

Bristol Town Administrator's Report

September 26, 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 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, September 27, 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."

Item I.2. Additional Agenda Item: There may be an item to add regarding approval of a new utility pole on Firehouse Drive to support three-phase power. Green Mountain Power [prepared an agreement and invoice last week for approximately \\$34,000](#), but assigned it to Stoney Hill. The infrastructure the Town committed to installing included power and it is now within the Town highway right-of-way. Arguably, the agreement should be with the Town, in collaboration with Stoney Hill. If GMP agrees, it is not clear if the expense would then be tax-exempt. It is not known if an updated agreement and invoice would be available in time for the meeting.

RECOMMENDATION: Consider acceptance of an updated agreement and authorize the expense for the new pole. The infrastructure expense would then be submitted for reimbursement through the NBRC grant and Stoney Hill.

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. Introduction of new Police Officers Francis Smith and Christopher Major. At the meeting on August 23, 2021, the Selectboard voted to accept Police Chief Nason's recommendation that Police Officer candidates Francis Smith and Christopher Major be hired for a full-time and part-time position, respectively. Ian Albinson and I participated in the interviews via Zoom and supported the recommendation. They accepted the offers and will be present to introduce themselves.

RECOMMENDATION: No action is needed.

Item IV.2. Consider Eagle Park universal fishing platform (UFP) preliminary mitigation design options: Roy Schiff, SLR Consulting. The universal fishing platform (UFP) at Eagle Park was damaged in the 2019 Halloween storm and qualified for FEMA funds to repair it. It also qualified for mitigation funds to improve the design with the goal of preventing or reducing damage from future storms. At the meeting on April 26, 2021, the Selectboard accepted [Roy Schiff's proposal](#), formerly with Milone and McBroom and now with SLR, to develop alternative mitigation designs for the platform. He will be in attendance to present his preliminary options for review. In July, the Town received approval for an extension to 01/31/2023 to complete the project.

RECOMMENDATION: Consider next steps.

Item IV.3. Consider the proposed Holley Hall maintenance plan: Recreation Department. Recreation Director Meridith McFarland has prepared a presentation regarding the maintenance needs of Holley Hall and recommends a phased approach for budgeting and accomplishing them. This dovetails with the next agenda item.

RECOMMENDATION: Discussion.

Item IV.4. Grant authorization request from Recreation Department: Vermont Historic Preservation Grant for Holley Hall. [Online is the grant summary form](#) for authorization the Recreation Department to submit an application to the [Vermont Division for Historic Preservation Program](#) for a 50% grant of up to \$20,000 for the repair and rehabilitation of historic buildings. The matching funds would come from

the Capital Building Fund. The application is due October 4, 2021. If awarded, the project could not start until spring of next year.

RECOMMENDATION: Vote to authorize the application.

Item IV.5. Grant authorization request: Vermont Municipal Highway and Stormwater Mitigation Program. [Online is a grant summary form](#) for authorization to re-apply to the [Vermont Municipal Highway and Stormwater Mitigation Program](#) for the Basin Street and Main Street slope stabilization project. Using the budget estimates in Green Mountain Engineering's 2020 preliminary engineering report, the 2020 application sought \$560,560 in federal funds with a match of \$140,140 for a total project cost of \$700,700. I am proposing to reapply with basically the same application as last year, but with additional emphasis on stormwater, which was an area in the application they felt could have been expanded upon. I do not know yet if the budget numbers will change. It is unclear if the federal ARPA funds could be used toward the match. Other state stormwater grant programs could be sought toward the match.

RECOMMENDATION: Vote to authorize the application.

Item IV.6 Planning Commission quarterly update: Kevin Hanson. Planning Commission Chair Kevin Hanson, and possibly Vice Chair Jeff Lunstead, will be present to provide an update on Planning Commission activities. They are particularly focused on [implementing recommendations](#) in the recently adopted—and now [confirmed](#)—Bristol Town Plan.

RECOMMENDATION: Discussion.

Item IV.7. Consider Coin Drop application: Addison County Home Health and Hospice, Oct. 11, on West Street across from the Community Bank, 12:00pm – 2:00PM. [Online is an application](#) from the ACHHH for a coin drop on Monday, Oct. 11, from 12:00pm to 2:00pm, on West Street across from the Community National Bank. The bank and adjacent Post Office will be closed for the Columbus/Indigenous Peoples' Day holiday. They propose to have appropriate signage, orange cones, insurance, and reflective vests. Police Chief Bruce Nason signed off on the application with the condition that there be appropriate signage and high-visibility attire.

RECOMMENDATION: Approval.

Item IV.8. Consider proposed Green Mountain Engineering contract amendment #2 for additional permitting expense. [Online is a proposed Green Mountain Engineering contract amendment](#) to include project expenses incurred related to bat monitoring for the Stoney Hill Act 250 permit. Arrowwood Environmental was initially engaged by Stoney Hill in response to the immediate need to arrange for bat monitoring for the Act 250 review process. In hindsight, and if GME had the time and capacity then, it would have been arranged by them through a subcontract, but time was of the

essence. GME was actively involved throughout the process after Arrowwood began their work. Jamie Simpson, P.E., the primary designer of this project, has since left the company. According to Alan Huizenga, P.E., "Although GME did have hours associated with coordinating this effort, they were absorbed into the project permitting and would be difficult to estimate given Jamie's recent departure. Therefore, the amendment is limited to the Arrowwood invoice with an 8% mark-up, the latter of which is standard and part of our agreement."

RECOMMENDATION: The Selectboard may wish to deliberate in executive session regarding contract negotiations; otherwise, approval. If approved, the expense would be paid through the warrant for this meeting. And if paid, the expense would be submitted for reimbursement through the NBRC grant. Funds not reimbursed through the NRBC grant would ultimately be paid by Stoney Hill.

Item IV.9. West Street slope repair project: status update. All access and finance agreements have been provided to the primary property owners. Two access agreements and one finance agreement have been received. A goal had been to receive them by the end of the week or early this week. We might find on Monday that some have been dropped off in the drop box, or some may be sitting in the fax machine. All must be received before we can issue a Notice of Award to the contractor and subsequent Notice to Proceed. If and when we get to that point, a contract signing would need to be scheduled. In the event I am not available, I believe the Selectboard authorized the Selectboard Chair and/or Vice Chair to sign. It might not be a bad idea to affirm that authorization.

RECOMMENDATION: Affirm authorization for the Selectboard Chair and/or Vice Chair to sign the construction and other documents associated with this project.

Item IV.10. Consider quotes for Town Office copier replacement. The contract for the Town Office copier/scanner is up soon and Town Clerk Sharon Lucia has received three quotes for a new machine, including options for color. She is still in the process of reviewing them and will provide information prior to or at the meeting.

RECOMMENDATION: Receive the information. Consider the Town Clerk's recommendation.

Item IV.11. Consider vacancy ad and job description for the Bristol Town Treasurer and Delinquent Treasurer position(s). We received Town Treasurer and Delinquent Tax Collector Jen Myers' e-mail/note of resignation on Friday, September, 24, 2021, providing two weeks' notice. An ad and draft job description will be provided prior to Monday's meeting for review and approval.

RECOMMENDATION: Adjustments as necessary of the ad; approval. Discussion in executive session.

Item IV.12. Consider candidates for appointment of Moderator. Long-time Moderator Fred Baser announced earlier this year he was not seeking re-election. The moderator is typically called into service for the annual Town Meeting and any other special town-wide meetings. This past year, under COVID's hold, the resulting Australian ballot meetings did not require a Moderator. As with other vacant elected positions, the Selectboard must consider candidates to appoint to serve in the interim until the next election. This item is for the Selectboard to consider potential candidates for the Moderator position—or perhaps more accurately, how to recruit potential candidates for the position.

RECOMMENDATION: Discussion. May include deliberation in executive session regarding Town officer appointments. Advertise the vacancy on FPF and other social media to solicit candidates.

Item IV.13. Review and approval of the June 28, July 12, July 26, August 9, August 16, August 23, and September 13, 2021. The August 9 minutes were actually approved at the previous meeting (whew!). The June 28, July 12, July 26, August 16, August 23, and September 13 meeting minutes are still in the process of being reviewed. This has been a challenge with so much else going on. The original draft minutes are posted online. The reviewed minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item IV.14. 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 RLF status report thru 2021-08-31.](#)
- [Bristol VT116-Lincoln Rd-Briggs Hill Rd Intersection Study ACRPC D-K Sept2021.](#) This is the final report prepared by Jenny Austin, P.E., from DuBois & King incorporating the public survey results and feedback from the Selectboard's Sept. 13 meeting.
- [E-mail ACRPC Bristol Town Plan and process confirmed 2021-09-14.](#)
- [E-mail DEC DWGWPD PER approval 2021-09-24.](#)
- [VT-DEC Stormwater MRGP #8147-9040 Bristol.A 2021-09-17.](#)
- [E-mail Acorn and Bristol Status Report #03 2021-09-17.](#)
- [E-mail Acorn and Bristol Status Report #04 2021-09-24.](#)

VI. EXECUTIVE SESSION.

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

Schedule

I enjoyed my brief time of mobility and being back in the office until my 09/21/2021 knee surgery. I am back on crutches and, until further notice, will be working remotely. I don't know yet what the prognosis is for getting back on my feet and driving. In the meantime, I can be

reached by email at 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 September 27

Monday: 10:00am – PT
7:00pm – Selectboard meeting via Zoom.
Wednesday: 9:00am – Vermont Local Roads on-line training.
Thursday: 9:00am – Department head/staff meeting.
3:00pm – PT

Other opportunities, if any, to be at the office in-person this week are not yet known.

Week of October 4

Friday: 10:00am – PT
12:00pm-ish – in office. Jen Myers' last day with the Town of Bristol.

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., Sept. 27, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Oct. 5, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Oct. 11, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Oct. 14, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Oct. 12, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Oct. 20, 7:00pm, via Zoom.

Upcoming Agenda Items

- Selectboard priorities for use of ARPA funds; solicit community input.
- Continued Personnel Policy review and updates.
- 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