



BRISTOL TOWN COUNCIL MEETING

Thursday, August 06, 2026 at 7:00 PM

Council Chamber Bristol Municipal Complex

AGENDA

This meeting is held in the Bristol Municipal Complex is open for in-person participation.

The meeting is live streamed on Town of Bristol YouTube channel.

Livestream link is available on the Town Website

Bristol Indiana - YouTube

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF INVOICES

6. PLANNING AND DEVELOPMENT ITEMS

- [a.](#) Resolution 8.6.2026-12 for withdrawal Bristol Innovation Park DPUD

REPORTS

7. TOWN MANAGER

- [a.](#) WWTP project approvals

1. Change Order #8 \$0 contract cost increase -- adding days to project due to NIPSCO related delays

2. SRF disbursement # 57 \$58,155 to Commonwealth Engineers

- b.** Water Project SRF requests

1. SRF 66 \$231,120 to Niblock Excavating and \$12,164 retainage

2. SRF 67 \$141,550 Phoenix Fabricators and \$7,450 retainage

8. CLERK-TREASURER

- [a.](#) Promotion for Sergeant Hamood! Congrats

Request to waive second reading and approve on first reading.

- [b.](#) Additional appropriation 8.20.2026-19 \$772,000

9. TOWN ATTORNEY

10. TOWN COUNCIL DISCUSSION ITEMS

- a.** Tony Davidson
- b.** Doug DeSmith
- c.** Cathy Burke
- d.** Gregg Tuholski
- e.** Jeff Beachy

NEXT MEETINGS:

August 20 7:00 PM: Town Council meeting

September 6 6:30 PM : Bristol RDC meeting for annual TIF review

September 6 7:00 PM: Town Council meeting

11. MOTION TO ADJOURN

RESOLUTION NO. 8-6-2026-12

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
BRISTOL, INDIANA ACKNOWLEDGING WITHDRAWAL OF
AN APPLICATION FOR ZONE MAP CHANGE

WHEREAS, the Town of Bristol, Indiana (the “Town”) is a duly formed municipal corporation governed by its duly elected Town Council (the “Council”); and

WHEREAS, Barbara Christine, Trustee of the Barbara Christine Wilhelm Irrevocable Lifetime Family Trust, and Ronald L. Kauffman and Jane M. Kauffman, Trustees (Life Estate) (collectively, the “Petitioner”) represented by Jones Petrie Rafinski, submitted an application to the Elkhart County Advisory Plan Commission (the “Plan Commission”) to rezone certain real estate described in Attachment A hereto (the “Real Estate”) from A-1 and M-1 to DPUD M-1, and such application was identified as transaction number DPUD-0340-2026; and

WHEREAS, after proper legal notice a public hearing was held by the Plan Commission as provided by law on July 9, 2026, after which the Plan Commission did recommend **DENIAL** of the zone change from A-1 and M-1 to DPUD M-1 and filed such recommendation with the Council; and

WHEREAS, the Petitioner submitted a written request to the Town on August 3, 2026, to withdraw its application for the zone map change from A-1 and M-1 to DPUD M-1; and

WHEREAS, the Council, having reviewed the documents available relative to the application for the zone map change from A-1 and M-1 to DPUD M-1, and being duly advised, has determined to accept the withdrawal of the Petitioner’s zone map change application by adopting this Resolution at its regular public meeting on August 6, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BRISTOL, INDIANA THAT:

- Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.
- Section 2. The application of Barbara Christine, Trustee of the Barbara Christine Wilhelm Irrevocable Lifetime Family Trust, and Ronald L. Kauffman and Jane M., Kauffman, Trustees (Life Estate), identified as transaction number DPUD-0340-2026, to rezone the Real Estate from A-1 and M-1 to DPUD M-1, is hereby withdrawn.
- Section 3. This Resolution shall be of full force and effect from and upon its adoption.

* * * * *

RESOLVED THIS 5th DAY OF AUGUST, 2026.

TOWN COUNCIL
OF THE TOWN OF BRISTOL, INDIANA

Jeff Beachy, President

Cathy Burke

Gregg Tuholski

Doug DeSmith

Tony Davidson

ATTEST:

Cathy Antonelli, Clerk-Treasurer

ATTACHMENT A

Description of Parcels

SEVERAL PROPERTIES ON THE NORTH & S SIDE OF CR 23 BETWEEN S DIVISION ST (SR 15) & CR 19, N OF CR 14.

Parcel Number(s): 20-03-32-300-003.000-031, 20-03-32-300-007.000-031, 20-03-32-400-002.000-031, 20-03-32-400-003.000-031, 20-03-33-300-001.000-031, 20-03-33-300-002.000-031, 20-03-33-300-003.000-031, 20-03-33-400-007.000-031, 20-03-33-400-013.000-031, 20-03-33-400-016.000-031, 20-03-34-300-002.000-031, 20-03-34-300-004.000-031, 20-03-34-300-007.000-031, 20-03-34-300-010.000-031, 20-03-34-300-013.000-031, 20-07-04-101-001.000-042, 20-07-05-100-004.000-042, 20-07-05-200-004.000-042.

CHANGE ORDER NO.: 8

Owner:	Town of Bristol	Owner's Project No.:	WW22532001
Engineer:	Commonwealth Engineers, Inc.	Engineer's Project No.:	S22145
		Contractor's Project	
Contractor:	Crosby Construction	No.:	24105-01
Project:	WWTP Improvement Project		
Contract Name:	WWTP Improvement Project		
	Effective Date of Change		
Date Issued:	Order:		

The Contract is modified as follows upon execution of this Change Order:

Description: Tinted windows for new admin building, SBR undercut delay, Partial change in gravel to #53 Limestone, and Part 2 NIPSCO gas delay

Attachments: Change Order Breakdown Memo, WCD-12/RFI-47 pricing, Contractor SBR delay letter, RFI-73 pricing, Contractor Part II delay notification letter

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Part 1 Original Contract Times: Calendar days	
\$ <u>24,293,749.00</u>		Substantial Completion:	<u>450</u>
		Ready for final payment:	<u>30</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 7:		Part 1 [Increase] [Decrease] from previously approved Change Orders No. 1 to No. 7	
\$ <u>134,675.23</u>		Substantial Completion:	<u>139</u>
		Ready for final payment:	<u>0</u>
Contract Price prior to this Change Order:		Part 1 Contract Times prior to this Change Order:	
\$ <u>24,159,073.77</u>		Substantial Completion:	<u>589</u>
		Ready for final payment:	<u>30</u>
[Increase] [Decrease] this Change Order:		Part 1 [Increase] [Decrease] this Change Order:	
\$ <u>0</u>		Substantial Completion:	<u>52</u>
		Ready for final payment:	<u>0</u>
Contract Price incorporating this Change Order:		Part 1 Contract Times with all approved Change Orders:	
\$ <u>24,159,073.77</u>		Substantial Completion:	<u>641</u>
		Ready for final payment:	<u>30</u>

Change in Contract Times
[State Contract Times as either
a specific date or a number of days]

Part 2 Original Contract Times: Calendar days	
Substantial Completion:	<u>180</u>
Ready for final payment:	<u>30</u>
Part 2 [Increase] [Decrease] from previously approved Change Orders No. 1 to No. 7	
Substantial Completion:	<u>0</u>
Ready for final payment:	<u>0</u>
Part 2 Contract Times prior to this Change Order:	
Substantial Completion:	<u>180</u>
Ready for final payment:	<u>30</u>
Part 2 [Increase] [Decrease] this Change Order:	
Substantial Completion:	<u>51</u>
Ready for final payment:	<u>0</u>
Part 2 Contract Times with all approved Change Orders:	
Substantial Completion:	<u>231</u>
Ready for final payment:	<u>30</u>

Town of Bristol
WWTP Improvements Project
Change Order #8

Recommended by Engineer (if required)

By: *Amy Mendoza*

Title: Project Engineer

Date: 7/31/26

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted by Contractor

By: *Russell Jacobs*

Title: Vice President

Date: 7/31/2026

Approved by Funding Agency
(if applicable)

By: _____

Title: _____

Date: _____



July 31, 2026

Mike Yoder
Town of Bristol
303 E Vistula St
Bristol, IN 46507

**RE: Job Number S22145
 WWTP Improvement Project
 Proposed Change Order No. 8**

Dear Mr. Yoder:

Enclosed, please find the proposed Change Order No. 8 (CO #8) for the Town of Bristol's consideration and approval.

This CO #8 includes a contract cost increase of \$0, 52 additional days in Part 1, and 51 additional days in Part 2, resulting in a new total contract price of \$24,159,073.77, time to substantial completion of Part 1 at 589 days, and time to substantial completion of Part 2 at 231 days from substantial completion of Part 1.

Recommendation

We have reviewed the items of additional cost and determined them to be fairly priced. This proposed change order consists of the following items:

- Tinted Windows
- Compensation for delay caused by SBR Undercut (days and General Conditions costs)
- Partial Change in Gravel to #53 Limestone
- Additional time added to Part 2 due to NIPSCO gas delay

Further details can be found in the attached memorandum. The Town plans to pay for items of cost using the Owner Allowance. We recommend acceptance of this change order. The table below provides a summary of components included within this change order:

Description	Cost Change	Time Extension (Days)	Summary Notes
Tinted Windows	\$1,052	0	The Town requested to change the 6 west facing windows to tinted windows rather than un-tinted.
SBR Undercut Delay	\$30,000	52 (Part 1)	The SBR undercut caused 52 days delay and additional General Conditions supervision costs.
Partial Change in Gravel to #53 Limestone	\$24,154	0	The Town requested 4-inches of crushed #53 limestone be used with 4-inches of crushed #53 gravel in lieu of full 8-inch depth crushed #53 gravel material to improve final appearance and longevity of gravel drives.
Part 2 NIPSCO Gas Delay	\$0	51 (Part 2)	NIPSCO delay of capping of existing gas line to the existing admin building caused a delay of 51 days.
Total:	\$55,206 to be paid via Owner Allowance <i>\$0 change to established Contract Cost</i>	Part 1: 52 Part 2: 51	

The change orders and use of the Owner Allowance so far in this contract, including this change order, equate to a 0.03% decrease from the original contract price. Note, the Owner Allowance of \$150,000 was established as part of Change Order 1 in exchange for 90 additional contract days. A summary of the available contingency and Owner Allowance on the project is included in the table below.

Item	Amount, Original	Approved CO's, with Current CO (negative = credit)	Remaining Amount
Contingency	\$1,214,687.45	-\$134,675.23	\$1,349,362.68
Owner Allowance	\$150,000.00	\$143,015.26	\$6,984.74
Total	\$1,364,687.45	-\$8,340.03	\$1,356,347.42

If you have any questions, please feel free to contact us.

Sincerely,

COMMONWEALTH ENGINEERS, INC.

A handwritten signature in black ink that reads "Amy Mendoza". The signature is written in a cursive, flowing style.

Amy Mendoza, P.E.



100 East Wayne St., Suite 315
South Bend, IN 46601
PH: (574) 800-7177

CHANGE ORDER SUMMARY MEMORANDUM

DATE: July 31, 2026

SUBJECT: Wastewater Treatment Plant Improvements
Work Item Breakdown for Change Order No. 8

Change Order No. 8 for this project includes a cost increase and time extension for items further explained below. The Engineer has reviewed the costs submitted by the Contractor and considers them fair.

The attached request for change includes the resulting increase associated with the items described below.

1) WCD-12 Tinted Windows

Work Change Directive No. 12 (WCD-12) was issued at the Town's request to provide insulated tinted glass windows for the 6 total west-facing windows. The change is intended to reduce solar heat gain and improve occupant comfort within the Administration Building. This change results in an additional \$1,052 in project costs and no additional contract time.

2) RFI-9 SBR Undercut Delay

During excavation for the SBR structure, the Contractor identified unsuitable subgrade soils. Subsequent geotechnical evaluation determined that the upper 18 inches of foundation soils were loose and incapable of providing the required bearing capacity. The recommendation required undercutting 12 inches of existing soil, moisture conditioning and recompacting the exposed subgrade, and replacing the removed material with 12 inches of compacted No. 53 crushed limestone. The undercut and stabilization work created a critical path delay to the SBR foundation and concrete activities, shifting portions of the work into winter conditions and resulting in additional schedule impacts. The delay results in an additional 52 calendars of contract time. The Contractor experienced additional General Conditions costs for supervision and has requested compensation for 30 days worth of General Conditions costs, totaling \$30,000. At the time of the SBR undercut, the Engineer had determined the need to wait until the end of Part 1 to see if these General Conditions costs were actually necessary. Now that Part 1 has been

completed, the Engineer feels that the adjustment to General Conditions costs is valid. The Town agrees that the additional cost is reasonable.

3) Partial Change in Gravel to #53 Limestone

The Town requested the change in gravel material for the top 4-inches of finished gravel surfaces to use #53 crushed limestone material instead of #53 gravel material which was specified. The Contractor stated that additional cost is due to hauling costs for the crushed limestone material to obtain the material from the Fort Wayne area. The Engineer and Town have reviewed the additional cost provided by the Contractor and find it fair and acceptable. The total cost of this item is \$24,154 and no additional contract time is associated with this item.

4) Part 2 NIPSCO Gas Delay

The Contractor submitted a delay notification for Phase II stating that demolition activities were delayed due to utility disconnection issues beyond the Contractor’s control. Following the permanent diversion of flow to the new treatment plan on April 8, 2026, electrical service to the existing facility was disconnected on April 22, 2026. However, the scheduled removal of the natural gas service by NIPSCO was not completed until May 15, 2026. This delayed the start of structural demolition by approximately six weeks and created additional schedule impacts affecting the sequencing and availability of the hazardous waste removal subcontractor. As a result, hazardous waste removal activities were rescheduled and extended, with completion anticipated on June 24, 2026. The Contractor has requested a contract time extension of 63 calendar days, less 12 days attributed to hazardous waste removal activities, resulting in a requested net contract time adjustment of 51 calendar days.

The table below provides a summary of components included within this change order. The Town has requested to cover the cost items using the “Owner Allowance” established in Change Order 1. The total available Owner Allowance, based on Town/Engineer-authorized items so far, is \$62,190.74. The total cost of the items in this change order is \$55,206. Therefore, there will be zero overall cost change on the project contract and after the Contractor bills for these items, there will be a balance of \$6,984.74 remaining in the Owner Allowance.

Description	Cost Change	Adjustment in Contract Time (Calendar Days)
Tinted Windows	\$1,052	0
SBR Undercut Delay	\$30,000	Part 1: 52
Partial Change in Gravel to #53 Limestone	\$24,154	0
Part 2 NIPSCO Gas Delay	\$0	Part 2: 51
Total:	\$55,206 – Owner Allowance \$0 change in overall Contract Cost	Part 1: 52 Part 2: 51

WCD-12 / RFI-47 TINTED WINDOWS

Date:		Description:							RFI 47								Job #			
Description	Qty.	Change description			Crew	MH	UM	UPL	Labor	UCM	Materials	CC	Job Exp.	CC	subs	CC	Totals			
RFI #47		Crosby PM time			PM	2	HR	\$ 225.00	\$ 450.00								\$450			
					PS		HR	\$ 125.00	\$ -								\$0			
									\$ -								\$0			
									\$ -								\$0			
	1	Tinted windows West Elevation							\$ -						\$500		\$500			
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Environmental Engineers & Consultants
7256 Company Drive
Indianapolis, IN 46237
PH: (317) 888-1177 FAX: (317) 887-8641

WORK CHANGE DIRECTIVE #12

TO: Russell Jacobs, Crosby Construction
FROM: Amy Mendoza, P.E., Commonwealth Engineers, Inc.
CC: Jeremy Hardy, P.E., Commonwealth Engineers, Inc.
DATE: August 14, 2025
SUBJECT: Town of Bristol, Indiana Wastewater Treatment Plant Improvements, Work Change Directive No. 12

Issue:

The Town has requested tinted windows for all windows on the west-facing side of the new admin building.

Work Directive:

1. Contractor shall adjust scope of work to provide insulated tinted glass windows on west facing windows meeting the attached specifications.

The Contractor shall review this Work Change Directive No.12 and notify the Engineer if any additional clarifications are necessary regarding this issue prior to submitting their proposal for the work.

Attachments:

- Revised building specification with tinted windows (highlighted)

SECTION 133400 - ENGINEERED POST FRAME STRUCTURES

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:

1. Engineered wood-framed structures consisting of the following components:
 - a. Factory-engineered wall columns.
 - b. Factory-engineered roof truss.
 - c. Factory-engineered metal roof and wall panels.
 - d. Factory-engineered building system accessories including doors and windows.
 - e. Prefinished metal trim items.
 - f. Prefinished ridge vents and soffits.

1.02 REFERENCES

A. Reference Standards:

1. Preservative Treated Lumber:
 - a. American Wood Preservers Association (AWPA).
2. Lumber grading rules and wood species:
 - a. National Design Specifications for Wood Construction, current edition.
 - b. Northeastern Lumber Manufacturer's Association, Inc. (NELMA).
 - c. Southern Pine Inspection Bureau (SPIB): Southern Pine.
 - d. West Coast Lumber Inspection Bureau (WCLIB): Douglas Fir.
 - e. Western Wood Products Association (WWPA): Douglas Fir and Ponderosa Pine.
3. MSR Lumber Producers Council (MSR) for machine stress rated lumber.
4. National Design Specifications for Wood Construction.
5. National Design Standard for Metal Plate Connected Wood Truss Construction (TPI).

1.03 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-engineered product. Indicate component materials, dimensions, profiles, and construction and installation details.

1. Include information for specialty accessory products specified for this Project.
2. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.
3. For products receiving waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to truss fabricator.

4. Include copies of warranties from chemical treatment manufacturers for each type of treatment.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
1. Sizes, stress grades, and species of lumber.
 2. Anchor-bolt and embedded column bracket layout.
 3. Structural Framing Drawings: Show complete fabrication of primary and secondary framing. Include provisions for openings and the following information:
 - a. Slope or depth, span, and spacing of truss.
 - b. Heel bearing height.
 - c. Design loading to include:
 - 1) Top chord live load.
 - 2) Top chord dead load.
 - 3) Bottom chord dead load.
 - 4) Concentrated loads and their points.
 - d. Adjustments to lumber and plate design values for conditions of use.
 - e. Plate type, thickness of gauge, and size.
 - f. Lumber size, species and grade for each member.
 4. Metal Roof and Wall Panel Layout Drawings: Show layouts of metal panels including methods of support. Include details of edge conditions, joints, panel profiles, corners, anchorages, trim, flashings, closures, and special details. Indicate the following components:
 - a. Roof mounted items.
 - b. Wall mounted items.
 5. Submit Shop Drawings that have been engineered and certified by professional engineer licensed in the State in which Project is located. Include seal and signature of professional engineer on Shop Drawings.
- C. Delegated Design Data: Truss engineering calculations for loading and stresses, bearing seal and signature of professional engineer licensed in the State of Indiana. Include the following calculations:
1. Minimum design shall meet design standards of latest edition of the Indiana Building Code unless other, more stringent requirements are in force in Project location.
 2. Provide Truss bottom chord loading capacity of 10 psf superimposed dead load and a 100 lb. concentrated superimposed dead load, in addition to all other code required loads.
 3. Bending moments and axial forces for each member.
 4. Basic plate design values.
 5. Design analysis for each joint indicating that proper plates have been used.
 6. Provide design calculations for exterior walls, canopies, soffit systems, and lateral bracing walls. Design wind loads and lateral bracing loads are indicated on structural Drawings.
 7. Submit design calculations that have been engineered and certified by a professional

engineer licensed in Indiana. Include seal and signature of professional engineer on calculations.

- D. Deflection limits: design framing assemblies to withstand design loads with deflections no greater than the following:
- a. Purlins, girts and rafters: vertical deflection of 1/240 of the span.
 - b. Metal roof and wall panels: vertical deflection of 1/180 of the span.
 - c. Design secondary-framing system to accommodate deflection of primary framing and construction tolerances, and to maintain clearances at openings.
 - d. Engineer building structure to withstand design loads with lateral drift limits of 1/400 of the building height.
 - e. Seismic performance: framing shall withstand the effects of earthquake motions determined according to ASCE/SEI 7.
 - f. Allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures of 120 deg f ambient; 180 deg f, material surfaces.
 - g. Air leakage through metal panel assembly of not more than 0.06 cfm/sq. Ft. (0.3 l/s per sq. M) of roof area when tested according to astm e 1680 at negative test-pressure difference of 1.57 lbf/sq. Ft.
 - h. No water penetration through roof panels when tested according to astm e 1646 at test-pressure difference of 2.86 lbf/sq. Ft. (137 pa), and through wall panels when tested according to astm e 331 at a wind-load design pressure of not less than 2.86 lbf/sq. Ft.
 - i. Provide drainage to exterior for water entering or condensation occurring within wall or roof system.
 - j. Wind-uplift resistance: provide metal roof panel assemblies that comply with ul 580 for class 90.
- E. Flashing and trim, gutters, downspouts, roof ventilators, and louvers.
- F. Samples for Initial Selection: For units with factory-applied color finish, color chart of manufacturer's standard colors.

1.04 INFORMATIONAL SUBMITTALS

- F. Evaluation Reports: For the following, from ICC-ES:
- 1. Wood-preservative-treated wood.
 - 2. Engineered wood products.
- G. Quality Control Submittals:
- 1. Test Reports: Certified test reports showing compliance with specified performance characteristics.
 - 2. Certification: Manufacturer's certification that Products furnished meet specified design and performance criteria.
- H. Submit written proof of third-party inspection program in force for truss manufacturer used on Project.
- I. Certifications: Certify that specified roof and wind load requirements are met.

1.05 QUALITY ASSURANCE

- F. **Manufacturer Qualifications:** Manufacturer with minimum 5 years' documented experience that participates in recognized quality-assurance program that complies with quality-control procedures and that involves third-party inspection by an independent testing and inspecting agency acceptable to Architect and authorities having jurisdiction.
1. Manufacturer's responsibilities include providing professional engineering services needed to assume engineering responsibility.
 2. Manufacturer shall have engineering department.
 3. **Engineering Responsibility:** Preparation of Shop Drawings and comprehensive engineering analysis by qualified professional engineer.
- G. **Erector Qualifications:** An experienced erector who specializes in erecting and installing work similar in material, design, and extent to that indicated for this Project and who is acceptable to manufacturer.
- H. **Source Limitations:** Obtain engineered post frame building components, including primary and secondary framing and metal panel assemblies, from single source from single manufacturer.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Handle and store materials per manufacturer's requirements.
- B. Handle and store trusses to comply with recommendations in TPI BCSI, "Building Component Safety Information: Guide to Good Practice for Handling, Installing, Restraining, & Bracing Metal Plate Connected Wood Trusses."
1. Store trusses flat, off ground, and adequately supported to prevent lateral bending.
 2. Protect trusses from weather by covering with waterproof sheeting, securely anchored.
 3. Provide for air circulation around stacks and under coverings.
 4. Store trusses to avoid contact with other materials that could create staining or discoloration.
- C. Inspect trusses upon delivery to Project site and notify manufacturer immediately if members have damage from handling or show discoloration, corrosion, or other evidence of deterioration. Discard and replace trusses that are damaged or defective.

1.07 WARRANTY

- A. **Manufacturer's Special Warranty – Treated Material:** Manufacturer agrees to repair, restore, or replace columns that fail in materials within specified warranty period.
1. **Warranty Period:** 50 years from date of Substantial Completion.
 2. Manufacturer shall repair treated structural columns that fail because of insect damage or because of decay that occurs under normal conditions and proper use. If manufacturer is not able to repair structural posts to satisfaction of Architect and Owner, manufacturer shall replace damaged treated structural columns.
- B. **Special Warranty on Metal Panel Finishes:** Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal panels that show evidence of deterioration of factory-applied finishes within specified warranty period.

1. Exposed Panel Finish: Deterioration includes the following:
 - a. Color fading more than 5 Hunter units when tested per ASTM D2244.
 - b. Chalking in excess of a No. 8 rating when tested per ASTM D4214.
 - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
2. Finish Warranty Period: From date of Substantial Completion, 40 years on chalk; 30 years on color change:
3. Warranty Exclusions: Manufacturer will not warrant metal panel finishes damaged due to exposure to atmospheric pollutants including animal waste or other corrosive conditions. Manufacturer will not warrant labor by others.
4. Manufacturer shall repair painted steel roofing or siding panels if the paint peels, cracks, checks, flakes or blisters to an extent that is apparent by ordinary outdoor visual observation when exposed to normal weather and atmospheric conditions. If manufacturer is not able to repair steel panels to satisfaction of Architect and Owner, manufacturer shall replace damaged steel panels.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Subject to compliance with requirements, provide products from one of the following manufacturers:
 1. Energy Panel Structures, Inc.
 2. FBI Buildings, Inc.
 3. Graber Post Buildings, Inc.
 4. Lester Buildings
 5. Morton Buildings
 6. Wick Buildings
 7. Cleary Building Corporation
 8. Or Approved Equal

2.02 PERFORMANCE CRITERIA

- A. Design Requirements:
 1. Design wood members per formulas published in National Design Specifications (NDS) for Wood Construction.
 2. Design light meta-toothed connector plates and joint design in compliance with Truss Plate Institute's (TPI) National Design Standard for Metal Plate Connected Wood Truss Construction.
 3. Include unbalanced roof loads required by ASCE-7, current edition.

2.03 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWP A U1; Use Category UC3b for exterior construction not in contact with ground, and Use Category UC4a for items in contact with ground.
 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium. Do not use inorganic boron (SBX) for sill plates.

2. For exposed items indicated to receive stained or natural finish, use chemical formulations that do not require incising, contain colorants, bleed through, or otherwise adversely affect finishes.
- B. Maximum moisture content of 19 percent or per appropriate grading rules. Do not use material that is warped or does not comply with requirements for untreated material.
- C. Mark lumber with treatment quality mark of inspection agency approved by ALSC Board of Review.
- D. Application: Treat items indicated on Drawings, and the following:
 1. Laminated columns.
 2. Baseboards.
 3. Hold down blocks.

2.04 MATERIALS - WOOD

- A. Laminated Columns: Factory-fabricated from minimum 3 ply 2 inch by 6 inch #1 or better southern yellow pine.
 1. Columns to 20 Feet Lengths: Full-length (unspliced) nail laminated plies. Provide middle ply with short truss support block.
 2. Columns over 20 Feet Lengths: Spliced laminated plies per approved Shop Drawings and manufacturer's design.
 3. Preservative-Treatment: Treat portions of columns designed to be in contact with ground to net retention of 0.60 pounds per cubic foot of CCA per AWP A U1 requirements.
 4. Provide column brackets to be embedded into concrete work, by Simpson Strong Tie Co., Inc., or approved equal.
- B. Wood Trusses: Factory-fabricated of surfaced lumber.
 1. Lumber:
 - a. Top and Bottoms Chords: No. 1 or better Southern yellow pine or comparable Spruce-pine-fir.
 - b. Webs: No. 2 or better Southern yellow pine or SPF.
 2. Metal Connector Plates: Fabricated from ASTM A653; Structural Steel (SS), high-strength low-alloy steel Type A (HSLAS Type A); G60 hot-dip galvanizing coating designation.
 - a. Plate Thicknesses: 0.036 inch and 0.0556 inch thick.
- C. Baseboards: 2 inch by 8 inch No. 2 or better Southern yellow pine, tongue-and-groove.
 1. Preservative-Treatment: Treat baseboards for ground contact conditions. per AWP A U1 requirements. Preservative shall penetrate 100 percent of sapwood.
- D. Wall Girts: 2 inch by 6 inch girts, No. 1 or better Southern yellow pine.

- E. Purlins and Truss Ties: 2 inch by 4 inch laid on edge, MSR SPF 1650.
 - 1. Purlins may be installed over top chord of truss, flat, or in purling hangers. Where purlins and truss ties are set in hangers, provide 2 inch by 6 inch laid on edge, MSR SPF 1650 or No. 1 or better Southern yellow pine.
- F. Overhang Framing: Fabricated rafter frames.
 - 1. Provide factory beveled fascia boards, 2 inch by 6 inch Spruce-pine-fir, No. 2.
- G. Wind Bracing:
 - 1. 2 inch by 6 inch, No. 2 or better Spruce-pine-fir from end wall column to first truss back.
 - 2. 2 inch by 4 inch diagonal in roofline bracing as required by design.
- H. Framing Around Openings:
 - 1. Provide 2 inch by 6 inch/2 inch by 4-inch No. 2 around door, window, and overhead sectional door openings.
- I. Headers: Provide built-up No. 1 or better Southern yellow pine headers as required to meet loading designs.
- J. Incidental Framing: No.2 or better 2 inch by 4 inch.

2.05 MATERIALS – PREFINISHED MATERIALS

- A. General: Factory-formed metal panels, roll-formed in manufacturer's facility, designed to be field assembled by lapping side edges of adjacent panels and mechanically attaching panels to supports using exposed fasteners in side laps. Include accessories required for weathertight installation.
- B. Metal Panels: Exposed-fastener metal roof and wall panels, formed with raised ribs and recesses.
 - 1. Material: Zinc-coated (galvanized) steel sheet, 0.0125 inch nominal thickness.
 - a. Exterior Finish: Siliconized polyester.
 - b. Color: Selected by Architect from manufacturer's full range.
 - 2. Rib Spacing: 2 major ribs at 9 inches on center. 2 minor ribs at 3 inches on center between major ribs.
 - 3. Panel Coverage: 36 inches.
 - 4. Panel Height: 3/4 inch.
- C. Wainscoting: 32 inch high accent feature from at base of building, consisting of the following material:
 - 1. Concrete Siding Units: Provide concrete wainscot manufacturer's recommended materials for a complete wainscot system.
 - a. Basis-of-Design Product:
 - 1) Alliance Concrete Concepts: Moderra Block Wainscot.

- D. Metal Trim: Match material and color of metal panels. Provide trim for corners, ridge lines, rakes, eaves, and panel bases.
 - 1. Lengths: Minimum 10 feet .
 - 2. Trim, overhang facias, track covers, and slide door jambs available in building panel covers.
 - 3. Overhead Sectional Door and Slide Door Jamb Trim: Fabricated from 1 piece up to 10 feet in length.
- E. Soffits: Aluminum or steel, vented as required. Colors shall match roof and wall panel colors.
- F. Ridge Vent: Manufacturer's standard pre-engineered ridge cap or ridgelite, flashings, and eave and gable trim. Field-fabricate minor flashings as indicated on approved Shop Drawings.
 - 1. Provide manufacturer's standard ridge vents as indicated on Drawings, Continuous Vented Ridge 12 square inches per lineal foot

2.06 RELATED MATERIALS

- A. Insulation: Where indicated on Drawings, provide one or more of the following insulation types.
- B. Unfaced, Glass-Fiber Blanket Insulation: ASTM C665, Type I; passing ASTM E136 for combustion characteristics.
 - 1. Surface Burning Characteristics per ASTM E84:
 - a. Flame Spread: 25.
 - b. Smoke Developed: <50.
 - 2. Thermal Resistance and Thickness: R-25, 9 inch.
- C. Polypropylene-Scrim-Kraft-Faced, Glass-Fiber Blanket Insulation: ASTM C665, Type II, Class A; Category 1, with 4 mil white, high density polyethylene facing.
 - 1. Surface Burning Characteristics per ASTM E84:
 - a. Flame Spread: 25.
 - b. Smoke Developed: <50.
 - 2. Thermal Resistance and Thickness: R-25, 9 inch.
 - 3. Physical Properties:
 - a. Water Vapor Transmission, ASTM E96: 0.015 perms.
 - b. Light Reflectivity, ASTM C 523, Illuminant D-6500: 90 percent.
- D. Spray Polyurethane Foam insulation: ASTM C1029, Type II for pneumatic application.
 - 1. Surface Burning Characteristics per ASTM E84:
 - a. Flame Spread: 7.5.

- b. Smoke Developed: 4 50.
- 2. Thermal Resistance: R-20
- 3. Manufacturers:
 - a. BASF Corporation.
 - b. BaySystems NorthAmerica, LLC.
 - c. Dow Chemical Company (The).
 - d. ERSystems, Inc.
 - e. Gaco Western Inc.
 - f. Henry Company.
 - g. Or Approved Equal
- E. Anti-Condensation Felt: Manufacturer's shop-applied, proprietary, self-adhered felt designed to trapcondensation moisture and release moisture as humidity.
- F. Walk Doors: Where indicated on Drawings, provide the following type of doors and frames:
 - 1. Insulated Steel frame and sash with electrostatically coated enamel paint finish and locking options based on Section 087100 – Door Hardware of the project manual.
 - 2. R-value of not less than 8.0
 - 3. Fire-Rated Door Assemblies: Assemblies complying with NFPA 80 that are listed and labeled by a qualified testing agency, for fire-protection ratings indicated, based on testing at positive pressure according to NFPA 252 or UL 10C.
 - 4. Temperature-Rise Limit: Where indicated, provide doors that have a maximum transmitted temperature end point of not more than 450 deg F (250 deg C) above ambient after 30 minutes of standard fire-test exposure.
 - 5. Acceptable Manufacturers::
 - a. Amweld Building Products, LLC.
 - b. Benchmark; a division of Therma-Tru Corporation.
 - c. Ceco Door Products; an Assa Abloy Group company.
 - d. Curries Company; an Assa Abloy Group company.
 - e. Deansteel Manufacturing Company, Inc.
 - f. Firedoor Corporation.
 - g. Fleming Door Products Ltd.; an Assa Abloy Group company.
 - h. Habersham Metal Products Company.
 - i. Kewanee Corporation (The).
 - j. Mesker Door Inc.
 - k. Pioneer Industries, Inc.
 - l. Security Metal Products Corp.
 - m. Steelcraft; an Ingersoll-Rand company.
 - n. Or approved Equal
- G. Windows: Where indicated on Drawings, provide the following type of windows:
 - 1. Thermally broken insulated extruded aluminum frame and sash with electrostatically coated enamel paint finish and window manufacturer's standard insulated **tinted** glass units.
 - 2. Provide with the following minimum performance:

- a. Product Standard: AAMA/WDMA/CSA 101/I.S.2/A440.
 - 1) Minimum Performance Class: LC.
 - 2) Minimum Performance Grade: 30.
 - b. Thermal Transmittance: NFRC 100 maximum whole-window U-factor of 0.294 Btu/sq.
 - c. Solar Heat-Gain Coefficient (SHGC): NFRC 200 maximum whole-window SHGC of 0.25.
 - d. Condensation-Resistance Factor (CRF): Provide aluminum windows tested for thermal performance according to AAMA 1503, showing a CRF of 45.
 - e. West-facing windows shall be Tinted Annealed Float Glass: ASTM C1036, Type I, Class 2 (tinted), Quality-Q3.
 - 1) Color: Gray
 - 2) Visible Light Transmittance: 50%
- 3.
- a. Acceptable Manufacturers
 - 1) All Seasons Window & Door Mfg., Inc.; All Seasons Commercial Division, Inc.
 - 2) Custom Window Company.
 - 3) DeSCo Architectural Inc.
 - 4) Kawneer North America; an Alcoa company.
 - 5) Peerless Products Inc.
 - 6) Thermal Windows, Inc.
 - 7) TRACO.
 - 8) Or approved Equal
- H. Sectional Overhead Doors – as specified in Section 083610 – SECTIONAL OVERHEAD DOORS.
- I. Closure Strips: Closed cell, 2 psf density polyethylene foam, premolded to match configuration of panels.

2.07 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
 - 1. Where trusses are exposed to weather, in ground contact, made from pressure-preservative treated wood, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A153.
 - 2. Exposed Fastener Heads: Match color of steel panel.
 - 3. Where steel panels or trim is attached to preservative-treated lumber, provide fasteners of unpainted Type 304 stainless steel.
- B. Nails, Brads, and Staples: ASTM F1667.
 - 1. Framing Lumber: 10d, 16d and 60d ring shank nails.
 - 2. Machine Bolts: Minimum grade 1, A307.
 - 3. Metal Panels: Minimum 1-1/2 inch No. 10 screw fasteners with EPDM sealing washers bearing on weather side of metal panels.

- a. Match color of metal panels.

2.08 FABRICATION

- A. Shop-fabricate wood trusses in TPI inspected plant.
- B. Cut truss members to accurate lengths, angles, and sizes to produce close-fitting joints.
- C. Fabricate metal connector plates to sizes, configurations, thicknesses, and anchorage details required to withstand design loads for types of joint designs indicated.
- D. Assemble truss members in design configuration indicated; use jigs or other means to ensure uniformity and accuracy of assembly with joints closely fitted to comply with tolerances in TPI 1. Position members to produce design camber indicated.
 - 1. Fabricate wood trusses within manufacturing tolerances in TPI 1.
- E. Connect truss members by metal connector plates located and securely embedded simultaneously in both sides of wood members by air or hydraulic press.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine substrates, areas, and conditions, with erector present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
- B. Before erection proceeds, survey elevations and locations of concrete- and masonry-bearing surfaces and locations of anchor rods, bearing plates, and other embedments to receive structural framing, with erector present, for compliance with requirements and metal building system manufacturer's tolerances.
 - 1. Engage land surveyor to perform surveying.
- C. Verify that mechanical and electrical utilities are in correct position. Proceed with erection only after unsatisfactory conditions have been corrected.

3.02 PREPARATION

- A. Provide temporary shores, guys, braces, and other supports during erection to keep framing secure, plumb, and in alignment against temporary construction loads and loads equal in intensity to design loads. Remove temporary supports when permanent framing, connections, and bracing are in place unless indicated otherwise.

3.03 ERECTION OF FRAMING

- A. General: Do not use materials that are unsound, warped, improperly finished, or with defective surfaces, sizes, or patterns.
 - 1. Comply with frame manufacturer's approved Shop Drawings for details and

2. building erection.
2. Comply with NFBA document "Accepted Practices for Post-frame Construction Framing Tolerances."
- B. Columns:
1. Coordinate with concrete contractor to place column brackets into foundations.
 2. Erect columns into column brackets.
 3. If needed, install hold down blocks at bottom of each column per approved Shop Drawings.
 4. Accurately position column in hole.
 5. Install fibrous expansion joint material around column and infill slab leave-outs with grout.
- C. Baseboards: Install 1 run of 2 inch by 8-inch tongue-and-groove plank, at grade, using manufacturer recommended fasteners.
- D. Wall Girts: Install at centers indicated on Drawings.
1. If required, install overhang framing at top of wall girts.
- E. Trusses:
1. Set trusses in place in center of column using lifting methods as approved by manufacturer.
 2. When trusses are properly positioned, install 1/2 inch by 5-1/2 inch machine bolt and manufacturer recommended 20d ring shank nails through 2 of column laminates and truss heel.
 3. Brace trusses per WTCA guidelines and BCSI Manual
- F. Purlins: Install purlins with fasteners and at spacings per approved Shop Drawings.
- G. Truss Ties: Install truss ties at locations recommended by structure manufacture and per approved Shop Drawings
1. Run truss ties from end wall to end wall.
- H. Incidental Framing: Install 2 inch by 4 inch or 2 inch by 6 inch blocking as required per structure manufacturers recommendations.

3.04 METAL PANEL INSTALLATION, GENERAL

- A. Install metal panels per manufacturer's established construction procedures.
- B. Install metal panels and components plumb, square, straight, and true to lines, and to assure freedom from rattles.
- C. Take care when cutting prefinished materials to ensure cuttings do not remain on finished surface.
- D. Properly install fasteners taking care to not under- or overdrive.

3.05 METAL PANEL INSTALLATION

- A. Roofing Panels: Install panels perpendicular to supports aligned straight with end fascias and fasten to purlins. Anchor with fasteners at spacings recommended by manufacturer and design loads.
- B. Wall Panels: Install metal panels perpendicular to wall girt and purlin supports, aligned level and plumb. Anchor with fasteners at spacings recommended by manufacturer and design loads.
- C. Vented Ridges: Fasten vented ridges to structure as indicated on Drawings, maintaining manufacturer's minimum clear throat opening.
- D. Soffits: Install soffits to interlock with trim items at top of steel siding and at fascias.
 - 1. Solid or optional vented soffit shall be used at end overhang.
 - 2. A combination of solid and perforated soffits shall be provided for balanced ventilation at side overhangs.
- E. Trim Items: Install trim items at base, wainscot transitions, corners, top of steel siding, fascia, gables, and ridges using no less than 1 inch screw fasteners.
 - 1. Trim items shall be installed at the base, at any wainscot transition, corners, top of steel siding, fascias, gables and ridge using appropriate 1" screw fasteners.
- F. Closure Strips: Provide closure strips at top and bottom of roofing panels.

END OF SECTION

CONTRACTOR SBR UNDERCUT DELAY LETTER

February 11, 2025

Ms. Amy Mendoza
Commonwealth Engineers, Inc.
7256 Company Drive
Indianapolis, IN 46237

Re: Town of Bristol Wastewater Treatment Plant
Improvement SBR Subgrade Remediation/Contract
Period Adjustment

Dear Ms. Mendoza:

We wanted to formally address RFI # 9, and your letter dated January 15th, 2025, titled Winter Concrete Compensation and particularly the comments pertaining to “winter compensation period” total number of days (30). Below is a summary of the work undertaken and our formal request for an adjustment to the contract period and contract price.

Notification of the unsuitable soils associated with the SBR structure was submitted on October 9th, 2024, we received approval to proceed with the undercutting/stone placement and water conditioning October 29th, 2024. Our Subcontractor remobilized manpower/equipment and commenced the balance of undercutting/stone placement and compaction on November 4th, 2025, with final completion of the undercut on November 13th, 2024 (which included the undercutting of the three sump pits)

Number of days from our notice Oct 9th, 2024, to completion Nov 13th, 2024, 35 days

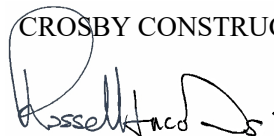
Furthermore, we acknowledge that we had a delayed start of the sludge removal due to IDEM permitting issues that were outside of our control. However, and as discussed, we were able to complete the demolition, earth retention and the excavation slightly ahead of our scheduled dates. Notwithstanding this, the undercutting/stone compaction and water conditioning delayed us from commencing the work on the SBR slab reinforcing steel. The scheduled start date was October 14th, 2024, the actual start date for the SBR reinforcement steel was November 14th, 2024. The late start of the slab reinforcing steel delayed our pour sequencing which in turn delayed the wall forming from the scheduled start date of November 25th, 2024, to the actual start date January 16th, 2025.

The number of days delayed November 25th, 2024, to January 16th, 2025, 52 days

Based on the aforementioned delays beyond the control of the Contractor we are requesting an equitable adjustment to the contract period of 52 calendar days. We also request an adjustment to the contract price to cover 30 days of General Conditions \$30,000.00

Please let us know if you have any further questions or need additional information.

Sincerely,

CROSBY CONSTRUCTION, INC.

Russell Jacobs
Vice President

**RFI-73 PRICING
PARTIAL GRAVEL MATERIAL CHANGE TO #53
LIMESTONE**

Date:		Description:				RFI 73				Job #								
Description	Qty.	Change description				Crew	MH	UM	UPL	Labor	UCM	Materials	CC	Job Exp.	CC	subs	CC	Totals
RFI 73		Crosby PM time				PM	2	HR	\$ 225.00	\$ 450.00								\$450
		supervision				PS	8	HR	\$ 125.00	\$ 1,000.00								\$1,000
										\$ -								\$0
		Additional testing								\$ -						\$1,200		\$1,200
		Option 2								\$ -								\$0
		Install 4" of #53 gravel in all areas and cap with an								\$ -								\$0
		additional 4" of #53 Limestone								\$ -								\$0
										\$ -						\$20,000		\$20,000
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RFI #73 Response

Material costs are very similar for both materials. The additional cost comes from trucking. The closest limestone source from Bristol is Fort Wayne. The round-trip travel from Fort Wayne is 4.25 (Load in quarry, drive, dump, drive back) hours. The current trucking rate is \$165/hr. For an average load of 21 tons, that equates to \$33.40/ton.

Option #1 roughly 950 Tons of Limestone = \$31,730.00 (rounded to \$32,000 in my quote)

Option #2 roughly 590 Tons of Limestone = \$19,706.00 (rounded to 20,000 in my quote)

CONTRACTOR PART 2 DELAY NOTIFICATION LETTER

|June 23, 2026

Amy Mendoza
Commonwealth Engineers, Inc.
7256 Company Drive
Indianapolis, IN 46237

Re: Town of Bristol
Phase II WWTP
Improvements Delay
notification

Dear Ms. Mendoza,

We are formally notifying the Engineer of Record that the General Contractor has experienced a project delay, through no fault of its own, which has impacted the commencement of Phase II of the above-referenced project.

On April 8, 2026, sanitary sewer flow from the existing Bristol Wastewater Treatment Plant was permanently diverted into the newly completed WWTP (Phase I). On April 22, 2026, Northern Indiana Public Service Company (NIPSCO) discontinued electrical service to the existing treatment facility, rendering the plant inoperable. In addition, NIPSCO had scheduled the capping and removal of the natural gas service line serving the existing WWTP office. However, this work was not completed until May 15, 2026.

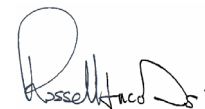
This delay in utility disconnection activities resulted in an approximate six-week delay in commencing structural demolition of the existing facilities.

Furthermore, this delay created a cascading impact on the project schedule, particularly affecting the availability and sequencing of the specialized hazardous waste removal contractor. As a result, Merrell Brothers, Inc., were only able to perform work on an intermittent and rescheduled basis due to coordination constraints. The final hazardous waste removal activities are now anticipated to be completed by June 24, 2026.

Based on the above circumstances, which are beyond the control of the Contractor, we respectfully request a contract period adjustment (63 calendar days). After accounting for twelve (12) calendar days allocated for hazardous waste removal activities, we request a net equitable adjustment of fifty-one (51) calendar days to the contract time.

We appreciate your review of this matter and request confirmation of the appropriate contract time adjustment.

Sincerely,
R. E. Crosby, Inc.



Russell L Jacobs
Vice President

GENERAL CONTRACTOR

Commercial • Industrial | Construction Management | Design-Build | Water • Wastewater Treatment Facilities | Process Piping & Equipment

2805 Freeman Street | Fort Wayne, Indiana 46802 | P: 260-432-5114 | F: 260-432-1610 | www.recrosby.com

Salary Ordinance No. 12-18-2025-24

WHEREAS the Town of Bristol is desirous of establishing a schedule of total compensation to include the salaries and benefits for its employees for the year 2026; and

WHEREAS the Town of Bristol Town Council has reviewed the financial condition of the Town for purposes of arriving at proposed total compensation to include salaries and benefits that are fiscally responsible, and which are fair, just, and equitable to its employees.

NOW THEREFORE BE IT ORDAINED by the Town of Bristol Town Council, that the total compensation for its elected officials and employees **for January 1, 2026, through December 31, 2026, or from the date amended through December 31, 2026, shall be as follows:**

2026 BASE PAY RATE SCHEDULE

TITLE	CLASSIFICATION	BASE PAY RATE	BUDGETED FUNDS
Town Council President	Elected Official Stipend	\$2,383.50 paid in June and December	100% General Fund
Town Council Member(s)	Elected Official Stipend	\$2,121.00 paid in June and December	100% General Fund
Park Board Member(s)	Appointed Official Stipend	\$975.00 paid in December	100% Park Fund
Town Manager [MY]	Exempt Full-Time	\$3,021.35 biweekly	100% General Fund
Clerk-Treasurer [CA]	Elected Official Exempt Full-Time	\$ 2,718.93 biweekly	100% General Fund
Deputy Clerk / Assistant Town Manager [JS]	Nonexempt Full-Time	\$32.29 per hour	100% General Fund
Utility Clerk [DT]	Nonexempt Full-Time	\$19.14 per hour	100% Water Fund
Town Marshal [SP]	Exempt Full-Time	\$3,742.98 biweekly	100% Police Fund
Chief Deputy [DL]	Nonexempt Full-Time	\$45.77 per hour	100% Police Fund
Detective [NR]	Nonexempt Full-Time	\$40.68 per hour	100% Police Fund
Corporal [KH]	Nonexempt Full-Time	\$43.23 per hour	100% Police Fund
Deputy Police Officer [JL]	Nonexempt Full-Time	\$35.09 per hour	100% Police Fund
Deputy Police Officer [AD]	Nonexempt Full-Time	\$39.67 per hour	100% Police Fund
Deputy Police Officer [CP]	Nonexempt Full-Time	\$32.51 per hour	100% Police Fund
Deputy Police Officer [VA]	Nonexempt Full-Time	\$32.51 per hour	100% Police Fund
Deputy Police Officer [CS]	Nonexempt Full-Time	\$33.57 per hour	100% Police Fund
Deputy Police Officer [GS]	Nonexempt Full-Time	\$39.67 per hour	100% Public Safety Fund

TITLE	CLASSIFICATIO	BASE PAY RATE	BUDGETED FUNDS
Deputy Police Officer [JD]	Nonexempt Full-Time	\$32.51 per hour	100% Public Safety Fund
Ordinance Officer [RC]	Nonexempt Part-Time	\$24.64 per hour	100% Police Fund
Police Department Clerical Personnel [AA]	Nonexempt Full-Time	\$25.43 per hour	100% Police Fund
Street Department Employee – 1 [WB]	Nonexempt Full-Time	\$33.50 per hour	100% General Fund
Street Department Superintendent [EF]	Nonexempt Full-Time	\$33.50 per hour	100% General Fund
Street Department Employee – 3 [MG]	Nonexempt Full-Time	\$28.19 per hour	100% General Fund
Utility Superintendent [TM]	Nonexempt Full-Time	\$39.23 per hour	65% Wastewater 35% MS4
Utility Employee-3 [KB]	Nonexempt Full-Time	\$30.39 per hour	100% Wastewater Fund
Utility Employee 4 [JM]	Nonexempt Full-Time	\$34.42 per hour	100% Water fund
Utility Employee 5 [DD]	Nonexempt Full-Time	\$32.29 per hour	100% Water Fund
Office Support Assistant [PE]	Nonexempt Part-Time	\$10.76 per hour	100% Water Fund
Utility Department 1 Seasonal Employee	Nonexempt Seasonal	\$15.00 per hour	100% Water Fund
2 Seasonal Employee(s) Various departments	Nonexempt Part-Time	\$18.00 per hour \$21.00 per hour	25% MVH Fund 75% Cemetery

GUIDELINES FOR THE PAYMENT OF BASE RATES

The Clerk-Treasurer and all full-time and part-time employees shall be paid bi-weekly in 2026 with the first biweekly pay date of January 9, 2026, based on the pay period designated as Sunday, December 21, 2025, through Saturday, January 3, 2026. The standard workweek is from Sunday through Saturday. All employees are paid biweekly, which equates to 26 pays during 2026.

Exempt (EX) employees are paid to “get the job done” and their pay does not vary from week to week. Nonexempt (NE) employees are paid by the hour for all hours worked during each workweek.

The Town Council President and the Town Council members will be paid on May 29, 2026, and on November 27, 2026, for the pay rates as listed in the 2026 Base Pay Rate Schedule above. Park Board members are paid on November 27, 2026, for the amount listed in the 2026 Base Pay Rate Schedule above.

Work Schedules/Hours/Breaks

The Town of Bristol will establish the standard workday, workweek, and starting and ending times for each department, considering current and anticipated workloads, public service needs, and other factors. Each department is responsible for communicating these work parameters to their employees. No established schedule will be construed as a guarantee of work hours or as a restriction of the Town of Bristol’s right to restructure the workday or workweek.

Salary Ordinance No. 12-18-2025-24

Street Department employees will work from 7:00 a.m. until 3:00 p.m. Monday through Friday with two 15-minute paid breaks.

Water and Wastewater Department employees will work four 10-hour days per week. Either Monday through Thursday or Tuesday through Friday. Work hours are 6:30 am to 4:30 pm with two 15-minute paid breaks. An optional schedule is four 10-hour workdays with work hours of 6:30 am to 5:00 pm, with two 15-minute breaks and a 30-minute lunch break. Each employee is required to work a minimum of 1 weekend per month to perform IDEM-mandated testing. The weekend shift will be aligned with on-call duty schedules.

Police Department employees are assigned to one of the following seven shifts:

-	-	Shift A	6:00 a.m.	-	2:00 p.m.
-	-	Shift B	8:00 a.m.	-	4:00 p.m.
-	-	Shift C	10:00 a.m.	-	6:00 p.m.
-	-	Shift D	2:00 p.m.	-	10:00 p.m.
-	-	Shift E	4:00 p.m.	-	12:00 a.m.
-	-	Shift F	6:00 p.m.	-	2:00 a.m.
-	-	Shift M	10:00 p.m.	-	6:00 a.m.

Police officers may be assigned to a non-routine shift beyond the shifts listed above.

The Town Manager, Assistant Town Manager, Clerk-Treasurer, Deputy Clerk, and Park Coordinator work from 8:00 a.m. until 4:00 p.m. Monday through Friday with two 15-minute paid breaks.

At the discretion of the Town of Bristol, nonexempt employees may be authorized to take break periods during each shift. Such breaks may not interfere with the proper performance of the employee's work responsibilities and may be set by Supervisors or the Department Head.

Base wages are set by this salary ordinance for 2026, and any changes will require approval from the Town Council.

Employees of the Town of Bristol must meet the following guidelines in order to receive the base rates listed above per each department's guidelines.

PAY CONSIDERATIONS

Civilian Employees

All full-time civilian employees may be scheduled to work 40-hours per work week based upon 2,080 hours per calendar year. Five 8-hour days or four 10-hour days depending upon the department's established work schedule.

All seasonal and/or part-time civilian employees may be scheduled to work less than the normal 40-hour workweek, or eight-hour shifts. However, there is no set schedule for these employees.

The Town Manager, or the Clerk-Treasurer, will determine the pay rate for their direct report employees who are hired mid-year for a position listed in the chart above, with the approval from the Town Council.

Police Department Employees

Full-time Police Department employees may be scheduled to work 40 hours in a seven-day work period.

Full-time Police Department employees voluntarily participating in the Indiana Criminal Justice Institute Selective Enforcement program will be compensated at double time ~~one and one-half times~~ their hourly rate for all hours worked in the Selective Enforcement program, beyond their

Salary Ordinance No. 12-18-2025-24

normal daily duties. In 2026, there will be approximately 10 hours per month for all Police Department employees collectively. The total hours worked will be paid from the Police Fund, based on an approved Elkhart County grant.

Overtime/Compensatory Time/Flextime

Overtime compensation will be paid to nonexempt employees at time and one-half of the employee's hourly pay rate for all hours worked over 40 in a standard workweek and in accordance with the Fair Labor Standards Act (FLSA). An employee's time off while using vacation, personal leave time, holidays, bereavement leave, jury or witness duty leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime is generally discouraged and must be approved by an employee's Supervisor in advance, except in an unusual or emergency situation.

The Town of Bristol may allow compensatory time in lieu of overtime pay for nonexempt employees. Compensatory time is earned at the rate of one and one-half times the actual time worked. For example, a nonexempt employee who works one hour of overtime will receive one and one-half hours of compensatory time. Compensatory time may be accrued to a maximum of 40-hours and employees should use banked time as soon as possible after it has been earned. Upon termination of employment, the nonexempt employee is entitled to receive payment for earned and unused compensatory time at the regular hourly wage rate in effect at the date of termination, or the average of the past three-years, whichever is greater.

It may be possible for employees in certain situations, with the permission of their supervisor, to work an adjusted or flexible work schedule. The schedule must not cause a reduction in the ability of that employee's department to properly perform its duties and responsibilities. The establishment of a flexible schedule may not result in the need to hire other employees or the use of overtime to cover those "traditional" hours not worked by the employee working a flexible schedule. A flexible schedule may allow for nonexempt employees to work more than eight hours in a day but must not exceed 40-hours in a workweek.

"Call-In" Pay – Civilian and Police Department Employees

Nonexempt civilian employees who are called-in to work during nonworking hours will be paid a minimum of one-hour at their normal rate of pay for all hours worked and the hours worked will be used in the calculation of overtime for all hours worked over 40 in a workweek payable from the appropriate departmental budget.

Nonexempt civilian employees who are called-in to work during an approved scheduled vacation or personal leave time will be paid a minimum of one-hour at a rate of time and one-half their normal rate of pay for all hours worked. The hours worked will be paid from the appropriate departmental budget.

Nonexempt employees who are called-in to work during a holiday will be paid a minimum of one-hour at a rate of time and one-half their normal rate of pay for all hours worked in addition to their holiday pay, payable from the appropriate departmental budget.

Nonexempt employees in the Police Department who provide supervisorial consultation will be paid in blocks of 15-minutes which will be counted towards the 40-hours in a seven-day work period payable from the Police Department budget. Nonexempt employees in the Police Department who are "called-in" to work will be paid a minimum of one-hour. If they work beyond one hour, the amount of time will be rounded up in 15-minute increments and will be counted towards the 40-hours in a seven-day work period payable from the Police Department budget.

**Salary Ordinance No. 12-18-2025-24
ADDITIONAL PAY CONSIDERATIONS****Training and Professional Development**

On-the-job training (OTJ) prepares employees to perform the responsibilities required of his or her position. The Clerk-Treasurer and regular full-time and part-time employees may obtain training or education leave without loss of pay for the purpose of participating in training that will increase the knowledge and efficiency in their jobs. Employees may be paid straight-time pay for eight-hours per day while attending seminars, conferences, or training classes. Time spent in training and professional development will be considered hours worked. Employees may utilize flex-time or be compensated with overtime or compensatory time for any hours over 40 in a training workweek. Expenses involved in attending training shall be paid for in advance, if possible, from the applicable departmental budget.

Certifications

Full-time employees in the Water and Wastewater Departments will receive pay for certifications that are required for the duties of their jobs. The total amount paid will be considered hours worked for purposes of performing overtime calculations and will be paid from the Water and Wastewater budgets.

Clothing Allowances

Members of the Town of Bristol Police Department Reserve Officer program, to include: Chaplain Officers, Reserve Officers, and Probationary Reserve Officers will receive a clothing allowance two times in 2026: one distribution in June of 2026 and one distribution in December of 2026 in the amounts listed below. Probationary Reserve Officers are not eligible for the clothing allowance until they satisfactorily complete the Pre-Basic Academy training and the Field Training Officer (FTO) program.

- Chaplain Officer = Up to \$400.00 per distribution
- Reserve Officer = Up to \$500.00 per distribution
- Probationary Reserve Officer = Up to \$500.00 per distribution after completion of required training. If required training is completed between distributions, the clothing allowance shall be prorated.

All clothing allowances will be taxed according to IRS rules and included on the employee's W-2.

Tenure Incentive Pay (TIP)

Tenure Incentive Pay (TIP) is available to regular full-time and part-time employees as a reward and recognition for their continued acceptable level of job performance after one year of service. Any full-time civilian employee is eligible for TIP under the civilian employee guidelines at a rate of \$100.00 per year of employment, not to exceed \$2,000.00. Any part-time employee is eligible for TIP under the civilian employee guidelines at a rate of \$50.00 per year of employment, not to exceed \$1,000.00. TIP compensation will be paid on the first available pay date in December. Any eligible employee employed by the Town on that date shall receive the TIP. Any employee who terminates employment prior to this date will not be eligible for the TIP. The total amount paid will be considered hours worked for purposes of performing overtime calculations and will be paid from the budgetary funds as noted in the 2026 Base Pay Rate Schedule above.

Specialized Training Compensation

The Bristol Police Department will compensate full-time employees for specialized training. Each employee may receive pay for up to three (3) specialties, with each specialty compensated at \$500.00 annually. All compensated specialties must be approved by the Marshal. Recognized specialties may include, but are not limited to, Breath Test Operator, Instructor Generalist, Firearms Instructor, Emergency Vehicle Operations Instructor, Defensive Tactics Instructor, Psychomotor Skills

Salary Ordinance No. 12-18-2025-24

Instructor, Field Training Officer, First Line Supervisor, Phlebotomist, Child First Interviewer, and any other training as approved by the Marshal.

Emergency Closings

Non-critical service employees are expected to report for their regular work unless the County Emergency Management issues a media broadcast statement requiring that citizens are to remain off Town streets, or their Department Head contacts them prior to the start of the workday with alternate instructions. When the decision to close is made prior to the workday, or when the decision to close is made after the workday has begun, time off from scheduled work will be paid.

Critical service employees are expected to report for their regular shift assignment during emergency closings unless their Department Head has contacted the employees personally with alternate instructions. In these circumstances, employees who work will receive regular pay. A critical service employee may request to use vacation or personal leave time. However, the request may be denied with no recourse available to the employee except to report to work for his or her regular full-time employees who do not report to work on a day in which the workplace is open may use available vacation, personal leave time, or compensatory time, or the time will be unpaid. The Department Head may allow the employee to make up time missed, provided that the time is documented. Regular part-time employees who cannot report to work due to weather or a civil emergency will receive no pay for the day.

Refer to the Town of Bristol Employee Handbook for additional information regarding emergency closings.

BENEFITS SCHEDULE**Health Insurance**

Medical, dental, and vision benefits are offered to the Clerk-Treasurer and eligible employees on the first day of employment. Eligible employees include:

- Regular full-time employees

The Town of Bristol contributes 90% of the medical insurance premium from the General, Water, and Sewer Fund on behalf of the employee and their dependents and the employee is required to contribute 10% of the medical insurance tiered-based premium through payroll deduction, as follows:

2026 United Health Care (UHC) Plans	AIM Option 1 PPO -Total Costs	AIM Option 1 Monthly Employer 90% Costs	AIM Option 1 Monthly Employee 10% Costs	AIM Option 2 HSA -Total Costs	AIM Option 2 Monthly Employer 90% Costs	AIM Option 2 Monthly Employee 10% Costs
Employee Only	\$1,029.14	\$926.23	\$102.91	\$849.21	\$764.29	\$84.92
Employee Plus Spouse	\$2,058.29	\$1,852.46	\$205.83	\$1,698.42	\$1,528.58	\$169.84
Employee Plus Children	\$1955.37	\$1,759.83	\$195.54	\$1,613.50	\$1,452.15	\$161.35
Family	\$2,984.52	\$2,686.07	\$298.45	\$2,462.70	\$2,216.43	\$246.27

Salary Ordinance No. 12-18-2025-24

For the plan year 2026, the Town will make a one-time contribution to employees' HSA accounts as follows:

HSA Account	Town Contributions
Employee Only	\$1,000.00
Employee plus Child	\$1,500.00
Employee plus Spouse	\$1,500.00
Family	\$2,000.00

The Town of Bristol contributes 100% for both the dental and vision insurance premiums from the General, Water, and Sewer Fund on behalf of eligible employees and their dependents, as follows:

Delta Dental	Monthly Employer Contribution
Employee Only	\$28.16
Employee plus One	\$56.35
Employee plus Children	\$76.10
Employee plus Family	\$114.36

VSP Vision Care	Monthly Employer Contribution
Employee Only	\$6.15
Employee plus One	\$12.33
Employee plus Children	\$13.16
Employee plus Family	\$21.05

The renewal dates for the medical, dental, and vision insurance plans are on January 1, 2026. There may or may not be an increase in the premium totals after this date.

Refer to each Summary of Benefits and Coverage (SBC) document for additional information on medical, dental, and vision benefits offered by the Town of Bristol.

Life and AD&D Insurance

The Town of Bristol offers all eligible employees upon their date of hire participation in One America Life and AD&D insurance benefits. Eligible employees include:

- Regular full-time employees

Eligible employees will be provided with a policy equal to a \$50,000 benefit. The Town of Bristol pays 100% of the premium, totaling \$6.00 per employee per month. The renewal date for life and AD&D insurance is on January 1, 2026, and there may or may not be an increase in the premium totals after this date. Refer to the Plan Document for additional information on the life and AD&D insurance plan.

Short-Term Disability Insurance

The Town of Bristol provides a short-term disability insurance plan through One America at no cost to the employees. Eligible employees include:

Salary Ordinance No. 12-18-2025-24

- Regular full-time

The Town of Bristol pays 100% of the employees' salary-based premiums per month from the General, Water, and Sewer Fund, in the following amounts:

- Employee \$12.14
- Employee \$16.22
- Employee \$17.89
- Employee \$19.05
- Employee \$20.11 (×2)
- Employee \$20.24 (×3)
- Employee \$21.40
- Employee \$21.63
- Employee \$21.88
- Employee \$22.21
- Employee \$22.39
- Employee \$25.02
- Employee \$25.30 (×6)
- Employee \$31.42

The renewal date for short-term disability insurance is on January 1, 2026, and there may or may not be an increase in the premium totals after this date.

Employees may be eligible for short-term disability insurance on the first day of the month following 30-days of employment. Employer Paid Short Term - Elimination Period (Accident) – 0 days & Elimination Period (Sickness) – 7 days. Eligible employees may participate in the short-term disability insurance plan for one event each year. Benefits begin on the seventh day after the onset of a qualifying disability and may continue for up to 26-weeks at a rate of 60 percent of the eligible employee's pre-disability wages. The benefit may be reduced by other income benefits, disability earnings, and the employee's costs related to insurance benefits. All wages for short-term disability will be paid from the employee's budget lines as stated in the 2026 Base Pay Rate Schedule.

Refer to the Town of Bristol Employee Handbook for additional information on short-term disability insurance offered by the Town of Bristol.

Voluntary Benefits

The Town of Bristol offers eligible regular full-time employees upon their date of hire to elect to participate in voluntary benefits from Vimly Benefit Solutions, through the AIM Medical Trust benefits, to include:

- Life Insurance
- Accidental Death and Dismemberment (AD&D) Insurance

The employee is responsible for paying the full biweekly premium and premiums are dependent upon which benefit is elected. The Town of Bristol does not contribute to the premium of any of the benefits as elected. Refer to the Plan Document for additional information on voluntary benefits.

NationWide Retirement Plans – Civilian Employees and Police Department Sworn Officers**Civilian Employees**

NationWide 457 and 401(a) plans offer eligible employees of the Town of Bristol a voluntary way to Save for their retirement through tax-deferred contributions to their own individual accounts. Eligible employees include:

Salary Ordinance No. 12-18-2025-24

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the 457(b)-retirement savings plan or a Roth IRA plan from their first day of employment.

Upon hire and during an employee's first anniversary year, the Town of Bristol will give a \$1,500.00 match to the full-time employee and \$750.00 to the part-time employee if they contribute to the 457(b)-retirement savings plan or a Roth IRA from the General Fund. This match will be deposited into the employee's 401(a) account, divided into 26 or 27 bi-weekly amounts, given the particular year.

After an employee's first anniversary, the Town will contribute \$2,000.00 to the full-time employee's 401(a) account and \$1,000.00 to the part-time employee's account, divided into equal bi-weekly portions for the remainder of the calendar year from the General Fund. Each subsequent calendar year, the Town will contribute \$2,000 to the full-time employee's 401(a) account and \$1,000 to the part-time employee's account, divided into 26 or 27 bi-weekly amounts, given the particular year.

Police Department – Sworn Officers

Upon hire and during an employee's first anniversary year, the Town of Bristol will give a \$1,500.00 match to the full-time employee and \$750.00 to the part-time employee if they contribute to the 457(b)-retirement savings plan or a Roth IRA from the General Fund. This match will be deposited into the employee's 401(a) account, divided into 26 or 27 bi-weekly amounts, given the particular year.

After an employee's first anniversary, the Town will contribute \$3,000.00 to the full-time employee's 401(a) account and \$2,000.00 to the part-time employee's account, divided into equal bi-weekly portions for the remainder of the calendar year from the General Fund. Each subsequent calendar year, the Town will contribute \$3,000 to the full-time employee's 401(a) account and \$2,000 to the part-time employee's account, divided into 26 or 27 bi-weekly amounts, given the particular year.

The Clerk-Treasurer has been appointed as the administrator of the Plan and is authorized to make deductions from the pay of employees who voluntarily participate, and to make such other arrangements as are necessary to implement the plan. The Town of Bristol bears the incidental expense of collecting the employees' deferrals and other minor administrative expenses.

Refer to the Summary Plan Description (SPD) document for additional information on retirement savings benefits offered by the Town of Bristol.

Vacation Benefits

Vacation benefits with pay are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Elected officials are exempt from vacation benefits. Employees in the following employment classification(s) are eligible to earn and use vacation benefits as described in this policy:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Salary Ordinance No. 12-18-2025-24

The amount of vacation benefits that employees receive each year increases with the length of their employment as shown in the following schedule:

Years of Continuous Service	Number of Vacation Hours Earned by Full-Time Employees	Number of Vacation Hours Earned by Part-Time Employees
Upon hire or transfer into an eligible employment classification	One-day (eight-hours) for every two-months (five-days or 40-hour maximum)	One-half day (four-hours) for every two-months (2.5 days or 20-hour maximum)
On January 1 st after an employee's first anniversary	Five-days (40-hours)	Two and one-half days (20-hours)
On the second January 1 st through the fourth January 1 st	Ten-days (80-hours)	Five-days (40-hours)
On January 1 st of years five through nine	15-days (120-hours)	Seven and one-half days (60-hours)
On January 1 st in year ten and thereafter	20-days (160-hours)	Ten-days (80-hours)

Nonexempt employees may use vacation benefits in minimum increments of 15-minutes. Exempt employees may use vacation benefits in minimum increments of four-hours. Vacation benefits are credited for all years of continuous service for eligible employees who are on an active pay status. Vacation benefits are not earned while an employee is in a non-paid status, e.g., leave under the Family and Medical Leave Act (FMLA).

In the event that available vacation is not used by the end of the calendar year, the unused time will be forfeited. In certain situations, the Town Council may approve an extension of up to 40- hours of vacation benefits to be carried over into the next year to be used within the first 30-days of that year. Newly hired employees may carry over up to 40-hours of vacation benefits into the next year, but it must be used within the first 30-days of that year.

Upon voluntary termination of employment, employees will be paid for unused vacation benefits that have been earned through the last day of work. Upon involuntary termination of employment, employees will not be paid for unused vacation benefits that have been earned through the last day of work.

Vacation benefits are paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day. Vacation benefits are not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on vacation benefits.

Personal Leave Time (PLT) Benefits

The Town of Bristol provides personal leave time (PLT) to all eligible employees for periods of temporary absence due to illnesses, injuries, or to take care of personal matters. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Newly hired eligible full-time employees will receive PLT at the rate of one working day (eight- hours) for every four months of employment (January 1, May 1, and September 1). Newly hired eligible part-time employees will receive PLT at the rate of four hours for every four months of employment. All other employees will receive five (5) PLT days on January 1st of each year. Employees will not receive PLT if they are on unpaid leave, or on a disability leave.

Salary Ordinance No. 12-18-2025-24

PLT may be used in one-half day increments. In the event that available PLT is not used by the end of the calendar year, it may be carried over to be used by the end of the following calendar year, or it will be paid out. Upon termination of employment, employees will not be paid for unused PLT that has been earned through the last day of work.

PLT is paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day. PLT is not considered hours worked for purposes of performing overtime calculations.

In the event that available PLT is not used by the end of the calendar year, full-time employees may carry over four-days and part-time employees may carry over one-half that amount to be used by the end of the following calendar year. Upon termination of employment, employees will not be paid for unused PLT that has been earned through their last day of work.

Refer to the Town of Bristol Employee Handbook for additional information on personal leave time (PLT) benefits.

Holidays

The Town of Bristol may grant paid holidays to all eligible employees. Eligible employee classification(s) include:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Paid holidays in 2026 include the following:

Holiday	Date
New Year's Day	01/01/2026
Martin Luther King Jr. Day	01/19/2026
Presidents Day	02/16/2026
Memorial Day	05/25/2026
Independence Day	07/04/2026
Labor Day	09/07/2026
Columbus Day	10/12/2026
Veterans Day	11/11/2026
Thanksgiving Day	11/26/2026
Day after Thanksgiving	11/27/2026
Christmas Eve Day	12/24/2026
Christmas Day	12/25/2026
New Year's Eve Day	12/31/2026

Newly hired employees are eligible to receive holiday pay as soon as their employment begins.

The holiday schedule is determined by the Town Council. However, the holiday schedule may be amended by a Department Head, with written notice distributed to all departments within the municipality. If the holiday falls on a Sunday, it will be observed on the following Monday. If a holiday falls on a Saturday, it will be observed on the preceding Friday.

If a recognized holiday falls during an eligible employee's approved paid absence such as vacation or personal leave time, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. If an employee is absent without authorization on the workday preceding or following a holiday will not receive holiday pay. An employee scheduled to return from an unpaid leave on the day after a holiday, or whose leave without pay is approved through the end of the last business day preceding a holiday will not be paid for the holiday.

Salary Ordinance No. 12-18-2025-24

All eligible civilian full-time nonexempt employees will receive the day off of work on the holiday and holiday pay for that day off of work. Eligible civilian full-time employees who work on a recognized holiday will receive holiday pay plus wages at a rate of time and one-half for all hours worked on the holiday.

All eligible full-time nonexempt sworn-in Police Officers, whether or not they work on the holiday, will receive holiday pay for eight-hours at a rate of time and one-quarter their regular rate of pay. If eligible Police Officers work on the holiday, they will receive the holiday pay plus wages at their regular rate of pay for all hours worked on the holiday. Overtime compensation for Police Officers will be paid in accordance with federal and state wage and hour laws.

Paid time off for holidays is paid at the employee's base pay rate at the time of the day off. A holiday is considered an eight-hour day for civilian full-time employees and a four-hour day for civilian part-time employees. Paid time off for holidays is not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on holidays.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees in the following categories are eligible for bereavement leave:

- Regular full-time employees
- Regular part-time employees who work 30 or more hours per week

Up to five consecutive days of paid bereavement leave may be provided to eligible employees in the event of the death of a spouse, child, parent or parent-in-law, sibling, grandparent or another resident of the employee's household. In the event of the death of a family member not listed above, an employee may use vacation or personal leave time to cover the absence. In extenuating circumstances, a Department Head may approve an extended bereavement leave.

Bereavement leave is paid at the employee's base pay rate at the time of the day off. One day of bereavement leave is considered an eight-hour day for full-time employees and a four-hour day for part-time employees. Paid time off for bereavement leave is not considered hours worked for purposes of performing overtime calculations.

Refer to the Town of Bristol Employee Handbook for additional information on bereavement leave.

Jury Duty

Employees may request up to one-week of paid jury duty leave each time they receive a jury duty summons. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Temporary/seasonal employees

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The employee shall turn in any compensation received for the jury duty, or employees may request vacation, or personal leave time and retain any compensation earned for jury duty.

Jury duty is paid at the employee's base pay rate at the time of the day off times the number of hours the employee would normally have worked on that day and is not considered hours worked for purposes of performing overtime calculations.

Salary Ordinance No. 12-18-2025-24

Refer to the Town of Bristol Employee Handbook for additional information on jury duty.

Witness Duty

If a civilian employee has been subpoenaed or otherwise requested to testify as witnesses by the Town of Bristol, they will receive paid time for the entire period of witness duty. Any employee who is called to testify in court by the Town of Bristol will be paid his or her normal rate of pay for the time expended. Police officers who have been subpoenaed will receive paid time for the entire period of witness duty plus one hour of preparation time.

Employees will be granted time off to appear as a witness when requested by a party in a court of law when subpoenaed to do so other than by the Town of Bristol. Employees may utilize any available vacation, personal leave time, or compensatory time to receive compensation for the period of the absence, however, are not required to do so.

Refer to the Town of Bristol Employee Handbook for additional information on witness duty.

Time Off to Vote

Generally, employees can find time to vote either before or after their regular work schedule. If nonexempt employees are unable to vote in an election during their nonworking hours, the Town of Bristol may grant unpaid time off to vote.

Refer to the Town of Bristol Employee Handbook for additional information on time off to vote.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Employees will continue to receive full pay while on leave for 15-day training assignments and shorter absences. The portion of any military leaves of absence in excess of 15-days will be unpaid. However, employees may use any available vacation, or personal leave time for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, personal leave time, or holidays, etc., will be suspended during the leave after the first 30-days and will resume upon the employee's return to active employment.

Refer to the Town of Bristol Employee Handbook for additional information on military leave.

Business Travel Expense Policy

The Town of Bristol may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Town Marshal, the Clerk-Treasurer, or the Town Manager. Civilian employees whose travel plans have been approved are responsible for making their own travel arrangements. Arrangements for police officers will be made by the Police Department.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives may be reimbursed by the Town of Bristol. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include the following:

Salary Ordinance No. 12-18-2025-24

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi, Uber, or Lyft fares, only when there is no less expensive alternative.
- Mileage costs for use of personal vehicles, only when less expensive transportation is not available, and payable at the current IRS rate cents per mile, provided the employee demonstrates proof that he or she carries motor vehicle liability insurance as required by law. No mileage reimbursement will be made for travel between an employee's home and their workplace.
- Parking costs and highway-related tolls when an employee is entitled to claim reimbursement for mileage (see above).
- Cost of standard accommodations in low to mid-priced hotels, or similar lodgings, to include room costs, associated local taxes, and necessary business-related charges.
- Reimbursement for meals at a rate of \$45.00 per diem per day.
- The Town of Bristol will not reimburse employees for the purchase of alcoholic beverages under any circumstance.
- Tips not exceeding 15% of the total cost of a meal or 10% of a ground transportation fare.
- Charges for telephone calls, fax, and similar services required for business purposes.

Personal expenses incurred in traveling are not reimbursable, including but not limited to room service, personal telephone calls, laundry, entertainment, in-room movies, and alcoholic beverages. Per diem rates paid in advance or by reimbursement on a claim form must document the name of the employee, the date(s) for reimbursement, and additional details, as required.

When travel is completed, employees should submit completed travel expense reports to include itemized receipts or other proper documentation, approved by his or her Department Head of the actual expenses incurred to the Clerk-Treasurer. Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. The Town Council in its absolute and sole discretion, shall make the final determination as to whether any such claim(s) will be paid.

Refer to the Town of Bristol Employee Handbook for additional information on business and travel expenses.

PASSED by the Town Council of the Town of Bristol, Elkhart County, Indiana, this ____ day of December 2025.

YAY

NAY

____ Jeff Beachy, Pres. _____

____ Cathy Burke _____

____ Gregg Tuholski _____

____ Doug DeSmith _____

____ Raymond D Rentfrow _____

ATTEST: _____

Cathy Antonelli, Clerk-Treasurer, Town of Bristol, Indiana

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of the Town of Bristol, Elkhart County, Indiana, that the proper legal officers will consider the following additional appropriations in-excess of the budget for the current year at their regular meeting place at the **Bristol Municipal Complex, 303 E Vistula, at 7:00 p.m., on Thursday, August 20, 2026 – Ordinance No. 8.20.2026-19.**

Increase:

FUND #	Appropriation #	Amount	Reason
4651 GO BOND 2023	4651-001-4316	\$772,000	Fire truck payment

Total: \$772,000

Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriations within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated: July 27, 2026
Cathy Antonelli, Clerk-Treasurer

Ordinance No. 8.20.2026-19

Additional Appropriation Ordinance

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the 2026 annual budget; and

WHEREAS, the Council adopted Ord. 5.7.202-11 following sufficient notice and a public hearing on May 7, 2026, as required by law; and

WHEREAS, to strictly comply with the requirements of Ind. Code 6-1.1-18-5(m), the Council has submitted notice of this ordinance through Gateway and published notice of a further public hearing on this additional appropriation for August 20, 2026; and

WHEREAS, the Council has now complied with all notice requirements under Indiana law to effectuate the additional appropriation as described herein and not desires to amend Ord. 5.7.2026-11 to reflect the additional appropriation being authorized as of August 20, 2026.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bristol, Indiana that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purpose specified, subject to laws governing the same:

PASSED AND ADOPTED by the Town Council of the Town of Bristol, Indiana, on this 20th day of August, 2026.

Increase:

FUND #	Appropriation #	Amount	Reason
4651 GO BOND 2023	4651-001-4316	\$772,000	Fire truck payment

Total: \$772,000

BRISTOL TOWN COUNCIL - TOWN OF BRISTOL, INDIANA

By _____
Jeff Beachy, President

By _____
Doug DeSmith

By _____
Cathy Burke

By _____
Anthony Davidson

ATTEST:

By _____
Gregg Tuholski

Cathy Antonelli, Clerk-Treasurer