

# Bristol Town Administrator's Report

## August 9, 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 documents available electronically at [bristolvt.org/meeting-minutes](http://bristolvt.org/meeting-minutes) in the Selectboard section. Live links are provided throughout this report to those documents when possible, as well as to outside sources. 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, August 9, 2021 Meeting Agenda and Materials**

#### **I. CALL TO ORDER: 7:00PM.**

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."

Consider adding the following items under Item V. Other Business:

- Request by Greg West to name his development off Lower Notch Road "[Forest Ridge Drive](#)."
- Acknowledge resignation of Lister David Cobb.
- Acknowledge resignation of Firefighter Raluca Cristea.

Time limits are 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, Selectboard members may determine 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

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 relatively 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 one or more topics that are not part of the agenda.

## IV. REGULAR BUSINESS.

Item IV.1. Consider response(s) to Bristol Auditor request for proposals; possible selection of Auditor firm. A [request for proposals](#) was published in *The Addison Independent, Seven Days*, on the state electronic bid system, and on Bristol's Web site in late June. Some notices may have been sent directly to firms by Treasurer Jen Myers. Only one response was received by the July 29 deadline: [RHR Smith & Company](#). The cost proposal is \$15,900 each for FY2021, FY2022, and FY2023. All of the designated and undesignated references I contacted, without exception, praised their experience and satisfaction with the company. Many commented on their timeliness, responsiveness, and overall good relationship. It was noted that, although the company is based in Maine, some of their team live in Vermont.

RECOMMENDATION: Determine if additional information is needed. The Selectboard may wish to deliberate in executive session regarding contract negotiations. Otherwise, approval.

Item IV.2. Consider quotes for Upper Notch Road ditching; select contractor. [Two quotes](#) were received for the ditching work needed on the Upper Notch Road:

802 Excavating, LLC:	\$7,252.50
Masterson & Son Excavation, LLC:	\$8,000.00

This is grant-funded work necessary to comply with Bristol's Municipal Roads General Permit (MRGP). The scope of work includes hauling the stone, site work, and cleaning and shaping approximately 750 feet of ditching. The stone and traffic control will be provided by the Town.

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

Item IV.3. Consider pop-up traffic calming proposal for West Street near Creeme stand: Michele Gilbert. [Michele Gilbert has asked to meet](#) with the Selectboard to discuss potential traffic calming measures near the Village Creeme Stand. West Street is a Class 1

town Highway. According to the VTrans “[Orange Book](#),” Class 1 town highways are subject to concurrent responsibility and jurisdiction between the municipality and VTrans on several matters. The state is responsible for scheduled surface maintenance or resurfacing (19 V.S.A. § 306(a)) while the municipality is responsible for pot hole patching, crack filling, etc.; the state is responsible for center line pavement markings (19 V.S.A. § 311), **while the municipality is responsible for crosswalks and parking; and there is joint (concurrent) authority on highway protection matters such as obstructing travel, marking of hazards, injuring the highway, installing utilities, etc.** (19 V.S.A. Chapter 11). The Agency shall determine which highways are to be class 1 highways (19 V.S.A. § 302(a)(1)).

The figure below illustrates the distinction of responsibilities between the Town and VTrans regarding activity on Bristol’s Class 1 roads (the original source is not cited and was provided to me by VTrans.):

Table 2.2: Maintenance Responsibilities for State Highways vs. Class 1 Town Highways

Item	State Highway		Class 1 Town Highway	
	Town	VTrans	Town	VTrans
Traffic Signal Maintenance		✓	✓	
Street Lights-Pedestrian	✓		✓	
Street Lights-Highway Safety		✓	✓	
Maintenance and Repair of Bridges/Culverts		✓	✓	
Sidewalks	✓		✓	
Striping* - Centerline		✓		✓
Striping* - Stop bars		✓	✓	
Striping* - Edge lines		✓	✓	
Striping* - on-street parking	✓		✓	
Striping* - Crosswalks on Side Streets	✓		✓	
Striping* - Crosswalks across State Highway		✓	✓	
Plowing - Travel Lanes		✓	✓	
Plowing - on-street parking	✓		✓	
Plowing - sidewalks	✓		✓	
Pavement - Major Resurfacing		✓		✓
Pavement - Patching and crack sealing		✓	✓	
Stormwater - Management and Compliance		✓	✓	
Stormwater - Maintaining and cleaning		✓	✓	
Replacing or Repairing Signs		✓	✓	

\* While routine refreshing of pavement markings is a town responsibility, VTrans resurfacing projects will include all pavement markings, and typically use durable products that will reduce future maintenance requirements.

RECOMMENDATION: Discussion. Determine if additional information is needed. VTrans approval would be required through their [19 VSA Section 1111](#) process for any obstructions placed in the right-of-way on West Street.

Item IV.4 Curb cut application 2021-09DA: Brandon Fenner, Briggs Hill Road. Online is [curb cut application #2021-09DA](#) for a new residence off Briggs Hill Road. Public Works Foreman Eric Cota recommends the following:

- That a fifteen-inch (15") by thirty-foot (30') driveway culvert be installed. If the culvert is black plastic, that at least 12 inches (12") of cover, compacted in six-inch to eight-inch (6" – 8") lifts will be required. If gray plastic is used, at least eight inches (8") of cover is required, compacted in twelve-inch (12") lifts. This may need to be clarified.
- That the driveway be moved up the hill to a location Eric marked with white paint so the driveway is flat now coming onto the road and it would need to stay that way.
- Eric found the uphill sight distance was good; however, on the downhill side, he recommends brush needs to be cut and the bank needs to be dug back and down to the road level to achieve more sight distance.

RECOMMENDATION: If approved, approval per Public Works Foreman Eric Cota recommendations, as may be clarified or adjusted at the meeting, and any conditions in the Work-in-the-Right-of-way permit.

Item IV.5. Curb cut application 2021-10DA: Kevin Corkins, Liberty Street. Online is [curb cut application #2021-10DA](#) to relocate an existing curb cut to a new garage off of Liberty Street. Public Works Forman recommends the following:

- That a swale be installed at the end of the driveway where it meets the road to allow water to stay off the road;
- That a few branches will need to be cut to obtain sight distance; and
- The bank may need to be sheared off some once the driveway is put in at the grade.

The referenced sketch was not included with the scanned version of the application.

RECOMMENDATION: If approved, approval per Public Works Foreman Eric Cota recommendations, as may be clarified or adjusted at the meeting, and any conditions in the Work-in-the-Right-of-way permit.

Item IV.6. Continued consideration and possible adoption of amendments to Bristol's Water Use Ordinance. At the previous meeting, the Selectboard/Water Commission seemed to be closing in on proposed amendments to Bristol's Water Use Ordinance.

Regarding enforcement, the Town Attorney was asked to look into whether contractors could be held accountable as well as property owners if there was a violation of the Ordinance. Online is a [work-in-progress draft](#) of what he came up with. The document has been substantially reorganized and some provisions restated. An even more updated version with cleaned-up formatting and numbering is expected to be provided sometime on Monday. This is provided as a placeholder to give you an idea of what it will look like.

RECOMMENDATION: Because this is essentially a new document, we will need to take some time to familiarize ourselves with it and the changes made. Determine if more information is needed. Determine next steps.

Item IV.7. Review and approval of the June 14, June 28, July 12, and July 26, 2021 meeting minutes. The [June 14](#) minutes posted do not reflect Michelle's edits. The June 28, July 12, and July 26 minutes are still in the process of being reviewed. The original draft minutes are posted online. The completed minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item IV.9. Authorize accounts payable warrant and any liquor licenses. Online is the [accounts payable warrant](#).

## V. OTHER BUSINESS.

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

- [Bristol Landfill Solar Project Post-Closure Amendment DRAFT APPROVAL 2021-08-06](#)
- [Bristol 2018 DTF Closeout Letter 2021-07-28](#)
- [E-mail VTrans GMSR road closure notice 2021-07-30](#)
- [E-mail and flyer managing EAB 2021-07-28](#)
- [E-mail COVID-19 memorial event notice 2021-07-27](#)

## VI. EXECUTIVE SESSION.

The executive session may be needed for contract negotiations per 1 V.S.A. §313(a)(1)(A) and/or personnel matters per 1 V.S.A. §313(a)(3).

### **ARPA Funding**

Still no word or updates on the status of total amount of ARPA funding the Town of Bristol can expect.

### **Community Conversation: Bristol Policing, Saturday, Aug. 14, 1:00pm**

Following up on last year's community meeting on Bristol policing, another meeting has been arranged for Saturday, August 14, 1:00pm, at Holley Hall and via Zoom. State Senator and Bristol resident Christopher Bray will again moderate. As refresher, here is a link to the *Addison Independent* article from last year's meeting: [Addy Indy article, 08/06/2020](#). Development of the meeting announcement and an agenda are under way.

### **Lincoln Road/Briggs Hill Intersection/Bartlett Falls Parking**

The Selectboard will be holding a special meeting on Monday, August 16, 7:00pm, at Holley Hall and via Zoom to hear the findings and recommendations from a study of the Lincoln Road/Route 116 intersection, the Briggs Hill Road intersection, and parking at Bartlett Falls. Poor sight distances at the Lincoln Road/Route 116 intersection result in crashes every year. The Briggs Hill Road intersection with Lincoln Road can be dangerous and harrowing, particularly in winter conditions. And parking at Bartlett Falls along Lincoln Road, and sometimes in the road, creates hazardous conditions for motorists and visitors. Jenny Austin, P.E., of DuBois & King, was hired through a grant from the Addison County Regional Planning Commission to study

these areas and identify possible solutions for improvement. She will present her findings and will be interested in the community's input on the preferred alternatives.

### **Fireworks Permits**

Every year we receive at least one permit application for a fireworks display, typically for the traditional Fourth of July/Independence Day celebration. A request was recently received for an event that prompted us to take a closer look at the process. The request was not approved for a number of reasons. As result, the fireworks application form was updated to reflect the statutory 15-day minimum time required for submittal of the application in advance of the event, provides a space for terms and conditions, and has been posted to the Web site.

### **Holley Hall Roof Repair Update**

A detailed update on the roof repair will be available for the next meeting. Unfortunately, the frequent rain has slowed things down a bit. In the meantime, however, Rooster Construction ordered the copper.

### **Public Works Gate Closed After Hours**

The Department of Public Works will be locking the gate to the Public Works facility at the end of Pine Street through the summer and fall to discourage unauthorized access and dumping at the site. The gate will be open in the winter.

### **Schedule**

Due to a leg injury and not able to drive, I will continue to be working remotely for the next few weeks. 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.

#### **Week of August 9**

Monday: Working remotely.  
1:00pm – PT appt.  
3:00pm medical appt.  
7:00pm – Selectboard meeting at Holley Hall and via Zoom.

Tuesday: Working remotely.

Wednesday: Working remotely.  
2:00pm – Addison County Recovery Team – canceled.

Thursday: Working remotely.  
8:30am – Bristol CORE.

Friday: Working remotely.  
11:00am – Stoney Hill design team meeting.

Saturday: 1:00pm – Community Conversation: Bristol Policing

#### **Week of August 16**

Monday: Working remotely.  
7:00pm – Special Selectboard meeting at Holley Hall and via Zoom.

Tuesday: Working remotely.

Wednesday: Working remotely.

Thursday: Working remotely.



Friday: Working remotely.  
11:00am – Stoney Hill design team meeting.  
1:00pm ~ In office for SB meeting preps.

### **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., Aug. 9, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Aug. 10, 7:00pm, Holley Hall and via Zoom.
- Bristol CORE: Thurs., Aug. 12, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Aug. 12, 6:00pm, Holley Hall and via Zoom.
- **Community Conversation: Bristol Policing**: Sat., Aug. 14, 1:00pm, Holley Hall and via Zoom.
- [Selectboard](#): **Special Meeting: Lincoln Road**: Mon., Aug. 16, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Aug. 23, 7:00pm, Holley Hall and via Zoom.

### **Upcoming Agenda Items**

- Lincoln Road/Route 116 intersection, Briggs Hill, and Bartlett Falls parking alternatives presentation.
- West Street slope repair bid opening update; possible selection of contractor.
- Continued review of Bristol Water Use Ordinance updates.
- Continued Personnel Policy review and updates.
- Fire Dept. Training Room waiver document update and discussion.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Village traffic and speed limit 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