

# Bristol Town Administrator's Report

## June 13, 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, June 14, 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. DEPARTMENT HEAD ROUNDTABLE.**

This is a new addition to the agenda intended to be a regular opportunity for department heads to briefly share information that may be of interest to the Selectboard and the public on a topic that is not part of the agenda. Most departments often attend the meetings anyway.

**IV. CONSENT AGENDA.**

Item IV.1. Appoint Peter Grant as Bristol delegate and William Sayre as an alternate delegate on the Addison County Regional Planning Commission for FY2022. This is the annual opportunity to [appoint or reappoint Bristol delegates](#) to the Addison County Regional Planning Commission. Peter Grant would like to be reappointed to both the full commission and Bill Sayre is interested in remaining an alternate.

RECOMMENDATION: Approval.

Item IV.2. Appoint Peter Grant as Bristol delegate on the ACRPC Transportation Advisory Committee. Like the item above, this is the annual opportunity to [appoint or reappoint Bristol delegates](#) to the Addison County Regional Planning Commission Transportation Advisory Committee. Peter Grant would like to be remain on the committee.

RECOMMENDATION: Approval.

Item IV.3. Approval of Green Mountain Engineering Stoney Hill Business Park Infrastructure Project contract amendment for specialized electrical design. In the course of the final engineering design process, Green Mountain Engineering needed to engage the services of a specialized electrical design engineer (Pearson Associates) for certain components of the street lighting over and above their contract. This [contract amendment](#) is to cover that additional \$1,450 cost. Though the Town of Bristol is the client, expenses not covered through the Northern Borders Regional Commission grant will be paid by Stoney Hill Properties, LLC. The engineering designs are complete and the project is out to bid.

RECOMMENDATION: Approval.

Item IV.4. Authorize use of the Technology Reserve Fund to purchase a Dell Rugged Latitude laptop for the Public Works Department for per quote for \$1,939.36. [Online is a quote](#) from Dell to replace the ancient Public Works Department laptop with Rugged Latitude for \$1,939.36. Funds from the Capital Technology Reserve Fund are proposed to be used, leaving a balance of approximately \$6,920.

RECOMMENDATION: Approval.

Item IV.5. Approve Gran Fondo request to use Route 116/17 through Bristol for Sat., August 7, 2021 multi-town bicycling event. [Online is a request](#) from Todd Warnock to use Route 116/17 Saturday, August 7, 2021 for approximately 350 bicyclists to ride through town over an 8-hour timeframe as part of the annual Gran Fondo event. His March 30, 2021 [overview letter outlines measures for public safety and emergency response](#). A certificate of insurance will be provided with the Town listed as an additional insured. The event will start and finish at the Bristol Rec Field between 6:00am and 10:00am. The event was approved as proposed last year but was canceled due to COVID-19.

RECOMMENDATION: Approval.

Item IV.6. Approve Rooted Vermont's request to use Upper Meehan and Meehan Roads for Return to Gravel multi-town bicycle event, Sunday, August 1, 8:30am – 6:00pm beginning in Richmond. [Online is a request from Rooted Vermont](#) for use of Upper Meehan and Meehan Roads for a returning bicycle event on Sunday, August 1, 2021. Two different routes, long (85 miles) and a short (45 miles) would begin and end in Richmond at Cochran's Ski Area and follow mostly gravel roads through Starksboro, Ripton, Lincoln, Huntington, Richmond, and Bristol. The anticipated number of riders is not currently known, but in 2019 the number was approximately 500 - 600, with about half doing the long and half doing the short route. Both routes apply to the Bristol roads. Traffic control is not being provided because the riders are expected to be spread out in low numbers over the course of the day. A certificate of insurance and the Town of Bristol listed as an additional insured has been provided.

RECOMMENDATION: Approval.

Item IV.7. Ratify contract with the Addison County Regional Planning Commission for mapping services per the Communities Caring for Canopy Grant 2020 agreement 06130-UCF-CFC-20-02. [Online is a contract executed last week](#) between Bristol and the ACRPC for mapping associated with the emerald ash borer management planning effort. Though the Selectboard authorized the grant, I don't know that the Selectboard specifically authorized contracting with the ACRPC for this part of the project. It needed to be done last week rather than wait for Monday's meeting because the window is very short to complete the work before the June 30, 2021 grant deadline. It is also not of a dollar amount (\$500) that would ordinarily require Selectboard approval and will be paid for through the Vermont Forest and Parks EAB grant.

RECOMMENDATION: Approval.

Item IV.8. Ratify contract with the Addison County Regional Planning Commission for assisting with the administration of the Clean Water Block Grant Design/Implement Block Grant (2019-CWF-IMP-03). [Online is another contract executed last week](#) between Bristol and the ACRPC for administrative assistance with the final design of the School Street and Elementary School stormwater infiltration chambers. Again, although the Selectboard authorized the Clean Water Block Grant, I don't know that

the Selectboard specifically authorized contracting with the ACPRC for this part of the project. This, too, is time sensitive as work is underway with the design engineer. It is also not of a dollar amount (\$378) that would ordinarily require Selectboard approval and will be paid for through the Clean Water Block Grant.

RECOMMENDATION: Approval.

Item IV.9. Grant authorization request: VTrans Municipal Roads Grants-In-Aid Program. [On-line is a memo from the VTrans](#) announcing the offering of FY2022 Municipal Grants- in-Aid that provides funding for municipalities to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP). Up to \$8,600 would be available. A minimum 20% match (\$2,150) is required. This item would actually be to authorize submitting the letter of intent to participate. A specific project has not yet been identified.

RECOMMENDATION: Approval.

## **V. REGULAR BUSINESS.**

Item V.1. [Beth Ekroos: concerns about speed and weight of trucks on Lower Notch Road.](#) Beth Ekroos asked to be on the agenda to seek relief from heavy truck traffic on Lower Notch Road that may be affecting her house. She reported she has lived on Lower Notch Road for more than 20 years and believes she has not experienced as many heavy trucks traveling the road before this past year. She identified logging and construction vehicles. Whether it is their speed, weight, or both, she has reported they regularly rattle her house, wall hangings, and items on shelves. Her house is near the road and she is concerned about impacts to her foundation. She is requesting that these trucks be required to use the paved Town roads--or that her section of Lower Notch Road be paved.

This is a Class 3 road. Class 3 roads generally have an 80,000 lb vehicle weight limit. Other restrictions apply based on the type of vehicle. From February to May, the [weight limit is restricted to 24,000 lbs](#) due to mud season conditions. The information posted at the Vermont Department of Motor Vehicle Web site explicitly states that "6) Commercial vehicles shall only utilize Town roads if they have a delivery or business on that road. Town roads are not to be used as short cuts when safer alternatives exist."

Enforcement of weight limits and speeding is through appropriate law enforcement agencies and the civil procedure provided in [23 VSA 1492](#). I submitted an inquiry to VLCT for guidance on the question of whether certain types of vehicles can be prohibited altogether from certain roads. More information may be available at the meeting.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item V.2 Planning Commission request for Selectboard direction: Kevin Hanson and Jeff Lunstead. Planning Commission Chair Kevin Hanson and Vice Chair Jeff Lunstead have [asked to meet with the Selectboard](#) for feedback about the Town Plan implementation approach they are on as well as the Selectboard's vision for the Planning Commission. Now that Bristol's Uniform Development Regulations have been adopted and the Development Review Board has been created, the Planning Commission no longer is involved in development review. This frees up the PC's capacity to focus on *planning* and implementation.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item V.3. Water Commission: new water service connection application for 130 North Street, Gregory and Kathi Monteith. Online is [an application for a new water connection](#) for a two-family residence at 130 North Street. The type K copper line is proposed to be connected from the east side shoulder of North Street.

RECOMMENDATION: Approval as proposed with the following conditions:

- (1) Compliance with the [Bristol Water Ordinance](#), as may be amended from time to time;
- (2) Compliance with the permit to perform work in the highway right-of-way,
- (3) That VTUMS be contacted at least two days in advance to witness the installation and to perform the connection to the curb stop, and
- (4) That the applicant be responsible for the [\\$500 base connection fee](#), the actual cost of the meter, appurtenances, service line pipe, curb stop, charges for VTUMS' service, and any other materials associated with the installation.
- (5) The Town should include a copy of the [What To Do If You Have A Water Leak handout](#) with the approved permit materials.

Item V.4. Consider adoption of proposed Water Use Ordinance amendments. Online is an [updated version of the proposed amendments to Bristol's Water Use Ordinance](#). Most of the highlighted sections were added after the May 24 review, though I did overlook highlighting some subsequent minor tweaks. Jen Myer's suggestion that an application be required for repairs is included.

I highlighted some sections dealing with water supply emergencies for discussion and attempted to provide a definition of what constitutes a water supply emergency.

RECOMMENDATION: Discussion. Adjustments as necessary. Determine if more information is needed. Vote to adopt the amendments as adjusted. The updated ordinance will provide us with an opportunity—[and obligation—to broadly publicize the updated ordinance](#). If no petition is submitted, the amended ordinance would be effective 60 days after adoption. The current application form should be updated or a new form created for repairs or alterations to existing lines.

Item V.5. Consider draft RFP for FY2022 professional audit services. Online is an [e-mail from long-time Bristol auditor Fred Duplessis](#) of Sullivan, Powers, & Company alerting us that they will need to increase their fee by \$5,000 for the next audit and that key staff that worked on Bristol's audits are no longer with the firm. Jen and I agree that this presents an opportunity to put the service out to bid. One reason auditing contracts tend to be in three-year increments is because entities are encouraged to change auditors from time to time. Online is a [work-in-progress draft RFP](#) that Jen and I compiled from other municipalities' recent RFPs. I say work-in-progress because she has not yet had an opportunity to review the adjustments I made to her first draft.

RECOMMENDATION: Vote to authorize issuing the request for proposals for auditing services. The final version might get tweaked a bit if I am able to get Jen's feedback.

Item V.6. Consider next steps regarding lack of responses to the advertised Assessor position. Online is the [ad and job description](#) for a new Bristol Assessor position. It was broadly advertised twice and each time received no responses.

RECOMMENDATION: Discussion. Determine next steps.

Item V.7. Review of bids and select contractor for the East Street and Park Place sidewalk replacement project. [Online is the RFP](#) that was issued for the East Street and Park Place sidewalk replacement projects. Only one bid was received by the June 10 due date and it is substantially higher than estimated. The bid price is not being publicly disclosed at this time in case the Selectboard wishes to re-bid the projects.

RECOMMENDATION: Discussion. May include deliberation in executive session regarding contract negotiation.

Item V.8. Continued consideration of funding allocations for the Main Street Sidewalk and Lighting Project local expenses. This is a continuation from the May 24 review pending the results of sidewalk bid, above. A [memo was prepared for that meeting](#) with the recommendation that \$50,000 be used from the Sidewalk Reserve Fund and the balance paid with proceeds from the Stoney Hill/Livingston sale.

In light of the uncertainty regarding the final costs to proceed with the East Street and Park Place sidewalk replacements, I have updated my recommendation to use none of the Sidewalk Reserve Fund and use the Stoney Hill/Livingston proceeds to cover the local share.

	<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	\$1,107
Inspection	\$26,000	\$4,370
<b>TOTAL</b>	<b>\$483,920</b>	<b>\$398,725</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>\$256,725</b>

Funding Source	Approx. Balance	Proposed Expense	Approx. Balance
Stoney Hill proceeds received (Harper)	\$187,040	-\$187,040	\$0
Stoney Hill proceeds received (Livingston)	\$122,526	-\$63,585	\$58,941
Stoney Hill proceeds received (Harper)	\$6,100	-\$6,100	\$0
Sidewalk Reserve Fund FY2021	\$66,414	-\$0	\$66,414
	<b>\$382,080</b>	<b>-256,725</b>	<b>\$125,355</b>

RECOMMENDATION: Local match of \$256,725 to come from the Stoney Hill/Livingston undesignated proceeds.

Item V.9. Consider Town operations re-opening plan when the Governor’s Emergency Order is lifted. The Governor’s Emergency Order is expected to be lifted in the very near future, which means the suspension of the Open Meeting Law will be lifted as well, requiring a return to physical meeting places. Restrictions on the maximum capacities of indoor and outdoor gatherings has been getting increasingly loosened. This is an opportunity to discuss how hybrid Zoom and in-person meetings might be managed going forward, which may include investment in additional technology to improve the Zoom and in-person interface. The Selectboard may also opt to keep certain precautions in place.

RECOMMENDATION: Discussion. Determine next steps.

Item V.10. Approval of the March 29, May 10, and May 24 2021 meeting minutes. The March 29 and May 24, 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.

Item III.11. Authorize accounts payable warrant and any liquor licenses. Accounts payable [warrant](#).

**VI. OTHER BUSINESS.**

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

- Bristol [budget status report](#) through 05/31/2021.
- Bristol [Revolving Loan Fund status report](#) through 05/31/2021.

- Bristol water system [Consumer Confidence Report for 2020](#).
- [E-mail from Town Clerk Sharon Lucia](#), 06/09/2021, regarding the issuance of an outside consumption permit for the American Legion for July 2, 2021.
- Emergency Watershed Program, West Street slope repair [construction bid schedule](#).
- [E-mails with Nancy Orvis](#), 06/07/2021, regarding Walk-a-Thon scheduled for June 26, 2021 to benefit an orphanage in Haiti.
- [E-mail from Fred Kenney](#), 06/02/2021, regarding the Caring For Communities Grants announcement and their availability to assist with grant applications.
- [Invitation to participate](#) in a Community Health Needs Assessment (CHNA) community meeting.
- Addison County Regional Planning Commission [June 2021 newsletter](#).
- Agency of Commerce and Community Development [Legislative Wrap-up presentation](#).

## **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).

### **Miscellaneous Updates**

- Tree removal plan: McCullough plans to begin the tree removal process in late June to mid-July.
- Bristol Community Solar Project: The stormwater permit application was submitted to DEC last week.
- ARPA funding: nothing much new to report. VLCT will be hosting an on-line training about how to access the ARPA funds. More information and possible action items may be on the June 28 agenda.
- The EAB grant through the Vermont Department of Forests Parks and Recreation ends on June 30.

### **Congratulations!**

Congratulations to Jennifer and Matthew Myers on the birth of their daughter Emma Gail on June 11, 2021!

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

The bid documents for construction are expected to be advertised for bid on June 22. The [complete schedule](#) is posted under Other Business. A pre-bid meeting would be held on Wednesday, June 30, 10:00am. The bid opening would be scheduled for Wednesday, July 20, 4:00pm, at Holley Hall and this would be an item on the July 26 Selectboard agenda. All the property owners would need to agree to go forward and commit to their share of the 25% match, which we will not know that will be until the bids come in. If the property owners do not or cannot accept the outcome of the bids, then the project comes to a stop.

In the meantime, I will need to begin working on securing temporary access easements from the property owners and developing funding commitment agreements in the event the bids are accepted and the project moves forward.



### 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. Please note below I will also be working remotely on Thursday.

#### Week of June 14

Monday: 9:00am +/- in Office.  
7:00pm – Selectboard via Zoom.

Tuesday: Working remotely.

Wednesday: 9:00am +/- – in Office.

Thursday: 7:30am – ACEDC Board meeting.  
Working remotely.  
7:00pm – ACSWMD Board meeting via Zoom.

Friday: 9:00am +/- – in Office.  
11:00am – Stoney Hill design team meeting.

#### Week of June 21

Monday: 9:00am +/- – in Office.  
5:00pm – Firefighter candidate interviews at BFD  
6:00pm – Selectboard DPW road trip.

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.

### 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., 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.
- Selectboard: Mon., June 21, 6:00pm – DPW road trip via Bet-Cha Transit.
- Development Review Board: Tues., June 22, 7:00pm, via Zoom/hybrid.
- Selectboard: Mon., June 28, 7:00pm via Zoom.
- Conservation Commission: Thurs., July 8, 6:00pm, via Zoom.
- Selectboard: Mon., July 12, 7:00pm via Zoom.
- Planning Commission: Tues., June 20, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., July 21, 7:00pm, via Zoom.
- Selectboard: Mon., July 26, 6:00pm – DPW road trip via Bet-Cha Transit.

**Upcoming Agenda Items**

- Stoney Hill/Firehouse Drive infrastructure construction bidding.
- Finalize Stoney Hill/Firehouse Apartments land transfer agreements.
- Finalize Stoney Hill infrastructure and ROW easement documents.
- Consider adopting a Declaration of Inclusion.
- Prospective Firefighter candidate interviews.
- Continued Procurement/Purchasing Policy updates.
- Continued Personnel Policy review and updates.
- Fire Dept. Training Room waiver document update.
- Finalize Town Treasurer and Town Clerk job descriptions.
- 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