

# Bristol Town Administrator's Report

## October 10, 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, October 11, 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."

#### **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.

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

#### **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 new West Street crosswalk design and cost options: Otter Creek

Engineering. [Online is the report](#) prepared by Otter Creek Engineering assessing the location, design, and cost estimates for a new crosswalk on West Street from Firehouse Drive. Robert Clark, P.E., will be present to discuss their findings.

RECOMMENDATION: Select the preferred crosswalk location and design. Proceed to get a cost estimate from Don Weston.

Item IV.2. Consider Green Mountain Engineering Step II contract amendment for the Bristol Pine Street Waterline Replacement Project. Online is a [proposed contract amendment](#) with Green Mountain Engineering to proceed with final design for the Pine Street water line replacement project. Also [online is an e-mail](#) from Steve Palmer, P.E., with GME providing an update on various personnel changes and steps necessary to move this project forward. I do not know if GME was planning to attend the meeting or what there might be to discuss.

RECOMMENDATION: Approval, subject to State concurrence.

Item IV.3. Consider request by the Bristol Conservation Commission to install a memorial boulder at Eagle Park to honor Pete Diminico. Online is [a proposal and request](#) from the Conservation Commission to install a boulder at Eagle Park in memory of Pete Diminico. There are at least two other memorial installations at the park. The Conservation Commission, in collaboration with the Recreation Department, will be [discussing the development of a protocol](#) for future memorial requests.

RECOMMENDATION: Determine if more information is needed.

Item IV.4. Consider a plan for appointment of Moderator. At the previous meeting, the Selectboard discussed in executive session prospective candidates for appointment as Moderator. No action was taken. This item is to follow up on that discussion and come up with a plan.

RECOMMENDATION: Continue the discussion.

Item IV.5. West Street slope repair project status update. All property owner agreements have been received. Last Monday morning, there was a meeting on-site at the Lathrop Mill with representatives from the Town, the NRCS, Lathrops, Kings Trucking, and adjoining neighbors to the mill to review the location of the access road that will need to be built from the mill across the river to the toe of the West Street slope. As a result of that meeting, there was agreement among all that the road should be moved downstream a bit, which meant three small trees would need to be cut. This required additional environmental review for the Corps of Engineers permit to ensure there would be no cultural or bat habitat impacts with the relocation of the road and removal of the trees. That clearance was issued later in the week, thus removing the final hurdle to moving forward with issuing the contract to Kings Trucking. The

Notice of Award was issued by the Town to Kings Trucking on Friday afternoon. A contract signing and pre-construction meeting is tentatively scheduled for Thursday afternoon at Holley Hall and via Zoom. The accepted (signed) Notice of Award has not yet been received and a time has not yet been confirmed. Justin King of Kings Trucking estimates the project will take four to six weeks to complete. A schedule and other details would be discussed at the pre-construction meeting. All property owners, adjacent property owners, and other stakeholders will be invited to participate.

RECOMMENDATION: No action is necessary.

Item IV.6 Stoney Hill Business Park project update; Green Mountain Power agreement for electrical service installations. The infrastructure project is moving along very well. Most of the sidewalks are in and the site had been substantially recontoured. Paving is expected to be arranged soon. Despite the agenda item description, the Selectboard actually approved the agreement and expense with Green Mountain Power at the previous meeting. An updated agreement has not been received yet. This important piece has the potential to add delay to the project. Theresa Dessureault with GMP confirmed the installation includes underground power from the old pole to the new pole, underground to the first terminating cabinet, and then underground to the first transformer.

We learned Theresa will be retiring this month and Mike Christian with GMP will follow through for the rest of the project.

RECOMMENDATION: No action is necessary.

Item IV.7. American Rescue Plan Act (ARPA) funding update, discussion of potential projects for funding, next steps – tentative. This item is on the agenda generally as a place holder for new information and potential discussion. Suggestions continue to be received for potential uses of the money. I am not prepared for this meeting to have a detailed discussion of the various options or a plan for public outreach and engagement.

[Online is a message](#) from Katie Buckley, VLCT ARPA Director, letting folks know the deadline for submitting the first Project and Expenditure Report was moved from October 31, 2021 to April 30, 2022. This does not mean towns will need to have decided by then how to spend the money (though that would be nice), but for those that have and may have even spent some of it, they would report that. And, par for the course, more information will be provided at a later date.

RECOMMENDATION: No action is necessary.

