

# Bristol Town Administrator's Report

## November 20, 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, November 22, 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. Town Moderator candidates interview and possible appointment: Jennifer Wagner and Gary Russell. Online are letters of interest in the Bristol Moderator position from [Jennifer Wagner](#) and [Gary Russell](#). Both intend to be present to meet with the Selectboard.

RECOMMENDATION: Discuss the interview approach: one at a time or as a panel. Consider deliberation in executive session regarding prospective appointment.

Item IV.2. Stormwater infiltration chambers final design project at School Street and Bristol Elementary School: Paul Boisvert, P.E., and Hannah Wingate, P.E., with Engineering Ventures. Paul Boisvert, P.E., and Hannah Wingate, P.E., of Engineering Ventures plan to be present to provide an update on the stormwater infiltration chamber final design project for School Street and the Bristol Elementary School. The projects are currently at the [60% design stage](#).

This project is funded 100% through a Clean Water Block Grant to produce 100% final designs and cost projections for each project that would tee them up for funding opportunities and construction in the future. The project is a bit behind schedule and we received an grant extension into next March.

An [e-mail exchange in early October revealed that the water main on School Street](#) is in conflict with the current School Street infiltration chamber design. The image in the Oct. 4 e-mail exchange illustrates the issue.

In an [October 27 e-mail exchange, the following options were proposed](#):

We have been talking to Jill Marsano and Cyrus about existing water lines in the area identified for an infiltration system

on School Street. There are three primary options:

1. Replace the old water main and keep the infiltration plan as shown on the 60% plans;
2. Leave the old water main intact and shift the system to the east into the edge of the park;
3. Find an alternate location along West Street (which would require more geotechnical work); or
4. Drop this location for infiltration until such time as the water lines are slated for replacement.

RECOMMENDATION: Determine if water line replacement should be included in the School Street stormwater infiltration chamber project for future funding; whether the infiltration chambers should be relocated more into the park to minimize the conflict; or whether the infiltration chamber project should be relocated altogether toward West Street. I recommend we explore replacing the water lines in conjunction with this project—if and when it moves toward construction. Additional engineering may or may not be needed.

Item IV.3. Bristol Elementary School construction project(s) update: Joel FitzGerald. MAUSD Facilities Manager Joel FitzGerald and MAUSD Business Manager Floyd Davison met with the Selectboard in July of this year to discuss the construction project at BES that affects the road, sidewalk, and other elements in the area. [Online is an e-mail exchange regarding recent communications](#) about the project(s). Joel FitzGerald plans to Zoom in to provide an update; Floyd Davison is not available.

RECOMMENDATION: Discussion. No specific action is necessary.

Item IV.4. Pine Street water line replacement – preliminary design review and update: Green Mountain Engineering. This is a continuation from the previous meeting. Alan Huizenga, P.E., is planning to attend to provide an update. The loan application is still in progress. There are not currently any new plans or documents for this item.

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

Item IV.5. Village walk/bike road safety proposal: Jessica Teets. [Online is a proposal](#), developed by Jessica Teets and a group of concerned citizens, about the safety of Bristol’s village streets for pedestrians and bicyclists. One or more representatives plan to be present to review their recommendations.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. American Rescue Plan Act (ARPA) funding update; discussion of process and potential projects for funding; next steps. This is a standing agenda item for the foreseeable future; however there is nothing new to report right now. Formation of the committee discussed previously is still in progress.

To recap what the Town of Bristol has been allocated:

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

RECOMMENDATION: No action is necessary.

Item IV.7. Consider Governor’s municipal authorization for local indoor face mask mandate. [Online is information about the special session Governor will be convening Monday, November 22](#) to discuss and decide the single question of whether to grant municipalities authority to enact local indoor face mask mandates.

RECOMMENDATION: Acknowledge that the Town of Bristol would not have the capacity to enforce a mask mandate. Express support for local businesses that choose

to enact indoor mask requirements. Determine if a mask mandate is warranted indoors at the Town Office and other Town facilities.

Item IV.8. Consider Lawrence Memorial Library roof repair quote. This agenda item may not be ready to proceed. [Online is a thread of communications regarding prospects for the Library roof repair.](#) Chris Hahn from Rooster Construction is working on preparing cost estimates for installation of a snow guard, replacement of approximately 100 pieces of slate roofing, and replacement of some crown molding and trim.

RECOMMENDATION: Consider next steps.

Item IV.9. Consider Grant application authorization request: VT Homeland Security for replacement of Police Dept. portable radios. [Online is a grant authorization request](#) from the Police Department for grant funds to help replace some or all of their portable radios, purchased in 2013. No specific match is required.

RECOMMENDATION: Approval.

Item IV.10. Consider Grant application authorization request: Hazard Mitigation Assistance Sub-application to update Bristol's Local Hazard Mitigation Plan. [We have been advised](#) that [Bristol's Hazard Mitigation Plan](#) is due to expire in January 2024. Though an update was accepted by FEMA in January 2019, a [staff review](#) identifies areas of the plan that should be improved. The State of Vermont is in the process of developing a grant application to fund updates to Local Hazard Mitigation Plans (LHMPs) or to develop a new LHMP under FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program. Funding will be provided to municipalities that provide [match certification forms](#). The 2018 Plan was updated with the help of the Addison County Regional Planning Commission. A 25% match is required, which I expect will be mostly in the form on in-kind time.

RECOMMENDATION: Approval.

Item IV.11. Review and approval of the July 26, August 16, and August 23, September 13, and November 8, 2021 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. Online is the [accounts payable warrant](#).

## V. OTHER BUSINESS.

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

- [E-mails BFD mezzanine ladder recommendation 2021-11-08.](#)
- [Letter E-mails ACRPC re Triangle Bike Loop signs 2021-11-18.](#)
- [Bristol Landfill Semi-Annual GWM Report 2021-11-18.](#)
- [E-mail Aegis Acorn Bristol Status Report #12 2021-11-19.](#)

## **VI. EXECUTIVE SESSION.**

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

### **Town Treasurer**

Bristol Town Treasurer Anthony Delmonaco began full-time this past week, with his first official day on Nov. 15—Bristol's property tax due date. Prior to Anthony coming on board, Val Hanson agreed to help with deposits from mid-October to mid-November. Her assistance was invaluable during this time and helping get Anthony oriented to the new cash receipts module. Peter Ryan's assistance has also been invaluable, getting Anthony oriented to the payroll system, the reconciliation process, and so much more. We know that Peter is looking forward to retiring his calculator in the near future. Sharon Lucia has also been providing assistance. After Anthony gets a bit more situated, we will need to begin thinking about appointing one or more Assistant Treasurers.

### **Updates**

- Budget worksheets are under way for the departments to begin working with.
- We will need to get into high gear to catch up on the audit process and provide the documents the auditors at RHR Smith and Company have requested.
- The annual reporting required for the USDA West Street stormwater loan is currently underway.
- As part of a region-wide initiative, I am working with the ACRPC to identify potential brownfield sites in Bristol that could be eligible for testing and cleanup for future redevelopment.
- Nothing new to report on the Stoney Hill or West Street projects. Our first requisition to the Northern Border Regional Commission for the Stoney Hill project for was accepted. Another will be submitted in December.
- I got my booster vax on Saturday. No ill effects other than a sore arm.

### **Schedule**

I am back in the office 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](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. 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 22**

Monday: 7:00pm – Selecboard meeting.  
Tuesday: Working remotely.  
Thursday: Town Office closed – Thanksgiving holiday.  
Friday: Town Office closed.

#### **Week of November 29**

Monday: 9:45am – PT.  
Tuesday: Working remotely.

Wednesday: 12:00pm – Addison County Regional Emergency Management Committee.

Thursday: 10:00am – PT.

Friday: 8:00am – Getting snow tires put on in 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., Nov. 22, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Dec. 7, 7:00pm, via Zoom.
- [Conservation Commission](#): Thurs., Dec. 9, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 13, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 15, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Dec. 20, 7:00pm, Holley Hall and via Zoom.

### **Upcoming Agenda Items**

- Review of winter maintenance policies adopted last year.
- Ramping up on budget preparations.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Begin thinking about town-wide reappraisal schedule.
- 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.

Happy Thanksgiving,

Valerie Capels, Town Administrator