Steve Palmer is currently working on the actual agreement proposal. He will be on hand to discuss the details.

RECOMMENDATION: Approval.

Item VII.9. Consider approval of a proposal to replace the Howden Hall sign. Online are two sign proposals for replacement of the sign at Howden Hall, [one prepared by Reg Dearborn](#) with the Bristol Historical Society and [one offered by Ian Albinson](#). The Bristol Historical Society voted last week to move forward with the one prepared by Reg Dearborn. They propose to pay for its manufacture and installation.

RECOMMENDATION: Approval for the sign to be replaced.

Item VII.10. Consider appointment or reappointment of Town officers: appointment of Josh Crandall to DRB Alternate position. Online is a [current listing of Bristol elected and appointed Town officers](#) reflecting the proposal that Josh Crandall be appointed to the one-year term as DRB Alternate. He did not wish to be reappointed to his full seat.

RECOMMENDATION: Approval.

Item VII.11. Review and approval of the May 8, 2023 meeting minutes. The draft minutes are in the process of being reviewed and will be posted to the Web site and e-mailed prior to Monday's meeting.

RECOMMENDATION: Adjustments as warranted. Approval.

Item VII.12. Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant](#) is online. The current value is \$ 55,491.70, but is expected to increase with more expenses added prior to the meeting.

VIII. OTHER BUSINESS.

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

- [E-mails BFD new driveway completed 2023-05-21.pdf](#)
- [E-mails LML septic system maintenance repair 2023-05-18.pdf](#)
- [E-mails Sheriff Elmore Upper Notch illegal dumping update 2023-05-10.pdf](#)
- [E-mail BRD newsletter 2023-05-19.pdf](#)

Misc. Updates

- The Bristol CORE Farmers Market and Pocock Rocks fundraiser ends May 24 at 11:45pm. Supporters can contribute can check it out at: https://www.patronicity.com/project/bristol_farmers_market_music_series#!/
- Peter Ryan's re-retirement celebration is now scheduled for Thursday, June 8, 430pm, at the American Legion Hall.
- The Eagle Park fishing platform repair is being [published for bidding](#) today. A pre-bid meeting will be held at Eagle Park on June 6. Bids will be due June 22 for possible Selectboard action at the June 26, 2023 meeting.

TA Schedule

I generally plan to get in the office around 9:00am most days, winter weather permitting. 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 May 22

Monday: Working from home.
6:30pm – Selectboard meeting.

Tuesday: In the office (maybe).

Wednesday: In the office.
3:00pm – Special Selectboard meeting: capital projects tour.

Thursday: 8:00am -4:30pm – ACEDC Board retreat at Basin Harbor.

Friday: In the office.

Week of May 29

Monday: Memorial Day holiday – Town Office closed.

Tuesday: In the office.

Wednesday: Vacation.

Thursday: Vacation.

Friday: Vacation.

Week of June 5

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

1:00pm – Pine Street water line replacement bid opening.

4:30pm – Peter Ryan re-retirement celebration.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., May 22, 6:30pm, Holley Hall and via Zoom.
- [Selectboard](#): Weds., May 24, 3:00pm, special capital projects meeting. Meet at Town Garage.
- [Planning Commission](#): Tues., June 6, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., June 8, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., June 13, 7:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., June 15, 9:00am, via Zoom.
- [Bristol Energy Committee](#): Weds., June 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., May 22, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., June 6, 7:00pm, at Holley Hall and via Zoom.

Upcoming Agenda Items

- Continued Selectboard decisions for use of ARPA funds.
- Selectboard decisions for use of Bristol's share of opioid settlement funds.
- Update from ad hoc Tree Committee.
- Continued review and update of the Revolving Loan Fund documents.
- Quarterly budget review.
- Selection of Basin Street engineering design team.
- Water and Sewer Department budget public hearings.
- Compensation adjustments.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Annual NEPBA Police Union contract review.
- Continued consideration of the Public Works facility alternatives.
- Presentation of the FY2021 and FY2022 audit reports by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new village vehicular speed limits.
- Review and approval of final Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

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Respectfully submitted,

Valerie Capels, Town Administrator