Item IV.8. Review and approval of the June 28, July 12, July 26, ~~August 9~~, August 16, August 23, September 13, September 27, and September 29, 2021 meeting minutes. Once again, I overlooked removing the August 9 minutes from the list because they were

actually approved at a previous meeting. The June 28, July 12, July 26, August 16, August 23, September 13, and September 27 meeting minutes are still in the process of being reviewed. Michelle [provided edits to the September 29 minutes](#). This has been a challenge with so much else going on. The original draft minutes are posted online. I expect to have made a significant dent in this backlog before Monday's meeting and the reviewed minutes would 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.

- [E-mail VOREC no thanks and debrief invite 2021-10-08.](#)
- [Lincoln letter to Selectboards MAUSD withdrawal vote 2021-10-05.](#)
- [E-mail Acorn and Bristol Status Report #05 2021-10-01.](#)
- [Acorn Bristol Status Report #06 2021-10-08.](#)
- [E-mail REPRO Town Report quote 2021-09-28.](#)
- [REPRO 2021 Town Report 350 quote 2021-09-28.](#)
- [REPRO 2021 Town Report 250 quote 2021-09-28.](#)
- [Heather-Lea thank you card 2021-10-06.](#)
- [ACRPC 2021\\_10\\_Oct\\_Newsletter.](#)

## VI. EXECUTIVE SESSION.

The executive session will be needed for various personnel matters per 1 V.S.A. §313(a)(3), including a Fire Department leave of absence request; review of Town Treasurer candidates and the process for review; and consideration of opportunities for temporary assistance.

### Treasurer Position

To date we have received eight responses to the Town Treasurer position. It is advertised in *the Addison Independent, Seven Days*, Front Porch Forum, the Vermont electronic bid system, VLCT classifieds, the Muninet listserv, Facebook, and Instagram. In executive session, we will discuss the prospective candidates, the process for review, and a target timeline.

### Other Updates

- We [received word this past week from the VOREC](#) Program Manager that Bristol was not invited, again, to submit a full application in November for the VOREC grant program. We plan to accept their offer to debrief with applicants not selected in January 2022.
- Regarding the [Lincoln letter to Selectboards](#), Town Clerks in the 5-towns area have pretty much agreed that there will not be a special vote in November; it will be dovetailed with March Town Meeting. This was not included as a specific agenda item for response because the matter appears to have been decided. The informational meeting they have requested can be scheduled and does not need Selectboard action.
- We learned through an [e-mail from REPRO](#) that a world-wide paper shortage has affected the prices they can offer for printing 2021 Town Reports. They offered a one or

two year fixed price if agreed within 30 days. This prompted an exchange about the cost difference between [350 printed reports](#) vs [250 printed reports](#). Not surprisingly, the cost for each book increases as the number of books decrease. They have extended a price offer through the end of this month for a fixed price based on the number of books printed and whether a one year or two year agreement. This was not included as an action item on this agenda because we have until the Oct. 25 meeting to make a final decision.

- Public Works Foreman Eric Cota is on vacation this week.

### **Schedule**

It will be almost three weeks since my 09/21/2021 knee surgery and I am told I am coming along very well, all things considered. I don't know yet what the prognosis is for being cleared for driving. Until then, I am still working remotely <sad face> and 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 October 11**

Monday: 7:00pm – Selecboard meeting via Zoom.

Wednesday: 7:00pm – ACRPC meeting via Zoom.

Thursday: 10:45am – PT.

Sometime at or after 1:00pm – *tentative* Kings Trucking contract signing and pre-construction meeting.

Friday: In office?

#### **Week of October 18**

Monday: 12:45pm – PT.

Thursday: 7:30am – ACRPC Board meeting via Zoom.

Friday: 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., Oct. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Oct. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Oct. 14, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Oct. 20, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Oct. 25, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Nov. 2, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Nov. 5, 7:00pm, Holley Hall and via Zoom.
- Bristol CORE: Thurs., Nov. 7, 9:00am via Zoom.
- [Conservation Commission](#): Thurs., Nov. 11, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Nov. 17, 7:00pm, via Zoom.

**Upcoming Agenda Items**

- Selectboard priorities for use of ARPA funds; solicit community input.
- Select consultant for Munsill Avenue new sidewalk scoping study.
- Final decision for West Street crosswalk construction.
- Appointment of a new Town Treasurer.
- 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