

# Bristol Town Administrator's Report

## February 7, 2021

The Town Administrator's Report is intended to assist the Selectboard, and in its other capacities as Water Commission, Sewer Commission, Liquor Control Commission, etc., with the conduct of their regular or special meetings. References made to documents online relate to printed or electronic documents available electronically at [bristolvt.org/meeting-minutes](http://bristolvt.org/meeting-minutes) in the Selectboard section. This report is also intended to provide information to Town officials and the public about Selectboard activities and other Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

### **Monday, February 8, 2021 Meeting Agenda and Materials**

#### **I. CALL TO ORDER.**

Item I.1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A). Among the amendments to the open meeting law that took effect July 1, 2014 is a requirement that "an item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting."

The executive session item listed on the agenda is not expected to be necessary.

**REMOTE MEETING:** This meeting will be conducted through the **Zoom** remote meeting on-line platform. See the connection information below. If you intend to join the Zoom meeting and have never used Zoom before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur.

**PHYSICAL LOCATION:** Holley Hall will NOT be open to the public.

**CALL-IN:** People without a computer or other device can call in from the number below and enter the meeting ID from the phone keypad.

**TO JOIN THE ZOOM MEETING:**

<https://us02web.zoom.us/j/82538065367?pwd=VHNNd2dTS2NkdG9OKzhBRGJ5VmVIUT09>

Meeting ID: 825 3806 5367

Passcode: 488686

Join meeting by phone: 1 (646) 558-8656

#### **II. PUBLIC FORUM.**

This is an opportunity for citizens to briefly share comments and concerns with the Board about matters *not already on the agenda*. Public Forum should not be used for lengthy discussion of a new topic, both for time management of the meeting and to allow for the public to receive notice of the matter on a future agenda.

### III. REGULAR BUSINESS

Item III.1. Conservation Commission candidate interviews: [Zelie and Alex Smith](#). Online are applications from two village residents, [Zelie and Alex Smith](#), interested in serving on the Conservation Commission. There are currently four vacancies: two whose terms expire in March 2021 and two whose terms expire in March 2022.

RECOMMENDATION: The Selectboard may wish to deliberate in executive session.

Item III.2. Dan Sonneborn: [Maple Broadband initiative update and presentation](#). Online is a [presentation](#) that Bristol resident Dan Sonneborn will walk us through regarding the status and financial plans of the nascent Maple Broadband, which is the name of the Addison County Communications Union District. In August this past year, the Selectboard adopted a [resolution](#) approving the creation of the union district and appointed Ian Albinson as Bristol's representative.

RECOMMENDATION: Discussion. Consider next steps.

Item III.3. Water Commission: reconsider request from the Addison County Community Trust for [KTP Trailer Park to become a consecutive water system](#). In October last year, the Selectboard considered [a request from the Addison County Community Trust](#) to have the 45-unit Kilbourne Trailer Park (KTP) on Liberty Street become an exempt consecutive water system as part of Bristol's municipal water system. They are currently a consecutive water system, which means that even though they receive municipal water, they are served by a master meter, receive only one bill, have an independent water operator and sampling requirements, and maintain their own their distribution system.

There was miscommunication at that time, and no one was present at the October 12, 2020 meeting to represent the request. The Selectboard declined the request. Much of the discussion focused on trying to understand what the benefit to the water district or Town would be. It appeared that the District would be taking on additional responsibilities, upfront costs to amend the sampling plans, and additional on-going costs without a corresponding benefit to the system. This was contrasted with Woodland Apartments, which resulted in an increase in the number of new customers (new revenue) and was part of broader community development initiative.

[The ACCT is asking for reconsideration.](#) Becoming an exempt consecutive water system would mean KTP would no longer need to maintain certain operational procedures, such as sampling and reporting. They propose to redirect those expenses toward improving the infrastructure of the park, being more proactive regarding onsite sewer maintenance, and/or keeping the units affordable by reducing their operating costs.

Through a [series of e-mails](#), we have also received more information from the Vermont Dept. of Environmental Conservation Drinking Water and Groundwater Protection

Division that little, if any, changes will be needed to the District's sampling plans. Unless I am mistaken, the thread of communications suggests that no additional sampling would be needed because the KTP is within the accepted sampling areas.

RECOMMENDATION: Determine if additional information is necessary. If approved, determine whether a single quarterly bill is sent to the ACCT and who will be responsible for providing water quality reporting and other information to the tenants.

Item III.4. Curb cut application #2021-01DA: Greg West, Lower Notch Road. Online is a [curb cut application](#) for a change of use from a logging access to a residential driveway on Lower Notch Road. The development is part of a 3-lot subdivision approved last year. Public Works Foreman Eric Cota noted that the sight distance is good and recommends approval with the following conditions:

- A forty feet (40') culvert will be installed with at least sixteen inches (16") of cover if black plastic culvert or ten inches (10") of cover if gray plastic culvert; and
- The driveway width should be wide enough to allow for two vehicles to enter and exit side by side.

RECOMMENDATION: Approval per the DPW Foreman's recommendations.

Item III.5. Consider updates to the Bristol's procurement policy and procedures. With so much else going on, updating Bristol's procurement (or purchasing) policy has not been high on our radar, if at all. However, the Auditor included a recommendation following last year's review that "[t]he Town's procurement policy has not been updated to comply with the Uniform Guidance for purchases using federal funds" and they recommend "... that all policies be reviewed and amended to include the requirements outlined in the Uniform Guidance."

With current and future federally-funded projects on the horizon, I want to be sure we do not run into any surprises with our purchasing policy. A work-in-progress draft of proposed updates to the procurement policy is on the agenda for discussion. I expect we will want to take more than one meeting to arrive at any final decisions.

Online are the following documents related to this topic:

- current [Bristol Purchasing Policy](#) (2011);
- current Bristol [Conflict of Interest Policy](#) (2012);
- VLCT [Model Purchasing Policy](#) with Guidance (2019); and
- a [work-in-progress draft](#) of an updated purchasing policy for discussion.

The formatting of the work-in-progress draft is wonky and any final draft will be cleaned up and unified.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.6. Authorization to engage legal services for Stoney Hill Business Park infrastructure project. The designs plans for the Stoney Hill Business Park will soon be proceeding through state and local permit reviews. The goal remains to begin construction later this year, which creates time pressure to get the project out to bid as soon as possible before contractors' schedules fill up for this season and before construction costs increase. Before we will be able to access the Northern Board Regional Commission grant funds for construction of the infrastructure, we will need to have sufficient documentation that the road and infrastructure is owned and controlled by the Town. This will require legal services to develop the appropriate documents for transfer of the ownership, like would have been done when Firehouse Drive was turned over to the Town following completion of the Fire Station.

Both our current and model purchasing policies exempt specialized professional services, such as legal services, from a competitive bid process, focusing more on the expertise, knowledge, financial resources, and experience of the individual or company providing the service.

RECOMMENDATION: Authorize the Town Administrator to secure qualified legal services, subject to Selectboard approval, for the development of the appropriate documents associated with transfer of obligations of the planned road and infrastructure to the Town.

Item III.7. Grant authorization request: Recreation Department to the Vermont After School COVID-19 Grant Fund. Online is a [request for authorization](#) to apply for the [one-time COVID-19 relief funding](#) for up to \$7,000 through Vermont Afterschool for established teen/youth centers that are currently running programming as of January 1, 2021. No match is required and the deadline to apply is February 15, 2021. The funds would be used to create more online opportunities for teens, support staff, and to prepare for when facilities can be open again to safely support teens in the new and diverse ways they will need.

RECOMMENDATION: Approval.

Item III.8. Grant authorization request: to the 1772 Foundation (Preservation Trust of Vermont) for repairs to Holley Hall. Online is a [request for authorization](#) to apply for 50% matching funds for up to \$10,000 through the [1772 Foundation, in partnership with the Preservation Trust of Vermont](#) for any of several needed repairs to Holley Hall. Eligible projects include, but are not limited to, exterior painting, finishes and surface restoration and repairs to or restoration of porches, roofs and windows. A letter of intent is due by February 15. If invited to submit a full application, it would be due by March 26, 2021.

Ted Lylis, a professional carpenter and contractor closely familiar with Holley Hall, was asked to provide an assessment of needed repairs. He recently shared the following list:

“HOLLEY HALL:

1. The front stair treads are in rough shape and need to be replaced. The risers appear to be in good shape but the color is questionable.
2. The deck boards need to be replaced. The stair treads and deck boards are white oak flooring which was specified by the rep from the state historical society- this was a poor choice.
3. The newel posts are out of plumb and should be straightened and secured.
4. The entire west side of the stairs and deck is rotted and in rough shape. Needs replacement and possibly some structural repairs.
5. There are several masonry repairs needed on the north side of the building.
6. The wooden areas on the north side of the building are in need of scraping and painting.
7. The railing on the entry roof has deteriorated and needs attention or replacement. The finials on the railing posts have pretty much rotted off. The porch roof doesn't appear to be in bad shape at this time.
8. The wooden supports that support the bell carriage have rotted to the extent that the carriage nearly separated from the bell. This has been temporarily addressed. The wheel that could be used to swing the bell is rotted- this is more of a historical issue than an immediate repair necessity.
9. The deck of the bell tower is cracked and separated allowing some water infiltration. The solution might be a continuous layer of liquid roofing to be applied over it, but temporarily removing the bell before its application would be the most foolproof solution. This would also allow the rotted supports and other wooden parts to be replaced.
10. There are a few suspicious wet or wetted areas indicating that the bell tower and associated areas are leaking. One of them, on the south wall of Meredith's office, is only occasional but should be investigated. Some temporary repairs in this area should be addressed. Please see Meredith's photographs.
11. The railing on the side entry to Meredith's office is rotted.
12. It has been suggested that a snow and ice bar be installed on both roofs that pitch down toward the front stairs, and the side porch roof, to prevent snow and ice from cascading down onto the walking areas.
13. There are several questionable masonry related areas on all side of the building that need investigation and repair.”

It is a daunting list, but one we must begin to prioritize and tackle.

As an aside, the list he offered also includes his assessment of necessary repairs to other buildings—as requested as part of a broader goal to develop a more pro-active approach to maintaining Bristol's public, and predominantly, historic buildings, which will strengthen our ability to apply for other grant funds when available.

Ted also noted that it was essentially impossible to get cost estimates for any of these projects as contractors have been straight out and either did not have the time or find it worthwhile to respond to the inquiry.

RECOMMENDATION: Approval. Consider priorities for this application. Anticipate further discussion on this and other capital buildings needs.

Item III.9. Approval of the January 4, January 11, January 18, and January 25, 2021 meeting minutes. The draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item III.6. Authorize [accounts payable warrant](#) and any liquor licenses. At least one liquor license has been submitted.

#### **IV. OTHER BUSINESS.**

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

- Budget status report through 01/31/2021.
- Revolving Loan Fund status report through 01/31/2021.
- E-mail from Bonita Bedard, 01/29/2021, re cancelation of The Stampede event.
- Addison County Regional Planning Commission February 2021 newsletter.
- Community Health Needs Assessment Survey flyer.
- E-mail and handout, 02/01/2021, re Municipal Road Right-of-Way and Required Agricultural Practices (RAP) Factsheet.

#### **VI. EXECUTIVE SESSION.**

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3).

#### **Schedule**

In response to the COVID-19 guidance, I will continue to be working remotely most days but plan to be in the office at least twice a week. I can be reached by email at [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org) and phone messages left to 453-2410 ext 1 are forwarded to me. I will respond either by phone or by e-mail, depending on timing, location, and cell/Internet connectivity.

#### **Week of February 8**

Monday: Working remotely.  
7:00pm – Selectboard via Zoom.

Tuesday: Working remotely.  
10:00am – Meet with ACRPC re stormwater final engineering design project.

Wednesday: 9:00am – 10:30am – VT Local Roads Webinar: Weight Permits and Posting  
12:00pm +/- – in Office.  
1:00pm – FEMA conference call.

Thursday: Working remotely.  
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.

Friday: 10:00am +/- – in Office.

#### **Week of February 15**

Monday: President's Day Holiday.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office.

Thursday: Working remotely.  
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.  
Friday: 10:00am +/- – in Office.

### **Upcoming Meetings**

Below are meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line links for more information about the organization.

- [Selectboard](#): Mon., Feb. 8, 7:00pm via Zoom.
- Bristol CORE: Thurs., Feb. 11, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Feb. 11, 6:00pm, via Zoom.
- [Planning Commission](#): Tues., Feb. 16, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 22, 7:00pm via Zoom.

### **Upcoming Agenda Items**

- Update and adopt Selectboard Rules of Procedure.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses (final VTrans invoice has not yet been received).
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Continued consideration of Assessor services.
- Consider Evernorth's proposal for the Stoney Hill housing project increase in density.
- Reconsideration of ACCT's request that KTP become an exempt consecutive water system.
- Water Ordinance revisions.
- Class 4 highways maintenance policy.
- Personnel Policies review.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator