

# Bristol Town Administrator's Report

## May 23, 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, May 24, 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."

*This is an opportunity to point out that time limits have been included on the agenda in an effort to manage and focus the Selectboard's and citizens' time. Some items might require more or less time than estimated. If substantially more time is expected to be needed, this may help Selectboard members determine if the item needs to be continued to a future agenda.*

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

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

TO JOIN THE ZOOM MEETING:

<https://us02web.zoom.us/j/87912810018?pwd=WFdGNUtJYWxleHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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. PUBLIC HEARING - Water and Sewer District Annual Meeting.

This is the annual review of operating budgets, capital budgets, and upcoming projects for Bristol's water and sewer systems. Online are a number of documents:

- [Public hearing notice](#).
- [FY2020 Annual Water and Sewer District Town Report](#) and FY2021 Water Department budgets and capital plan.
- [Proposed FY2022 Water Budget](#) reflecting no increase.
- [Proposed FY2022 Sewer Budget](#) reflecting no increase.
- [2020-2021 Annual Sewer Inspection Report](#) (GME).
- Pending revisions to the Bristol Water Use Ordinance.

The water and sewer budgets are proposed to be level-funded. With the Water Department having paid off a loan in the current year, this allowed those funds to be reallocated for increases in other budget lines, the biggest increase going to the capital line.

Amendments to the [Bristol Water Use Ordinance](#) are currently in process. A preliminary draft is expected to be available at or prior to the meeting for discussion.

Treasurer Jen Myers, VTUMS Water Operator Jill Marsano, and possibly Alan Huizenga from Green Mountain Engineering will be Zooming in to discuss budget and capital matters in more detail. It's important to note that both water and sewer budgets are proposed to be level-funded this year.

RECOMMENDATION: Discussion. Determine if additional information is needed. Vote to approve the water and sewer budgets with or without adjustments.

### IV. CONSENT AGENDA.

Item IV.1. Approval of curb cut application #2021-05DA for Gregory Monteith, North Street residence, per the DPW Foreman's recommendations. This [application](#) is for a new 2-family duplex residential driveway off North Street. The driveway is proposed to be located about five feet (5') from the northern property line.

RECOMMENDATION: Approval per Public Works Foreman Eric Cota's recommendations that the driveway be twenty-two feet (22') wide and twenty-two feet (22') deep and be pitched back away from the road (no more than 2%). Sight distance is good and no culvert is needed at this time. A culvert may be needed in the future if water ponds on the north side of the driveway.

Item IV.2. Approval of curb cut application #2021-6DA for Gregory West, Lower Notch Road, per the DPW Foreman's recommendations. This [application](#) is for a driveway to serve two residential lots (#11 and #12) previously subdivided off of Lower Notch Road.

RECOMMENDATION: Approval per Public Works Foreman Eric Cota's recommendation that the proposed location is the best for sight distance. It is good looking south, but it is a little short looking north. No culvert is needed. Trees will

need to be cut as described during their site visit. The driveway is to be twenty-two feet (22') wide and twenty-two feet (22') deep, pitched back away from the road, but be flush with the road.

Item IV.3. Approval of curb cut application #2021-7DA for Gregory West, Lower Notch Road, per the DPW Foreman's recommendations. This [application](#) is for a driveway to serve residential lots #13, #14, #15, and #16 previously subdivided off of Lower Notch Road across from Johnson Drive.

RECOMMENDATION: Approval per Public Works Foreman Eric Cota's recommendation that the driveway be twenty-two feet (22') wide and twenty-two feet (22') deep, pitched away from the road with no more than a 2% grade either way, and that the driveway be flush with the road (no lips). Trees will need to be cut as described during their site visit. A culvert at least eighteen inches (18") in diameter by forty feet (40') in length is needed. If it is black plastic, at least sixteen inches (16") of cover is required; if gray plastic, at least twelve inches (12") of cover is required. Sight distance is good in either direction.

## V. REGULAR BUSINESS.

Item V.1. Consider quotes received for replacement of the pump house generator. Online is the [Request for Bids](#) that was sent directly to area generator providers and posted to the Vermont Electronic Bid System. [Four bids](#) were received by the May 14, 2021 due date. Online is a [memo summarizing the bids](#) and additional information.

RECOMMENDATION: Accept the quote from Brook Field Service for the 125 KW Kohler Generator Set for their bid of \$45,095 along with the \$2,500 comprehensive 5-year warranty and twice-yearly maintenance for \$1,018.

Item III.2 Consider proposals received for the stormwater infiltration chambers final design. Online is the [request for proposals](#) largely prepared by Addison County Regional Planning Commission staff for engineering services to prepare 100% final designs for the stormwater infiltration chambers proposed on School Street and behind the Elementary School. This project is funded 100% through two Clean Water Block Grants, approximately \$18,000 each, that the ACRPC helped the Town obtain. The projects must be completed by December 1, 2021.

The following three proposals were received by the May 14 due date:

Considerations	DuBois & King	Engineering Ventures	Otter Creek Engineering
Score	TBD	TBD	TBD
School Street	\$15,504	\$16,850	\$13,500
School 1 & 2	\$15,504	\$16,850	\$14,500
<b>TOTAL</b>	<b>\$31,008</b>	<b>\$33,700</b>	<b>\$28,000</b>

Maddison Shropshire, ACRPC Water Quality Planner and ECO AmeriCorps Member, and I will complete our review and ranking of the proposals on Monday and be prepared to present a recommendation at or prior to the meeting.

RECOMMENDATION: Lowest cost is not always the best indicator for selecting a bidder. A recommendation will be provided at or prior to the meeting.

Item III.3. Consider quote for paving from Pike Industries. Online is a [quote from Pike Industries](#) for paving this year. Roads include Mountain Street, Mountain View Street, and Monkton Road. Total amount is \$121,227 and is planned through the Capital Paving Reserve Fund. The paving is expected to occur in the month of June.

VTUMS marked out the water services on Mountain Street in anticipation of the paving. They also potholed the sinking area on Mountain View to assure there was not a water leak. Arrangements have been made with Vermont Rural Water to come to Bristol Monday, May 24, to set up correlators to assure there are no significant leaks before the new pavement goes down.

RECOMMENDATION: Determine if additional information is needed. Vote to accept the quote.

Item III.4. Consider quotes for purchase of a new hay bale shredder. After having received word last October that our grant-in-aid equipment funding request through the Addison County Regional Planning Commission for a hay bale shredder was on a waiting list, (requests exceeded funds available), we [received word last month](#) that Bristol's request was approved. The Town applied for a hay bale shredder as a cost-effective alternative to the hydro seeder. The maximum grant amount is \$8,800 and a 20% match is required. The equipment must be purchased by June 30, 2021. Public Works Foreman Eric Cota solicited at least three quotes. The following [two quotes were received](#):

	Champlain Valley Equipment	Essex Equipment
Quote Date	5/7/2021	4/28/2021
Model	Goosen	Harper
Base Price		\$7,420
Hose(s)		\$1,085
S & H		\$200
Availability	late May	3 weeks
<b>TOTAL</b>	<b>\$7,995</b>	<b>\$8,705</b>

RECOMMENDATION: Vote to accept the CVE quote.

Item III.5. Consider a date and logistics for the annual Public Works Department road trip. The Selectboard and Highway/Public Works Foreman have traditionally conducted an annual road trip in June. It is a useful orientation for new members and update for long-time members to discuss various public works priorities and plans. Public Works Foreman Eric Cota will be available the week of June 21, 2021, or we can aim for a time in July.

RECOMMENDATION: Discuss preferred dates and availability. I recommend all members of the Public Works Dept. be invited and encouraged to participate. That may affect the size bus we secure.

Item III.6. Grant authorization request from the Bristol Police Department: COPS funding for fourth full-time officer over three years. Online is a [grant authorization request](#) to the COPS grant program to hire a fourth Police Officer for at least three years. A 25% match is required. The application due date is June 15, 2021. Police Chief Bruce Nason will be available to answer any questions.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item III.7. Determine funding allocations for the Main Street Sidewalk and Lighting Project local expenses. A separate stand-alone memo with more detail is in the process of being prepared to summarize the total project expenses and prospective local funding sources. However, to briefly summarize:

	<b>Contract Amount</b>	<b>Actual</b>
<b>EXPENSES</b>		
Engineering	\$75,000	\$76,039
Mobilization	\$0	\$0
Construction	\$348,109	\$317,208
Traffic Control	\$0	\$0
Contingency	\$34,811	\$1,042
Inspection	\$26,000	\$4,370
<b>TOTAL</b>	<b>\$483,920</b>	<b>\$398,660</b>

<b>REVENUES</b>		
DTF Grant	-\$100,000	-\$100,000
Bike Ped Grant	-\$42,000	-\$42,000
<b>Local Balance</b>	<b>\$341,920</b>	<b>\$256,660</b>

<b>Funding Source</b>	<b>Approx. Balance</b>	<b>Proposed Expense</b>	<b>Approx. Balance</b>
Stoney Hill proceeds received (Harper)	\$187,040	-185,000	\$2,040
Stoney Hill proceeds received (Livingston)	\$122,526	-21,660	\$100,866
Stoney Hill proceeds received (Harper)	\$6,100		\$6,100
Sidewalk Reserve Fund FY2021	\$66,414	-50,000	\$16,414
	<b>\$382,080</b>	<b>-256,660</b>	<b>\$125,420</b>

RECOMMENDATION: Local match to come from \$50,000 Sidewalk Reserve Fund and \$206,600 come from the Stoney Hill/Livingston undesignated proceeds.

Item III.8. Continued consideration of amendments to Bristol's procurement/purchasing policy--tentative. At the previous meeting, the suggestion was made to reorganize the proposed purchasing policy and amendments to more clearly distinguish the federal and state-only components. This is in progress and an updated draft is expected to be provided at or before Monday's meeting. The content is not expected to be substantially different from previous versions.

RECOMMENDATION: If available and folks have had time to review, determine if additional information is needed. Consider adoption with or without adjustments. If not available or if folks have not had time to review, postpone.

Item III.9. Continued consideration of amendments to Bristol's personnel policy--tentative. Online is the [most current version of the work-in-progress draft of Bristol Personnel Policy](#) updates. This represents the input of many people following Selectboard liaison meetings with department heads. There is a lot to go through and it will likely take more than one meeting, if not several. Treasurer Jen Myers suggested a goal of trying to update the policy by the end of the fiscal year, June 30, 2021.

RECOMMENDATION: Discussion. If folks have had a chance to review it, and given the limited time available, the focus should be on specific sections. If folks have not had a chance to review it, postpone to a future meeting.

Item III.10. Consider Bristol CORE proposal for new intersection plantings. Online is a [proposal through Bristol CORE](#) for restoring the Main/South/North/West intersection planting. I was not able to be present at the part of the meeting when the Bristol CORE board made the decision. Upon being informed of it, I did not feel I could sign off on it because it is not a budgeted item and it is not an emergency.

The initial estimated cost (\$1,000) for the plantings is one thing. Once planted, the Town will probably have the added cost of paying someone to maintain them through the year and then do fall cleanup.

RECOMMENDATION: Discussion. Determine if additional information is needed. Consider if other funding sources are available.

Item III.11. Approval of the March 29, April 12, April 26, and May 10, 2021 meeting minutes. The March 29 and May 10, 2021 minutes are still in the process of being reviewed and are expected to be posted online and e-mailed prior to Monday's meeting. The original drafts are posted. The April 12, and April 26, 2021 minutes are reposted without changes.

Item III.12. Authorize accounts payable warrant and any liquor licenses. Accounts payable [warrant](#).

## VI. OTHER BUSINESS.

### Item V.1. Correspondence, documents, reports received.

- [Bristol Revolving Loan Fund status report](#) through 04/30/2021.
- Bristol [landfill closure inspection report](#), 05/10/2021, Green Mountain Engineering.
- Letter from the [Vermont Rivers Conservancy](#), 05/08/2021, regarding stewardship manager.
- E-mails, 05/18/2021, re [Bristol Community Solar implementation schedule](#).
- Letter from the Addison County Chamber of Commerce, 05/18/2021, re [ARPA funding allocation request](#).
- Copy of Governor Scott's [amended Emergency Order](#) extending the deadline to June 15, 2021.

## VI. EXECUTIVE SESSION.

This is tentatively on agenda in the event the Selectboard wishes to deliberate regarding contractual negotiations per 1 V.S.A. §313(a)(1)(A) or personnel matters per 1 V.S.A. §313(a)(3).

### American Rescue Plan Act Update

No significantly new information is available to warrant discussion. The funding allocations municipalities were expecting to receive are being revised and the updated allocations have not yet been issued. A take-away from the Tuesday, May 18, 2021 Webinar was for towns to be patient, be deliberate, and be strategic in how the ARPA funds ultimately get used. It was emphasized that there is no rush (hence, the *be patient* advice). The guidance was updated that while the funds need to be *obligated* by December 31, 2024, municipalities will have until December 31, 2026 to *spend* the funds.

Links to more information:

U.S. Treasury (as of 05/10/2021)

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

VLCT

<https://www.vlct.org/resources/american-rescue-plan-information>

National League of Cities

<https://www.nlc.org/covid-19-pandemic-response/arp-local-relief-frequently-asked-questions/>

As noted in agenda section VI above, we received a [letter from the Addison County Chamber of Commerce](#) this past week asking that Middlebury, Vergennes, and Bristol consider granting an allocation of their funds toward the ACCoC's multi-part plan to strengthen tourism in Addison County. They acknowledge we are likely to receive requests from many other entities. At the same time, the ACCoC will be going through [some transition](#) this coming year, so it might be best to *be patient* and see how things shake out.

### COVID-19 Response

It is clear the Governor is moving toward loosening restrictions due to COVID-19 with a goal of lifting the [Executive Order](#) entirely once at least 80% of Vermonters have been vaccinated. The guidance seems to change almost daily. At what point do we resume in-person meetings? The

Development Review Board is planning to move in that direction in some form. I recommend the Selectboard remain cautious a little longer while we see how things play out. We are also still in the process of sorting out how to effectively resume in-person and remote hybrid meetings.

### **West Street NRCS EWP Slope Repair Update**

The U.S. Natural Resources Conservation Service (NRCS), Emergency Watershed Protection (EWP) grant extension request **was approved** to October 10, 2021. The results of the Northern Long-Eared Bat habitat study were received on May 21, which was needed for issuance of the Corps of Engineers permit. Once that is issued, the project would be read to go to bid. I will need to begin working on securing temporary access easements from the property owners.

### **Bristol Revolving Loan Fund Committee Meeting**

The Bristol RLF Committee met this past week by Zoom with me and Treasurer Jen Myers to discuss questions about whether to broaden the program's scope for eligibility and the need to update the program application materials and other documentation. Chair Fred Baser will be preparing notes of the meeting. Recognizing they serve in an advisory capacity, there was agreement that broadening eligibility to consumer-type loans for solar projects would not be prudent at this time. There was also agreement that applications related to natural disaster recovery support should be eligible. Fred Baser offered to collect committee members' comments regarding revisions to the program documents and produce proposed amendments for the Selectboard's consideration at some future date.

### **Schedule**

I have resumed in-office hours, with one day a week working remotely. When working remotely, I can be reached by email at [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org) and by phone. Messages left to 453-2410 ext 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail, depending on timing, location, and cell/Internet connectivity.

#### Week of May 24

Monday: 9:00am +/- in Office.  
7:00pm – Selectboard via Zoom.  
Tuesday: Working remotely.  
Wednesday: 9:00am +/- – in Office.  
Thursday: 9:00am +/- – in Office.  
9:00am – Staff meeting.  
12:00pm - Webinar.  
Friday: 9:00am +/- – in Office.  
11:00am – Stoney Hill design team meeting.

#### Week of May 31

Monday: Memorial Day Holiday – Office closed.  
Tuesday: Working remotely.  
Wednesday: 9:00am +/- – in Office.  
Thursday: 9:00am +/- – in Office.  
Friday: 9:00am +/- – in Office.  
11:00am – Stoney Hill design team meeting.



Week of June 7

Monday: 9:00am +/- – in Office.  
Tuesday: Working remotely.  
Wednesday: 9:00am +/- – in Office.  
2:00pm – Addison County Recovery Team meeting  
Thursday: 9:00am +/- – in Office.  
Friday: 9:00am +/- – in Office.  
11:00am – Stoney Hill design team meeting.

**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., May 24, 7:00pm via Zoom.
- [Development Review Board](#): Tues., May 25, 7:00pm, via Zoom/hybrid.
- [Conservation Commission](#): Thurs., June 10, 6:00pm, via Zoom.
- [Selectboard](#): Mon., June 14, 7:00pm via Zoom.
- [Planning Commission](#): Tues., June 15, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., June 16, 7:00pm, via Zoom.
- Bristol CORE: Thurs., June 17, 8:30am, via Zoom.
- [Selectboard](#): Mon., June 28, 7:00pm via Zoom.

**Upcoming Agenda Items**

- Water Ordinance revisions.
- Review of FY2020 audit.
- Continued Procurement/Purchasing Policy updates.
- Continued Personnel Policy review and updates.
- Fire Dept. Training Room waiver document update.
- Finalize Stoney Hill/Firehouse Apartments land transfer agreements.
- Finalize Stoney Hill infrastructure and ROW easement documents.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Stoney Hill/Firehouse Drive infrastructure construction bidding.
- Village traffic concerns.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator