

Bristol Town Administrator's Report
August 13, 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, August 14, 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 about one or more topics that are not part of the agenda.

IV. PUBLIC HEARING: DOG ORDINANCE VIOLATION.

Various complaints and request for a hearing have been filed by members of the Beauchaine family regarding alleged violations of [Bristol's Dog Ordinance](#). Online are the following documents:

- [E-mail to Tyler Raymond](#) regarding the letter and hearing, 2023-08-10.
- [Certified letter and hearing notice](#) to Tyler Raymond and Alishajane (Kelley) Martin, 2023-08-10.
- [Complaint reports compiled](#) by and provided from the Bristol Police Department, 2023-08-01.
- [Citation issued to Alishajane Kelley](#) for dog running at large, 2023-04-26
- There is also a [short video](#) available of a dog roaming at large believed to be Captain.

Alishajane was advised in August 2022 of the need to register the dogs with the Town. The dogs remain non-registered.

RECOMMENDATION: Receive information from the interested parties. Determine if more information is needed. Consider additional fines for failure to register all dogs residing at 118 Stonewall Drive. Require that all dogs be registered no later than Wednesday, August 23, 2023. Require that all dogs at the premises be secured on the property either with a fence or lead and be under control at all times. Failure to comply with these terms may result in a warrant being issued for seizure of the offending dog(s).

V. CONSENT AGENDA.

Item V.1 [Approve the updated ARPA funding resolution to reflect all allocations to date.](#) [Online is an updated resolution](#) to memorialize the expenses to date of Bristol's ARPA funds. It's basically an official form of record-keeping; no other action is needed at this point.

RECOMMENDATION: Approval.

Item V.2 [Approve the proposed Jackman's Pre-Buy fuel contracts for Holley Hall, the Fire Station, Town Garage, Pottery Kiln, Pottery Meter, Pump House, and Hub Teen Center.](#) [Online are the annual pre-buy offers](#) for heating fuel for each of the municipal facilities from Jackman's at a pre-buy rate of \$ \$2.05 per gallon--\$0.40 less than last year. Included is a table Sharon prepared summarizing last year's pre-buy agreement compared to actual usage. The non-pre-buy rate will be determined at the time the fuel is purchased either without or beyond the pre-buy allocation.

The proposed total dollar amount is \$11,595.85, compared to last year, which was \$15,312.50.

RECOMMENDATION: Accept the proposed pre-buy contracts. Authorize the Town Clerk, the Town Treasurer, or the Town Administrator to sign the contracts.

Item V.3 Approve a road name request from Eric and Monica Carter: Rolling Meadows. [Online is information regarding the request](#) from the Carters for a road name request. Two independent residences are currently accessed from the driveway, The Carters would like to add a phone line to an existing outbuilding, which would require a third E-911 address assignment. That third address triggers the need to assign a name to the driveway. The Carters propose "Rolling Meadows."

RECOMMENDATION: Approval.

Item V.4 Approve a proposed resolution to recognize September as Prostate Cancer Awareness Month. Online is a request from Darrell and Trevor Wilson that the Town of Bristol pass a [proposed resolution to recognize September 2023 as Prostate Cancer Awareness Month](#). Included with the proposed resolution is information to increase awareness about prostate cancer, its symptoms, and treatment options.

RECOMMENDATION: Approval.

Item V.5 Approve the Town Treasurer's proposed tax rate. Online is Town Treasurer Anthony Delmonaco's calculations of the municipal tax rates based on the municipal and Police District budgets approved by voters at the March 7, 2023 Town Meeting:

- General Fund at \$0.2619 reflects an increase of 19.1%;
- Highway Fund at \$0.2197 reflects an increase of 4.97%;
- Recreation Department \$0.0711 reflects an increase of 11.97%;
- Special Articles at \$0.2516 reflects an increase of 14.05%;
- Local Agreements at \$0.0043 reflects an increase of 2.38%; and the
- Police District at \$0.3274 reflects an increase of 10.87%.

The overall residential tax rate of \$2.6566 reflects an increase of 9.68%. The municipal grand list grew by 1.24% and the Police District grand list grew by 1.58%. [Online is the State Education Tax](#) information for FY2024.

RECOMMENDATION: Approval.

Item V.6 Authorize Town Treasurer to submit a tax anticipation note (TAN) loan application to the National Bank of Middlebury. Town Treasurer Anthony Delmonaco is requesting authorization to submit a application to the National Bank of Middlebury for a tax anticipation note (TAN) in the amount of \$2,900,000. A TAN is an interim financing tool to help with cash flow until revenues are received from property taxes, grant reimbursements, fees, fines, and other revenue sources. It represents a conservative estimate calculated based on known and anticipated obligations. Property tax bills are expected to be mailed sometime in September. The next

property tax due date is not until November 15. Meanwhile, for example, the Pine Street waterline replacement project will be starting next week and we may need to tap into these interim funds until the \$885,000 DWSRF loan is finalized.

The proposed tax anticipation note (TAN) will be in form of a line of credit. The Town will only be charged interest on the funds actually drawn. Municipalities are authorized to take out a tax anticipation note one time each year and it must be paid off by the end of the fiscal year after taxes and other revenues have been collected. Last year, the Selectboard authorized a TAN of up to \$1,200,000, which was not drawn upon at all, hence no interest was paid.

RECOMMENDATION: Authorize submission of the loan application.

VI. REGULAR BUSINESS.

Item VI.1 Pine Street Waterline Replacement project overview, schedule, traffic plan, and other details: Nick Gaudreau (Munson Earth-Moving), Steve Palmer (VTM Engineering), and Jill Marsano (VTUMS). Nick Gaudreau, Steve Palmer, and Jill Marsano will be presenting information about the upcoming, long-awaited Pine Street water line replacement project, which is expected to begin this week of August 14. Steve plans to deliver a PowerPoint presentation. Topics to be discussed include the overall expected schedule, traffic impacts, access, location of the project sign, communications, and more. [Online are the draft minutes](#) from the pre-construction kick-off meeting, which includes a copy of the preliminary traffic plan. Updated information is likely to be presented.

An important part of this project will be communications with residents, employees, employers, and the overall public who will be affected by the disruption. We hope to develop a Works-In-Progress page on the Web to post progress and updates. We also intend to post regular updates on Front Porch Forum, Facebook, and Instagram. The development of an interested parties e-mail list for direct notices might also be an option; however, that could take a while to pull together.

RECOMMENDATION: Determine if additional information is needed.

Item VI.2 Consider bids for three different flood repair projects involving ditching, restoring the banks, laying stone, and improving shoulders on the Lower Notch and Upper Notch Roads. Public Works Foreman Eric Cota has been in the process of soliciting bids for three different flood repair projects, one on Lower Notch Road and two on Upper Notch Road. All involve some form of ditch, shoulder, and stone work. He plans to provide the bids at or before the meeting.

RECOMMENDATION: Receive the bids. Determine if more information is needed. Select the most cost-effective bid(s) and authorize award of the contract(s).

Item VI.3 Continued consideration of the Lincoln Road River Restoration Project bids and potential award of a contract. At the previous meeting, we found that the three bids received for the Lincoln Road Riverbank Restoration project significantly exceeded the funds available. At that time, The Town had received a \$175,000 grant through VTrans for what was estimated to be a \$300,000 project, including \$52,000 for engineering.

[Masterson & Son Excavating](#) -- \$540,000.00

[Birdseye Sitework](#) -- \$541,133.00

[Waters Excavating](#) -- \$547,816.50

The apparent low bid of \$540,000 is clearly way above what was expected, yet within range of the others, which suggests they are all in a reasonable range based on the final scope of work. [Online is a memo](#) prepared by Roy Schiff, P.E., and Brian Cote, P.E., of SLR International with a bid tab analysis and recommendations.

The original VTrans grant was for \$175,000 with a deadline of December 31, 2023. VTrans representatives have assured us that an additional \$25,000 will be made available to reach the \$200,000 maximum amount per project and that an extension into 2024 can be arranged. The Town had already expected to contribute at least \$100,000 from its Road Reserve Fund toward this project, amounting to an updated amount of approximately \$300,000 in available funding.

Last week I submitted a grant application to the [Flood Resilient Communities Fund](#) for **\$314,950**, just a hair before their July 31 deadline. The total project cost of \$614,950 included the low bid of \$540,000, engineering at \$51,950 (current contract), and a \$23,000 contingency. However, we received immediate feedback that FRCF program funds are now being prioritized for buyouts of the scores of properties devastated by the statewide July flooding. We do not know the timeline for when decisions will be made. Other sources of funding are not likely to provide any more immediate assurance.

Roy Schiff from SLR reached out to the low bidder to ascertain their ability and willingness to hold their bid into 2024 and whether they would still be willing and able to move forward with the Eagle Park fishing platform project if not coupled with the Lincoln Road project. I hope we will have more information available at Monday's meeting.

RECOMMENDATION: If the low bid contractor is not willing to hold their bid into 2024, consider the consequences if the project is postponed. Consider using a portion of the remaining ARPA funds to keep it on track? Determine if additional information is needed.

Item VI.4 Consider Howden Hall sign replacement proposal from the Bristol Historical Society: Ted Lylis. Following up on Ted Lylis' visit to the Selectboard at the previous meeting, [online is the sign design](#) the Bristol Historical Society is re-proposing to replace the current decrepit sign. There is no question the current sign needs to be replaced. [Ian Albinson has expressed concern](#) with this approach.

RECOMMENDATION: Determine next steps.

Item VI.5 Receive update from Porter Knight about the "Health Equity and Community Design Technical Assistance Pilot Project" and creation of a vision of accessibility on town parks. Porter Knight will be present to provide an update on the "Health Equity and Community Design Technical Assistance Pilot Project" she is working on to create a vision of accessibility for town parks. A goal is to create conceptual drawings of what it could be like to have ADA paths on Town parks (Eagle, Memorial, Sycamore). As part of the process, a [health equity survey](#) was initiated. She intends to information to present and some ideas to explore.

RECOMMENDATION: Determine if any other information is needed.

Item VI.6 Consider allocation of National Opioid Settlement funds to the Turning Point. The Selectboard has received [numerous requests](#) from Turning Point representatives for allocations from either the Town's ARPA funds, the Town's opioid settlement funds, or both. At their May 22, 2023 meeting, the Selectboard [voted to allocate \\$55,565 to Turning Point](#). Police Chief Bruce Nason [has expressed his support](#) for allocating opioid settlement funds to the Turning Point. According to Town Treasurer Anthony Delmonaco, the current available balance of the opioid settlement revenues is \$9,355. Additional funds are expected to be received over the next several years. There is an open question whether there are local, Bristol-based programs that would also benefit from some proportion of the funds.

RECOMMENDATION: Determine if any other information is needed. Vote to allocate all or a portion of the funds to the [Turning Point Center of Addison County](#).

Item VI.7 Review and approval of the June 26 and July 24, 2023 meeting minutes. Online are the [June 26 minutes](#). The July 24 minutes are in the process of being reviewed and are expected to be e-mailed and posted online when completed. The original draft is posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item VI.12. Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant](#) is online. The current value is \$113,383.67, but this may change if additional expenses are added prior to the meeting.

VII. OTHER BUSINESS.

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

- [E-mail VTUMS inspection recommendations submitted 2023-07-31.pdf](#)
- [Bristol Allocation Letter Lucarelli 25 Pleasant Street 2023-07-27.pdf](#)
- [E-mail BRD Newsletter 2023-08-11.pdf](#)

Miscellaneous Updates

- - The kick-off meeting for the Pine Street waterline replacement project is scheduled for Wednesday, July 26, 1:00pm at Holley Hall and via Zoom.
1. Consider quote from Clark-Wright for installation of a riser for the Lawrence Library septic system and use of the Capital Building Fund for this project. (+/- 15 min.)

Basin Street Improvement Project Kick-off Meeting

The Basin Street Improvement Project [kick-off meeting was held July 26](#) at Holley Hall and via Zoom. There was good discussion among the consultants, VTrans rep, residents, and others who were able to attend. A broader public concerns meeting will be included as a part of the Selectboard's September 11 meeting agenda.

Core Sewer Rate Structure Update

Jill Marsano, Steve Palmer, and I began working with Andrew Waters, Project Director with the [Environmental Finance Center](#) at the UNC School of Government, to develop an updated rate structure for the downtown core sewer system to more accurately—and equitably—reflect current and projected operating and capital investment needs. It is a no-cost program affiliated with the [Environmental Finance Center Network](#) that offers trainings and other resources to communities with small water and wastewater systems. Through this network, we also hope to get assistance with the development of a capital improvement plan for the sewer system—which turned 30 years old this year.

One of the owners of the exterior grease traps has asked if they could be billed directly for their exterior grease trap pumping rather than have it go through the Town. On the one hand, that would alleviate some of the administrative effort that will be needed to now bill the four exterior grease trap owners for the regular pumping the Sewer Department has been paying for all these years. On the other hand, Jill and I feel that shift should be coordinated with the broader discussion of the rates and the effort soon to be underway to measure actual sources of the grease, fats, and oils and other organics entering the system with the new composite tester. We will plan to include a brief memo to the exterior grease trap owners with [the billing for this most recent pumping](#) to provide an update on where we are in this process.

Web Site Conundrums

Those of us who attempt to regularly post documents and other information to the Web site are encountering more and more obstacles that either prevent or delay being able to post updates. It is frustrating and time-consuming. Ian speculates that the platform we are using is just too old and buggy. We have begun exploring options more seriously for completely upgrading the entire site, which may mean moving it to a different platform. I posted a query to Muninet last week asking what other communities have had success with and would recommend and received a surprising number of useful responses very quickly. Some put the effort out to bid. Others worked with firms they already had a tech relationship with. Whatever we do will likely involve hiring a consultant to help develop the initial theme and then manage the transfer of all the current content. Since this is not in the budget, we may want to consider earmarking some of the ARPA funds toward this.

Grant Writer/Administrator On Board

I am happy to report that new Grant Writer/Administrator Freeda Powers started this week and hit the ground running. She immediately got to work acquainting herself with the grant files and active projects. She also began familiarizing herself with the lay of the land and met with several department heads. She was in the office Monday, Wednesday, and Friday last week. This week she plans to be in the office Tuesday and Thursday. She will be working remotely the other days. Her schedule may be a bit fluid as we navigate this new arrangement. We have not figured out a phone line for her yet, but her e-mail address is grantadmin@bristolvt.org.

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 August 14

Monday: 5:30pm – Morristown Public Information panel Town Manager vs. Town Administrator form of government.
7:00pm – Selectboard meeting.

Tuesday: In the office; will get in around 10:00am.
10:00am - Pine Street waterline replacement weekly construction meeting.

Wednesday: In the office.

Thursday: In the office.

Friday: Out of the office; working from home.

Week of August 21

Monday: In the office.

Tuesday: Likely working from home.
10:00am - Pine Street waterline replacement weekly construction meeting (Zoom).

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Aug. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Aug. 16, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Aug. 17, 9:00am, via Zoom.
- [Selectboard](#): Mon., Aug. 28, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Sept. 5, 7:00pm, at Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Sept. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Sept. 14, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Selection of a nursery for planting of new street trees.
- Basin Street Improvement Project public concerns meeting.
- Consider long-term options for stabilization of the Briggs Hill Road slope.
- Web site improvement options.
- Quarterly budget review.
- Lawrence Memorial Library septic system management update.
- Continued review and update of the Revolving Loan Fund documents.
- Continued Selectboard decisions for use of ARPA funds.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- 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.

Respectfully submitted,

Valerie Capels, Town Administrator