

Bristol Town Administrator

From: Adam ACRPC <alougee@acrpc.org>
Sent: Thursday, May 21, 2020 4:00 PM
To: Bristol Town Administrator
Cc: 'Pauline Cousino'; 'Katie Raycroft-Meyer'; Kris Perlee; Treasurer
Subject: RE: Contract Amendment for Unified Development Regulations

Hi Valerie:

Thanks for your response. You are correct. I completed items 1-3 after December and have not invoiced for them yet. I would be happy to speak directly with the Selectboard if you believe that would be appropriate.

I expect that the town planning money is also spent. I believe we have sent you an invoice for that amount. However, any amount on that project we go over budget, we will assume. For the re-write of the unified regulations, the contract did not expect that we would finish them for the amount available. The contract was tied to funding available in the previous fiscal year and extended into the current year.

Best,

Adam

From: Bristol Town Administrator <townadmin@bristolvt.org>
Sent: Thursday, May 21, 2020 2:45 PM
To: Adam ACRPC <alougee@acrpc.org>
Cc: Pauline Cousino <pcousino@acrpc.org>; Katie Raycroft-Meyer <kraycroftmeyer@acrpc.org>; Kris Perlee <zoning@bristolvt.org>; Treasurer <treasurer@bristolvt.org>
Subject: RE: Contract Amendment for Unified Development Regulations

Hi Adam,

I am sorry for the delay getting back to you. I've been trying to piece together expenses for the various projects relative to their budgets and to make sure invoices had not been mis-coded. Am I correct that the ~ \$5,886 spent (but not yet invoiced) since December was for items 1 through 3 below? The auditors direct that expenses be booked in the fiscal year in which the service was rendered, not when the invoice was paid. As of 04/30/2020, the \$6,000 Planning Services budget was overspent by almost \$800 and only \$5,000 was budgeted in FY2021 starting July 1. I will be at the Town Office on Friday (tomorrow) and will plan to touch base with Jen and Kris about what accommodations can be considered. The Selectboard is meeting Tuesday and I will be finalizing the agenda tomorrow.

For what it's worth, it appears there is still a balance of \$1,510 available on the Town Plan contract and \$1,470 on the stormwater master plan contract.

Thanks,

--Valerie

Valerie Capels, Town Administrator
Town of Bristol
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From: Adam ACRPC <alougee@acrpc.org>
Sent: Monday, May 11, 2020 9:33 AM
To: Bristol Town Administrator <townadmin@bristolvt.org>; Katie Raycroft-Meyer <kraycroftmeyer@acrpc.org>; Kris Perlee <zoning@bristolvt.org>
Cc: Pauline Cousino <pcousino@acrpc.org>
Subject: Contract Amendment for Unified Development Regulations

Hi Valerie:

I was hoping to do a simple contract amendment to the previous contract extending its timeframe and total amount. If you would like a new contract, I will make it substantially similar to the one attached. The scope of work will be as follows:

1. Complete final draft of changes to Bristol Unified Development Regulations by adding a section addressing subdivision and amending other sections of the zoning to accommodate new subdivision process and change to a DRB. January 2020 – Completed.
2. Provide draft to PC – hold two meetings with PC, add On farm accessory business to the draft regulations to address last year’s legislation. April and May 2020 – Completed.
3. Present final proposed draft to PC. May 2020 – Completed.
4. Support PC in response to ZBA proposed changes to Unified Regulations. June 2020.
5. Support PC through Public hearing process and town vote. Summer fall 2020.

As you can see, most of the work is done. New work will depend on the ZBAs and Public response to the draft Unified Regs. I do not expect that will be more than a couple thousand dollars and the majority of that time will be to attend meetings and help the PC answer any questions that arise. I can be flexible with timing about payment. So if it would help we can wait to get paid until after July 1st.

I will ask Pauline to total our expenditures from January to date and send them to you.

Best,

Adam

Bristol Town Administrator

From: Adam ACRPC <alougee@acrpc.org>
Sent: Monday, May 4, 2020 9:59 AM
To: Bristol Town Administrator
Cc: Katie Raycroft-Meyer; Kris Perlee
Subject: Bristol Unified Development Regulations
Attachments: Adam Lougee.vcf

Hi Valarie:

I hope this finds you well. I am writing to give you a progress report on these regulations. I provided Kris, Katie and the Planning Commission with a complete draft of the revised regulations in January. In April, after a Covid induced delay, I met with Katie, Kris and your Planning Commission to review the proposed subdivision regulations and the corresponding changes required to your existing Zoning Regulations to make them work together in a unified document and to implement a DRB system. We meet again via Zoom tomorrow evening. From there, I expect I should also be available to help the Planning Commission present the unified regulations to the ZBA and the Selectboard and support them during the hearing process Bristol will need to implement, should it choose to adopt the proposed changes.

I also wanted to speak with you about extending my contract to help with this work. As you know, ACRPC sent its last invoice in December, which exhausted our previous contract. That contract also anticipated that it would take additional work to complete this process. I believe the regulations I have provided are in very good shape. I also believe that given the number of groups that still have a voice in the process, they will change to suit Bristol's needs. For the work I did in January and to support Bristol through the remainder of this process, I expect it will take between \$5,000-\$8,000. I also expect that funding can be split over two fiscal years, this current year and next year. I know it is a poor time to be asking for money, as I expect your budget is subject to at least as much uncertainty as mine. However, as I continue to work I need to have this discussion with you.

I look forward to your response.

Best,

Adam

