

Bristol Town Administrator's Report

February 21, 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 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 22, 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."

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/81473867210?pwd=dStNbTNtR2ppYzZFMnZnWWVpVTJ5dz09>

Meeting ID: 814 7386 7210

Passcode: 412702

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. **ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING**

(6:30pm). This will be the first of two public information meetings in advance of the Tuesday, March 2 annual [Police District Meeting](#), where only the Police Department budget will be voted by Australian ballot. Although the budget cannot be modified, this will be an opportunity for voters and others to ask questions and have discussion about the proposed budget and Police Department activities. Online are the following documents:

- Police Department 2020 Report (see pages 69 and 70 of the Town Report)
- [Police Department proposed FY2022 Budget](#)
- [Sample ballot](#)

IV. **ANNUAL TOWN MEETING PUBLIC INFORMATION MEETING (7:00pm)**. This

will be the first of two public information meetings preceding the Tuesday, March 2 annual [Town Meeting](#) where, for the first time in known memory—probably ever—all Town matters will be voted by Australian ballot. In lieu of the traditional floor meeting, this, and the meeting on Monday, March 1, will be an opportunity for voters to learn more about the matters on the warning, ask questions, and have discussion. Though there will not be an opportunity to make any amendments to the articles, it may help voters be more informed as they cast their ballots.

Because no “votes from the floor” will be occurring, using Roberts Rules of Order and limiting active participation to voters will not be necessary. This will be approached as a regular Selectboard meeting with the Chair setting the parameters, which may resemble in some ways the order of the annual floor meeting.

Thirty-seven articles are on the [warning](#). It is likely the Chair will approach going through each one in order and invite questions and discussion. All information related to the articles can be found in the [2020 Town Report](#), which is now available for pick-up at the Town Office, the Post Office, and online. A neat feature of the online version are the various hyperlinks that take you directly to the matter of interest—including the table of contents.

A tradition of the Monday evening annual floor meetings has been presentations from legislative representatives with updates and information about pending matters. Legislators will be invited to provide their updates and reports at the March 1 meeting.

Selectboard member Ian Albinson and Town Clerk Sharon Lucia worked together on gathering the content and reorganizing the report. They and the Selectboard will be interested to know how citizens feel about the changes and will welcome suggestions for potential adjustments in future reports.

Announcements for Town Meeting and these informational meetings are being posted to Front Porch Forum, Facebook, and Instagram. I attempted to boost the Facebook post to have it run as an ad, but it was rejected under Facebook's new policies regarding ads for elections.

V. CONSENT AGENDA.

Item V.1. Grant authorization request: Bristol Fire Department Assistant to Firefighters Grant Program. The Bristol Fire Department is seeking [authorization to apply](#) for a federal Assistance to Firefighters grant for up to \$50,000 to replace the compressed air system.

Fire Department capital equipment reserve funds earmarked for a replacement Air Filling System are proposed to cover the grant writer fee and the non-federal funding 5 percent match totaling \$2,404.76. This equipment is on the Fire Department capital replacement schedule for FY22/23. The application was due February 11, 2021, and has already been submitted.

RECOMMENDATION: Approval, retroactively.

Item V.2. Grant authorization request: Downtown Transportation Fund for Basin Street Improvement project. I am seeking [authorization to apply](#) for a Downtown Transportation Fund (DTF) grant of up to \$100,000 to support the Basin Street improvement project, which has been estimated to cost in the area of \$700,700. The project would address ADA accessibility, public safety, slope stabilization, and stormwater management.

DTF funds can be used with Transportation Alternative funds and be phased over multiple years. A 50% match is required. An application for \$300,000 was submitted last November to the Transportation Alternatives Program and is in the process of being reviewed. The DTF application deadline is March 8, 2021.

The Downtown Transportation Fund has an additional \$67,000 in funding from the Agency of Natural Resources, Clean Water Initiative (CWI). DTF projects may apply for up to \$67,000 of "add on" clean water funding for eligible stormwater implementation projects. A 20% match is required for these funds. We will discover through the application process if this opportunity qualifies.

RECOMMENDATION: Authorize submission of an application and continued exploration of funding sources.

Item V.3. Consider authorization to reapply for the 2021 CWSRF priority list for the Bristol Core Area Sewer upgrade. Green Mountain Engineering prepared a report in 2018 that evaluated options to increase capacity of the Core Area sewer system and identified priority maintenance matters. Each year we need to renew our application to remain on the priority list for funding for planning or construction loans. Online is a copy of [last year's priority list application](#) that was prepared with GME's assistance. **This year's application is due February 25, 2021.**

In January 2019, the Selectboard authorized me to initiate the required Request for Qualifications (RFQ) process for engineering services to prepare the Preliminary Engineering Report (PER) that would be required to qualify for construction funding. The Selectboard also authorized applying for a planning loan at 0% interest for

engineering services to prepare the PER. The RFQ process became delayed and so the loan was not applied for at that time. Remaining on the list would allow us to continue the process into the coming year.

RECOMMENDATION: Approval.

Item V.4. Consider authorization to reapply for the 2021 DWSRF priority list for the Pine Street water line replacement project. Online is [last year's priority list application](#) for replacement the Pine Street water line and related appurtenances that was prepared by Green Mountain Engineering. This year's priority **application is due February 25, 2021.** The Town received a DWSRF planning loan to complete the Preliminary Engineering Report (PER) that is required to qualify for construction funding.

Green Mountain Engineering has completed a preliminary draft of the PER that will be provided for Agency of Natural Resources review. More information will be available about the preliminary PER for an upcoming meeting.

RECOMMENDATION: Approval.

Item V.5. Greg West new road name request off Lower Notch Road for new subdivision: Maddison Drive. Greg West received approval from the Planning Commission last year for a 3-lot subdivision and curb cut applications were recently approved from the Selectboard (with conditions). Now that there are three or more dwellings off of a single access, Bristol's Street Naming and Numbering Ordinance requires that a name be assigned. According to [E-911 Coordinator Kris Perlee's e-mail](#), Greg West has requested it be named **Maddison Drive.**

RECOMMENDATION: Approval.

VI. REGULAR BUSINESS.

Item VI.1. Stoney Hill Housing Development proposal: Samantha Dunn (Evernorth) and Kevin Harper (Stoney Hill Properties, LLC). Online is [a proposal](#) from the low and moderate income housing development organization Evernorth, represented by Samantha Dunn, for redesign of the Stoney Hill Housing Project to accommodate an increased number of units that would require additional land to achieve the increased density. [Evernorth](#) is the merger of Housing Vermont and the Northern New England Housing Investment Fund into a single nonprofit housing organization.

The property is currently permitted for 15 market-rate residential units and is still owned by Stoney Hill Properties, LLC, represented by Kevin Harper. The proposal would increase the number to 20 rental units managed by the [Addison County Community Trust](#).

The Town owns a stretch of steep slope, riparian land adjacent to the Stoney Hill site, along West Street, and over toward South Street. According to [pages 8 and 9 of the online proposal](#), Evernorth is requesting consideration that some portion of this

property be conveyed, by gift or purchase, to the residential site to allow the increased density to be achieved per [Bristol's Unified Development Regulations](#). There is a lot to talk about and perhaps clarify. Samantha Dunn and Kevin Harper will be Zoomed in to provide more information and answer questions.

If the Selectboard ultimately agrees to some form of the proposal, notice will need to be provided to the public per [24 V.S.A. § 1061](#) for a 30-day period for public comment and opportunity to petition.

RECOMMENDATION: Determine if additional information is needed. The Selectboard may wish to deliberate in executive session regarding real estate negotiations.

Item VI.2. Approval of the January 4 and February 8, 2021 meeting minutes. The reviewed draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item VI.3. 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.

- Letter from Green Mountain Engineering, 02/11/2021, re the water system high lift pump replacement analysis. GME concludes the 2 ½ inch diameter Cornell, 2 ½ YHB pump will achieve the desired flow rates and may be used in place of the current 4-inch diameter pump.
- Planning Commission 01/19/2021 minutes draft.
- Bristol CORE 01/14/2021 minutes draft.
- UVM Extension Service e-mail, 02/10/2021, save the date for upcoming Town Officer Education Conference, April 12, 13, and 15, 2021.

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3). Though not included on the posted notices, the Selectboard may chose to add real estate negotiations related to VI.1 above.

Technical Difficulties Uploading Documents to the Web site

I encountered problems uploading documents to the Web site, so not everything is currently available there, including this TA Report. I don't know how or when it will be resolved.

Main Street Lighting and Sidewalk Project

We received what appears to be the final invoice from VTrans this week and, after all the balancing change orders and quantities were tallied, it turns out we will be getting a *refund* of more than \$8,400! Although there are one or more pending engineering invoices, it looks as though the project will have come in under budget by more than \$20,000. More info to come ...

On a related note, DuBois & King is looking into the why all the Prince Lane lights are out. It may be that their circuit was somehow affected by the Main Street project. The folks involved with the project will continue to investigate the source of the problem, solution, and needed action.

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 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 22

Monday: Working remotely.
6:30pm – Selectboard via Zoom.
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.

NOTE: Dates and times not yet determined for upcoming or regularly scheduled staff meetings.

Week of March 1

Monday: Working remotely.
6:30pm – Selectboard via Zoom.
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. 22, 6:30pm via Zoom.
- Selectboard: Mon., Mar. 1, 6:30pm via Zoom.
- **Town Meeting**: Tues., Mar. 2, 7:00am – 7:00pm, Holley Hall.
- Bristol CORE: Thurs., Mar. 11, 8:30am, via Zoom.
- Conservation Commission: Thurs., Mar. 11, 6:00pm, via Zoom.
- Selectboard: Mon., Mar. 15, 7:00pm via Zoom.
- Planning Commission: Tues., Mar. 16, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., Mar. 17, 7:00pm, via Zoom.
- Selectboard: Mon., Mar. 29, 7:00pm via Zoom.

Upcoming Agenda Items

- Continued review of Purchasing Policy draft updates.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Personnel Policies review.
- Review and adoption of Selectboard Rules of Procedure.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Continued consideration of Assessor services.
- Water Ordinance revisions.
- Class 4 highways maintenance policy.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator