

Bristol Town Administrator's Report

November 6, 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, November 8, 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. Consider Town Green Park Use Request: First Baptist Church of Bristol for an outdoor live nativity story, Dec. 12, 1:00pm – 6:00pm. [Online is an application](#) from the First Baptist Church of Bristol, on behalf of the five town churches, for an outdoor live nativity event on Sunday, December 12, from 1:00pm to 6:00pm. Though attendance is anticipated to be about 100 people, which is below the threshold that requires Selectboard approval per Bristol's [Public Displays and Assemblies Ordinance](#), we felt that because the event is proposed to include live animals, firepits, and a request that the sidewalks be sanded, that Selectboard review would be warranted.

Two or three fire pits are proposed to provide warmth for the actors. A [fire pit plan](#) includes laying down a metal sheet or metal garbage can lid to protect the grass from being burned from the heat of the pit. No fire pits would be near the playground or on the turf.

Live animals such as goats, sheep, small cows, alpacas, chickens, and/or a small donkey are proposed, if allowed. The animals would be tethered with their owners and some would be in a fenced-in area. The organizers would ensure they were cleaned up after. I have requested a map of the proposed layout of displays and animal locations.

The event is proposed [along both sides of the diagonal sidewalk](#) within the park. If the event is approved, they would like to make sure the sidewalks are sanded if weather conditions warrant it, whether by the Town or the organizers.

RECOMMENDATION: Determine if more information is needed. Clarify sidewalk sanding expectations for a Sunday event. If approved, ensure that a certificate of insurance is provided with the Town listed as an additional insured.

Item IV.2. Pine Street water line replacement – preliminary design review and update: Green Mountain Engineering. Alan Huizenga, P.E., is planning to attend to provide an update on the status of this project. This dovetails into the next agenda item.

RECOMMENDATION: No action is necessary (that I know of).

Item IV.3. Consider authorization to submit loan application to the State Drinking Water State Revolving Loan Fund (DWSRF) for Step II final design of the Pine Street water line replacement project; authorize Town Administrator as representative. [Online is a copy of the authorization form required](#) to be submitted with the Step II loan application that is expected to help fund the above activities. The application itself is still in progress. There is no deadline, but the sooner we get it in, the sooner the loan funds will (should) be available. This is the anticipated next stage from the Step I loan that helped fund the recently-approved Preliminary Engineering Report.

RECOMMENDATION: Approval. Authorize the Town Administrator to be the representative.

Item IV.4. Consider Grant application authorization request: Transportation Alternatives Program for Basin Street slope and Main Street stormwater improvements. Online is an [authorization request to reapply to the VTrans Transportation Alternatives Program](#) for the Basin Street/Main Street slope project. Our application last year was not funded, and we learned this week that our [application to the Municipal Highway & Stormwater Mitigation Program was also not funded](#) this year. These are highly competitive programs and this is an important project for Bristol and the Basin Street area.

This is expected to be a multi-year project, in part because the various potential funding sources set it up this way, which provides potential opportunities to leverage and/or secure other resources in the meantime.

RECOMMENDATION: Approval. One thought is to establish a new Basin Street/Main Street Slope Improvement Reserve Fund at the next Town Meeting, and include some funds to be allocated to it that could be used to either meet match requirements or be directed toward reducing potential debt payments if borrowing is required. Such a fund might increase our competitiveness with future applications.

Item IV.5. American Rescue Plan Act (ARPA) funding update; discussion of process and potential projects for funding; next steps. There has not yet been much activity to report since the previous meeting nor new ARPA information to share; however, this will be a standing agenda item for the foreseeable future to help stay on top of new information.

Meanwhile, we are exploring whether there may be administrative staff capacity in the Recreation Department to help support a new ARPA committee and their operations.

To recap 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	

RECOMMENDATION: No action is necessary.

Item IV.6. West Street slope repair project: status update. The contract signing and pre-construction meeting was held Friday, Nov. 5. Michel Lapointe (NRCS), Galen Hagen (DuBois & King), Justin King (Kings Trucking), George DeCell (Kings Trucking), and I were present. Galen went through the procedures and protocols for going forward. Because this meeting focused primarily on administrative details, efforts were not made to invite and include the broader stakeholders. Highlights:

- Change order #1 for the additional access cost was executed.

- The project completion date of September 15, 2022 was agreed. This will require another change order to extend the contract completion date.
- Kings Trucking will monitor the water levels in the spring and will start as soon as water levels are low enough. There is no limit in the contract or the permits for when they can start.
- It was agreed that it would not be worth the effort to mobilize and do any physical work for this year, including the cutting of the trees.
- The access payment would be paid in the spring.
- All agreed that communication with stakeholders and keeping everyone in the loop will be important as the project resumes in the spring.
- After change order #2 is executed extending the date, I will apply to the NRCS for an extension of the grant agreement.

RECOMMENDATION: No action is necessary.

Item IV.7. Appointment of Town Treasurer. We are happy to announce that Anthony Delmonaco accepted the Selectboard's offer as the Bristol Town Treasurer! The next step is for the Selectboard to officially appoint him and complete [the State appointment form](#).

Anthony and his wife Martha currently live in of South Burlington. He brings a combination of academic and practical experience that will be an asset to the position and the Town. He has given notice to his current employer. His official start date will be November 15, though he has offered to come in some days this coming week on a part-time basis to begin to get oriented.

RECOMMENDATION: Determine whether the appointment is for one or three years. The Selectboard may wish to deliberate in executive session regarding personnel matters.

Item IV.8. Review and approval of the July 12, July 26, August 16, and August 23, September 13, and October 25, 2021 regular meeting minutes and the October 25 and November 1, 2021 special meeting minutes. The original drafts are posted online. The reviewed docs are in progress and will be posted and e-mailed when they become available.

Item IV.9. 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.

- [Bristol Budget Status Report thru 2021-10-29.](#)
- [Letter VTrans FY22 Bristol Basin St application regret 2021-11-03.](#)
- [E-mail Butz re Acorn solar celebration 2021-11-03.](#)
- [E-mail Aegis Bristol Solar In-progress Site Tour invite 2021-11-03.](#)
- [E-mail Acorn and Bristol Status Report #10 2021-11-06.](#)
- [Bristol seeing significant solar investment Addison Independent 2021-10-28.](#)

VI. EXECUTIVE SESSION.

An executive session may be called for personnel matters per 1 V.S.A. §313(a)(3).

Stoney Hill Business Park

The construction project is nearly finished! Not only is the project ahead of schedule, it appears to also be under the original anticipated budget. Don Weston (DWE) expects to wrap things up this coming week. Green Mountain Engineering (GME) will develop a final punch list of things to go through before issuing a notice of completion or substantial completion. The flashing beacons have been ordered and are expected to be available in about three months. DWE will install the bases now and will come back to install the RFBs after they have been delivered. DWE estimates it to be less than a day's work. DWE agreed to install a conduit in the bases in case the Town wishes to hardwire the electrical source to a nearby pole rather than rely on solar in the future. With Theresa Desserault's retirement from GMP last month, there has been a delay getting the electrical work completed. DWE has been using a generator to test the lighting and other systems at no extra cost. Everyone appears to have been very pleased with their work.

Stoney Hill Properties, LLC has been very prompt with payments of their share of the expenses. The next challenge will be navigating the Northern Border Regional Commission grant reimbursement landscape.

Updates

- The Town Office electronic entry lock has been replaced and is operating now.
- Property taxes are now due November 15, 2021 – a change voted at the March 2021 Town Meeting.
- The Town Office remains closed to the public on Fridays. However, because the Town Office will be closed for the Thursday, Nov. 11 Veterans Day holiday, Town Clerk Sharon Lucia will open the Town Office on Friday, Nov. 12, 10:00am to 4:30pm to help accommodate taxpayers and others.
- The Water Ordinance and adoption notice were posted as if Nov. 4.

Schedule

I am back in the office (yay!) and will generally plan to get in around 9:00am most days. I plan to still work 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. Workdays not listed below are expected to be the regular 9:00am in-office occasions. Winter travel conditions are likely to require some wiggle room on all of these plans.

Week of November 8

Monday: 2:00pm- Kevin Hanson
7:00pm – Selectboard meeting via Zoom.
Thursday: Town Office Closed - Veterans Day holiday.
Friday: 7:30am – ACEDC Annual Meeting via Zoom.
Out of the office – medical.

Week of November 15

Monday: 8:15am – PT.

Tuesday: Working remotely.

Wednesday: 10:00m – Addison County Partners (formerly AC Recovery Team).

Thursday: 7:30am – PT.

7:30am – ACEDC Board meeting.

12:00noon-ish – in office.

Friday: 7:30am – ACEDC Board meeting w/ Legislative Delegation.

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., Nov. 8, 7:00pm, Holley Hall and via Zoom.
- Development Review Board: Tues., Nov. 9, 7:00pm, Holley Hall and 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.
- Planning Commission: Tues., Dec. 7, 7:00pm, via Zoom.
- Selectboard: Mon., Dec. 13, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Village traffic and speed limit proposals.
- Review of newly adopted winter maintenance policies.
- Ramping up on budget preparations.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Continued Personnel Policy review and updates.
- 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