

Bristol Town Administrator's Report

February 6, 2022

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.

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

Monday, February 7, 2022 Special 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.

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. Authorization to replace the 2000 Ford F-350 per the Equipment Committee's recommendation. Public Works Foreman Eric Cota met with members of the Equipment Committee recently and they reviewed the options for a new pickup truck with plow equipment. They recommend proceeding with a Ford F-450 cab and chassis from G. Stone and body from Viking. Eric needs to clarify some things with Viking. He plans to be present and have more information.

RECOMMENDATION: Consider the new information. Authorize the purchase.

Item IV.2. Consider readoption of Bristol's Residential Anti-Displacement and Relocation Plan. One of the conditions of the CDBG grant award for the Firehouse Apartments is that the Town of Bristol have a Residential Anti-Displacement and Relocation Plan in place. The Selectboard. The condition requires that any plans adopted prior to November 2011 must be readopted. The [2022 proposed Residential Anti-Displacement and Relocation Plan](#) is essentially identical.

Concerns were raised at the December 20 meeting that the second statement is overly broad and could be interpreted to obligate the Town to provide relocation assistance well into the future if something was to happen to units assisted with VCDP and residents were displaced. The Selectboard asked if clarifying language could be added to that statement. I reached out to Julia Connell, Community Development Specialist with the Vermont Community Development Program for guidance. I expect to hear back in time for Monday's meeting.

RECOMMENDATION: Consider new information if available. Vote to adopt the plan.

Item IV.3. American Rescue Plan Act (ARPA) funding update. This is a standing agenda item. There is no new news yet to report from the U.S. Treasury or VLCT. The [ACRPC's February newsletter](#) includes a helpful reminder that municipalities that received local ARPA allocations are required to submit their first project and expenditure reports by April 30, 2022—which is fast approaching.

The ARPA Advisory Committee is in the process of nailing down a date and time for its first meeting. Though I have not heard back from everyone, it's looking like the evening of Monday, March 7 will work best.

Prior to the meeting, I will ask members to familiarize themselves with the information available through the [VLCT ARPA Web site](#). At this first meeting, we will select a Chair, a Vice Chair, someone to take notes, and consider the next steps forward. I will assist in coordinating these details. Initial goals of the Committee are to understand the ARPA funding parameters, solicit community input through various methods, receive and develop lists of potential projects or programs for ARPA

funding, identify timelines and priorities, and bring recommendations forward for the Selectboard to consider.

RECOMMENDATION: No action is necessary.

Item IV.4. Review and approval of the August 23, September 13, and December 13, December 20, 2021, and January 3, January 10, January 17, and January 24, 2022 meeting minutes. The Aug. and Sept. minutes are still in review. The Dec. and Jan. minutes are in progress. All the available original drafts are or will be posted online in the [Selectboard agendas-minutes table](#).

V. OTHER BUSINESS.

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

- [Bristol Budget Status Report thru 2022-01-31.pdf](#).
- [E-mail BFD Mini Pumper chains alert 2022-02-03.pdf](#).
- [Letter American Legion Above and Beyond 2022-01-27.pdf](#).
- [ACRPC Newsletter February 2022.pdf](#).

Green Mountain Engineering Closing Its Doors

Alan Huizenga, P.E., announced last week that he made the very difficult decision to close the doors of his firm, Green Mountain Engineering, as of Feb. 18. He lost another staff member recently, cannot find qualified people to hire, and the current workload is not manageable with the people that are left. He and his team at GME have been serving the Town of Bristol for more than 20 years and has been our go-to engineer for matters related to the water and sewer systems, the Bristol landfill, and all kinds of special projects.

How this affects Bristol:

- The Pine Street water line replacement and stormwater final design plan will not be finished. Some of the stormwater issues still need to be resolved.
- The DWSRF planning loan application (for the work GME has been doing on the Pine Street design) is nearly complete, but will need to be put on hold until a new firm is hired, we know what the updated design cost will be for the loan amount, and what an anticipated schedule for bonding and construction will be for the loan application. Alan had explained that there is no specific loan application deadline and the Department has been struggling with its own staff shortages and backups.
- We will need find another PE to complete the annual inspections for the Fire Station stormwater, landfill closure, and septic field per their permit requirements.
- The Stoney Hill project is complete, but there are a few punch list/warranty items that will need to be taken care of in the spring. Alan offered to assist, if needed. Jacob Sprague at GME is finishing up the record drawings.

I am sure I speak for the Selectboard and others who want to wish Alan and his team well and the best of success for whatever the next chapter brings and to express our gratitude for his many years of service to the community.

Munsill Avenue Sidewalk Scoping Study Kick-Off Meeting

Dayton Crites, with DuBois & King, is in the process of coordinating a daytime kick-off meeting for the Munsill Avenue Sidewalk Scoping Study for a day in the week of February 21. The list of invitees includes numerous VTrans officials, members of the D&K design team, Town staff, and numerous other stakeholders. At the meeting we will likely address the project schedule; review of the project scope; key meeting points; methods for public engagement; formation of a steering committee; roles of the different players (D&K, VTrans, Town staff, stakeholders, etc.); and next steps. Dayton Crites and D&K did the Stoney Hill sidewalk scoping study in 2020.

Airport Drive Sidewalk Scoping Study

Speaking of DuBois & King and sidewalk scoping studies, they were recently selected through the Addison County Regional Planning Commission to conduct one for a new sidewalk Airport Drive. Jenny Austin, P.E., will be the lead on this one. She did the Lincoln Road, Briggs Hill intersections and Bartlett Falls parking study last year, also through an ACRPC grant. A kick-off meeting for that project is likely to be arranged after Town Meeting.

Schedule

I generally plan to get in the office 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 phone and by email at townadmin@bristolvt.org. Messages left to 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail. Winter travel conditions are likely to require some wiggle room on all of these plans.

Week of February 7

Monday: In the office.
7:00pm – Selecboard meeting (me via Zoom).
Tuesday: Working remotely.
1:30pm – medical appt. in Montpelier.
Wednesday: In the office.
10:00am – Vermont Water and Sewer Rates Dashboard Webinar
Thursday: In the office.
Friday: In the office.

Week of February 14

Monday: In the office.
Tuesday: Working remotely.
1:30pm – medical appt. in Montpelier.
Wednesday: In the office.
Thursday: 7:30am – ACEDC Board meeting.
In the office around 10:00am.
Friday: In the 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., Feb. 7, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Feb. 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Feb. 10, 6:00pm, Holley Hall and via Zoom
- [Selectboard](#): Mon., Feb. 21, 6:30pm for Police District public information meeting, followed by Town Meeting public information meeting, via Zoom only.
- [Bristol Energy Committee](#): Weds., Feb. 16, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 28, 6:30pm for Police District public information meeting, followed by Town Meeting public information meeting, via Zoom only.
- **Town Meeting**: Tues., Mar. 1, 7:00am – 7:00pm, upstairs at Holley Hall.
- [Planning Commission](#): Tues., Mar. 1, 7:00pm, via Zoom.

Upcoming Agenda Items

- Post-Town Meeting Selectboard organizational meeting to select a Chair and Vice Chair, adopt conflict of interest policies, designate a regular meeting schedule, designate the Newspaper of Record, designate official posting locations, authorize the Treasurer's Office to process weekly payroll, review the Selectboard Rules of Procedure, review the Conflict of Interest Policy, and designate Selectboard liaisons to Town departments.
- Presentation on a potential approach to the Core septic system improvement: Champlin Assoc., and AlgaeWheel representatives.
- Selectboard priorities for use of ARPA funds; solicit community input.
- Solicit and select new engineering services for annual inspections and completion of the Pine Street water line replacement and stormwater design project.
- Class 4 highways and private roads maintenance policy.
- Begin preparing for town-wide reappraisal schedule and RFP for professional assistance.
- Continued Personnel Policy review and updates.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator