

**Bristol Town Administrator's Report
September 10, 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, September 11, 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. REGULAR BUSINESS.

Item IV.1 Consider moving forward with preliminary paving estimates for Pine Street, Cartersville on Lower Notch Road, and Upper Notch Road. Public Works Foreman Eric Cota received preliminary estimates for the following paving projects:

• Pine Street	\$ 65,000
• Cartersville, Lower Notch (7/10 mile, 1" shim)	\$ 42,000
• Upper Notch (shim & top)	<u>\$ 14,000</u>
Total	\$ 121,000

Pine Street would be in the spring 2024; the other two would be for this fall. If the Selectboard wants to move forward, Pike will prepare a more detailed, formal cost proposal and put the paving on their schedule.

Including both FY23 and FY24 appropriations, the total available balance in the Capital Paving Reserve Fund is \$239,132.

RECOMMENDATION: Determine whether to move forward with the paving for one or more of the sites.

Item IV.2 Approve the annual Harvest Festival plan on the Town Green: Recreation Department and Addison County Chamber of Commerce. Online is the Recreation Department's proposed plan for the [annual Harvest Festival on the Town Green](#), Saturday, September 23, 2023, which mirrors that from last year. This year the event is planned to be coordinated with the [Stampede 2.0 5K and walk-a-thon fundraising event](#). Since the Stampede 2.0 is beginning this year at the high school, it does not seem to fall under Bristol's Public Assemblages Ordinance; however, it will involve use of Town sidewalks and streets. The route is planned to be the same as the July 4th road race. A map of the route is expected to be provided in time for Monday's meeting.

RECOMMENDATION: Approval. Coordination with the Bristol Police Department.

Item IV.3 Continued consideration of a plan to replace the Howden Hall sign: Ian Albinson. Following up on the discussion at the previous meeting, [online is a design proposal](#) Ian has prepared for continued discussion to replace the decrepit sign clinging to life in front of Holley Hall. The zoning permit has been issued for the sign based on the current profile and dimensions.

Ian received a quote from the company that made the Town entry signs of \$420 for a dual-sided sign with gold leaf highlights.

RECOMMENDATION: Determine if any other information is needed. Determine next steps.

Item IV.4 Review of the Selectboard's calendar and goals. Set date for Basin Street Local Concerns Meeting. Online is an updated work-in-progress [Selectboard calendar and goals document](#). It may always be a draft because it is not comprehensive and continues to evolve. Although I probably overlooked a thing or two, I find this to be a useful opportunity to reflect back on the accomplishments and to look ahead and try to set targets or benchmarks for getting other things done. It also helps put in perspective why some goals may have been delayed: there is a lot going on!

At the [January 9, 2023 meeting](#), the Selectboard voted to amend the Bristol Personnel Policy to add *Martin Luther King Day* and *Indigenous People's Day* to the municipal employees' paid days off. This was done to reflect amendments that were included in the Police Union contract approved last year. The second Monday in October will always be Indigenous People's Day, which coincides with the Selectboard's regular meeting schedule. There are five Mondays in October this year, which broadens the options if the Selectboard wants to consider rescheduling its October 9 meeting. Tuesday, October 10 is not an option because that is reserved for the Development Review Board. Criticisms have been raised in the past about the Selectboard meeting on holidays because it may compromise participation if employees, Selectboard members, Bristol residents, or others are not in town or have holiday plans.

RECOMMENDATION: Decide whether to reschedule the October 9 Selectboard meeting. Since October has five Mondays this year, which will not always be the case, I recommend rescheduling the October meetings to **October 16** and **October 30**. This would result in three weeks between the September 25 and October 16 meetings, which would have happened anyway between the last meeting in October and the November 13 meeting.

Item IV.5 Approve municipal tax anticipation note for up to \$2,105,689 through the National Bank of Middlebury and execute loan documents. [Online are the loan documents](#) necessary to put in place interim funding that may be needed to cover operating and capital expenses in the short term until tax and other revenues become available. A big one right now is the Pine Street Waterline Replacement Project currently underway. Interest is expected to be paid only on the amount of funds drawn.

RECOMMENDATION: Approval. Execute the documents.

Item IV.6 Review and approval of the August 14 and August 28, 2023 meeting minutes. Online are the [draft Aug. 28 minutes](#). The Aug. 14 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 IV.7 Authorize accounts payable warrant and any liquor or tobacco licenses. The current [accounts payable warrant is online](#). The current value is \$93,506.38, but this may change if additional expenses are added prior to the meeting.

V. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2023-08-31.pdf](#) (16.6% through the budget year).
- [E-mails BFD black mold remediation complete with thanks 2023-09-06.pdf](#)
- [E-mail BRD Friday newsletter 2023-09-08.pdf](#)
- [Emails re aclu vermont letter to municipalities rights of unhoused residents 2023-09-06.pdf](#)

Pine Street Waterline Replacement Project Update

Despite dodging rainstorms and delays in the arrival of some parts at the start of the project last month, the Pine Street waterline replacement project had been going relatively smoothly. And then there was a water line break on Tuesday morning. Water service needed to be suddenly turned off from North Street to Maple Street to isolate the repair. I reported the details on Front Porch Forum, Facebook, Instagram, and through the e-mail list and will not reiterate it here. However, it served as a reminder that we recommend folks in the construction area have some form of water reserve on hand (jugs, bottles, pails, tubs, ...) just in case of a sudden—and temporary—water service interruption.

The new water main has been laid as far as Bristol Works toward Munsill Avenue. Work needed to be shifted on Friday to accommodate a major Bristol Bakery delivery. It was an example of good communication and cooperation among all parties to accommodate one another. While one crew was working in the Maple Street area, another crew was connecting new copper water service lines to the new water main at the North Street end working westward. These are the new service lines that will be connected to the existing service lines at the curb stops after the new water main has been completed, pressure tested, and sanitized, which is expected to be sometime in October. Water service for everyone in the area will be interrupted at that time, and ample notice will be provided.

With the work going on between Maple Street and Munsill Avenue, access to the Bristol Works parking lots on each side of Pine Street are expected to be accessible from one direction or the other. Another option is for folks to park on the vacant lot at the corner of Maple and Pine Streets, accessed from Maple Street.

TA Schedule

I generally plan to get in the office around 9:00am most days, winter and other weather permitting. I plan to still work remotely one day a week, most often on Tuesdays, although with the Pine Street weekly construction meetings scheduled for Tuesday mornings through the fall, some may be in person and some may be via Zoom. On the remote 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 11

Monday: 7:00pm – Selectboard meeting.
Tuesday: In the office.
10:00am - Pine Street waterline replacement weekly construction meeting.
Wednesday: In the office.
6:00pm – ACEDC Annual Mixer, Middlebury.
Thursday: In the office.
10:00am – FEMA Follow-Up meeting.
Friday: Out of the office.
11:30am –Appt. in Burlington.

Week of September 18

Monday: In the office.
Tuesday: In the office.
10:00am - Pine Street waterline replacement weekly construction meeting.
Wednesday: In the office.
Thursday: 7:30am – ACEDC Board meeting.
9:00am – Bristol CORE.
In the office around 11:00am.
7:00pm – ACSWMD Board meeting.
Friday: Possibly working from home.

Upcoming Meetings

- [Selectboard](#): Mon., Sept. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Sept. 12, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Sept. 13, 7:00pm, via Zoom.
- [Conservation Commission](#): Thurs., Sept. 14, 6:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Sept. 21, 9:00am, via Zoom.
- [Selectboard](#): Mon., Sept. 25, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Oct. 3, 7:00pm, at Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Oct. 10, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Local Hazard Mitigation Plan update: select consultant.
- 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.
- Review of updated sidewalk replacement plan.
- 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