

Bristol Town Administrator's Report

October 25, 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, October 25, 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 an 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. Planning Commission candidate interview: Chanin Hill. Online is Chanin Hill's [application](#) to serve on the Bristol Planning Commission. She plans to attend in person.

RECOMMENDATION: May include deliberation in executive session regarding appointment of public officers.

Item IV.2. Consider proposal for Eagle Scout project to install benches on four BTN trails on Town Property: William Moran. [Online is a proposal](#) from Eagle Scout William Moran (through BTN's Porter Knight) to construct and install four benches along four trails on Town property: Basin Street trail, Coffin Factory trail, River Bend trail, and the Business Park loop. They both plan to be present at the meeting to answer any questions.

RECOMMENDATION: Approval.

Item IV.3. West Street slope repair project: status update. [Online is an e-mail thread](#) containing various updates and details on the status of this project. Private e-mail addresses have been redacted. When the project start date was estimated to be November 1, there was much concern about the risks of starting the work late into the fall and early winter vs. the risks of waiting to begin next year. With the project now not able to begin sooner than mid-November due to an equipment breakdown on Kings Trucking's Weybridge job, there was consensus at Thursday's stakeholder Zoom meeting to wait until next year to do any work on the slope repair.

Below is a summary of the timeline to date:

- October 31 – November 1, 2019 – Halloween storm event.
- May 15, 2020 – grant application submitted to the NRCS Emergency Watershed Protection Program.
- August 6, 2020 – NRCS EWP grant agreement executed.
- September 23, 2020 – engineering design options received for slope repair.
- October 14, 2020 – Zoom meeting with stakeholders, engineers, NRCS.
- February 11, 2021 – final engineering design plan received; scope and cost reduced.
- March 22, 2021 – Zoom meeting with stakeholders, engineers, and NRCS to review the plans. All property owners agree to move forward.
- April 15, 2021 – Stream Alteration Permit issued.
- June 22, 2021 – Project advertised for bid.
- June 30, 2021 – Pre-bid meeting.
- July 6, 2021 - Corps of Engineers Permit received.
- August 3, 2021 – Bid opening.

- August 23, 2021 – Selectboard authorized signing of the contract pending receipt of all agreements.
- September 13, 2021 – Selectboard review of the proposed finance agreement and change order for up to \$20,000 for new access fee; 31 West Street out financially.
- September 30, 2021 – most access and financial agreements received.
- October 4, 2021 – on-site meeting to review access road location; decision made to move it.
- October 7, 2021 – Environmental clearance received for relocated access road.
- October 8, 2021 - Notice of Award to Contractor.
- October 15, 2021 – anticipated contract signing; postponed, bonds not received.
- October 21, 2021 – Zoom meeting with stakeholders, engineers, BTN, NRCS, and Kings Trucking.

We learned this week that the Bristol Recreation Club did not support Porter Knight's proposal that the Club pay half of the \$3,200 trail restoration cost. Since this will not be incurred until next year, we have time to explore other options.

The next steps are to execute the contract and change order and apply to the NRCS for an extension into next year. Kings Trucking may begin to remove specific trees this year for the access road on the Lathrop Mill property as a clear indicator for the NRCS that the project "started." Once started, we expect the NRCS to see it through to completion. The above timeline will be helpful to demonstrate the efforts made to move the project forward.

RECOMMENDATION: Determine if any other action or information is needed. Now that I am back in the office, reauthorize me to sign the contract.

Item IV.4. Consider Grant application authorization request: Planning Commission for up to \$22,000 to the Vermont Bylaw Modernization Grant Program. Online is a [grant authorization request](#) from the Planning Commission to apply for a Bylaw Modernization Grant through the Vermont Department of Commerce and Community Development for up to \$22,000. The 10% match of \$2,200 is well within the Planning & Zoning Department budget. The application is due November 15, 2021.

An alternative was proposed late last week that the application be a consortium of the three towns of Bristol, Monkton, and Lincoln. [An e-mail from PC Chair Kevin Hanson](#) outlines some of the pros and cons of this alternative. In this scenario, Bristol would likely need to serve as the lead and fiscal agent. If it is a consortium application, the ACRPC would be authorized to serve as the 'agent' by assisting with the preparation of the application, supporting grant administration, and being exempt from competitive selection if serving as project consultant and the box on the second page of the [required resolution](#) would need to be checked.

RECOMMENDATION: Approve the single application and adopt the resolution at a minimum. Determine if the consortium alternative is on the table for discussion. Consider approval of an alternative resolution for a consortium application with the ACPRC authorized to serve as agent.

Item IV.5. American Rescue Plan Act (ARPA) funding update; discussion of process and potential projects for funding; next steps. Online are the following documents:

- [List of the categories of eligible expenses](#) for use of the ARPA funds.
- [Request from Linda Andrews](#) representing the Bristol Democratic Committee that the Selectboard organize a public discussion whereby a list of informed options is developed, that a survey be considered to find out residents' priorities, and to seek the help of the Addison County Regional Planning Commission.
- [E-mail from Ian](#) sharing the approach the Town of Starksboro is taking through the formation of a committee.
- Printout of [Ferrisburgh's ARPA survey](#).
- [Request from the Turning Point](#) for a share of Bristol's allocation.

We have also received requests from other organizations (e.g., Chamber of Commerce, Maple Broadband) for funds and suggestions from some citizens.

To restate what the Town of Bristol has been allocated:

Bristol's Allocation	2021	2022
Municipal	\$201,105.17	\$201,105.18
County	\$373,131.72	\$373,131.73
Subtotals	\$574,236.89	\$574,236.91
TOTAL	\$1,148,473.80	

And below is the list I shared last month with some Town preliminary capital priorities:

Project	Estimated Cost	Other Funding Sources
Pine Street water line replacement	\$772,000	Bond, DWSRF loan(s)
Basin Street/slope/stormwater	\$700,700	State stormwater grant, State transportation alt. grant, bond
Core Area sewer upgrade	+/- \$650,000	CWSRF loan(s), bond, NBRC
Sidewalks improvements	TBD	Bike Ped program
Broadband investment	TBD	
Revenue replacement	TBD	
Others	TBD	

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6 Consider cost proposal from Don Weston Excavating for the West Street crosswalk and whether to proceed with a change order. Online is [Don Weston's quote](#) to install the West Street electrified crosswalk at the West Street and Firehouse Drive intersection: \$14,056. This would not be eligible for funding through the NBRC grant. One option is to accept and plan to pay for it through the Sidewalk Reserve Fund. Another option is to wait and apply for one or more grants now that we have a cost figure. We would need to wait until the next round. A risk there is that prices could change as the stress on supply chains continually challenges the cost and availability of products.

RECOMMENDATION: Determine if more information is needed. Consider approval to issue a change order that would be paid through the Sidewalk Reserve Fund.

Item IV.7. Consider final adoption of the amended and revised Bristol Water Use Ordinance. The Selectboard voted to approve final edits to the Bristol Water Use Ordinance at the September 27, 2021 meeting after having adding it under I.1 of the agenda. Unfortunately, the edits had not been fully reviewed and the [required publication and posting of the approved ordinance](#) within 14 days of adoption did not happen. Online is [the most recent final version of the Ordinance](#). Sections are highlighted that were adjusted from the previous version.

RECOMMENDATION: Vote to adopt the final amended and revised Bristol Water Use Ordinance.

Item IV.8. Consider selection of contractor for the Munsill Avenue new sidewalk scoping study. Last year, the Town of Bristol received a VTrans Bicycle and Pedestrian Program grant of \$36,000 to undertake a scoping study for a new sidewalk on Munsill Avenue. The Town's 20% share brought the total estimated project cost to \$39,600.

Online are the technical proposals received from [DuBois & King](#) and [Otter Creek Engineering](#) in response to the [request for proposals](#). The [cost proposals](#) were provided in separate documents and reviewed after the technical proposals were evaluated. Ian Albinson, (Selectboard) Porter Knight (Bristol Trail Network), and I reviewed the proposals. We all agreed D&K's tech proposal outranked OCE's. But we were also disappointed D&K bid right up to the maximum project funding of \$39,600. OCE's was not much behind.

A paragraph on page 7 of the RFP, Section VII, states: "The Town of Bristol reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. All proposals become the property of the Town upon submission. ... The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified sources, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation or proposals in no way obligates the Town to award a contract."

RECOMMENDATION: Consider deliberation in executive session.

Item IV.9. Consider quotes for the 2021 Bristol Annual Town Report. As noted at the previous meeting, we received an [alert from REPRO](#) that paper prices are expected to skyrocket and provided an offer to lock in the 2021 and possibly 2022 Town Reports. Since then, we sought quotes from other area printers: [802Print](#) in Vergennes and [littlepressroom](#) in Middlebury. I also responded to a solicitation from R.C. Brayshaw out of New Hampshire but have not heard back.

RECOMMENDATION: Discussion. May include deliberation in executive session. Otherwise, accept the 802print quote.

Item IV.10. Review and approval of the June 28, July 12, July 26, August 16, and August 23, September 13, and October 11, 2021 meeting minutes. The June 28 minutes are reviewed. The July 12, July 26, August 16, August 23, September 13, and October 11 meeting minutes are in the process of being reviewed. The original draft minutes are posted online.

Item IV.11. Authorize accounts payable warrant and any liquor licenses. The warrant will be provided on Monday.

V. OTHER BUSINESS.

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

- [E-mail Acorn and Bristol Status Report #08 2021-10-22.](#)
- [E-mail Acorn and Bristol Status Report #07 2021-10-15.](#)
- [Memo ACRPC TAC re VTrans Project Prioritization Update 2021-10-13.](#)
- [Letter Hill re Lincoln school vote ratification 2021-10-11.](#)

VI. EXECUTIVE SESSION.

The executive session will be needed for various personnel matters per 1 V.S.A. §313(a)(3),

Updates

- Treasurer position: four interviews have been conducted and we are prepared to recommend two finalists to meet with the Selectboard.
- Sharon, Peter, and I are working together to get the audit on track.
- The ACRPC TAC awarded Bristol a \$15,000 grant to conduct a scoping study of a new sidewalk on Airport Drive.
- The Town Office electronic entry lock has died and is in the process of being replaced.

Schedule

I am back in the office and will generally plan to get in around 9:00am. I will still be working remotely one day a week, most often on Tuesdays. On those days 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 October 25

Monday: 7:00pm – Selectboard meeting via Zoom.
Tuesday: Working remotely.
Thursday: 9:00am – Staff meeting.
10:45am – PT.
Friday: 6:15am – medical in Burlington.
Will be in the office sometime after that.

Week of November 1

Monday: 2:45pm – medical in Burlington.
Tuesday: Working remotely.
Wednesday: 9:45am – medical in Berlin.
12:00noon – in office.
Thursday: 10:45am - PT.
12:00noon-ish – in office.
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. 25, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Nov. 2, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Nov. 8, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Nov. 9, 7:00pm, Holley Hall and via Zoom.
- Bristol CORE: Thurs., Nov. 11, 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.
- [Selectboard](#): Mon., Nov. 22, 7:00pm, Holley Hall and 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