

Bristol Town Administrator's Report

March 26, 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, March 28, 2022 Meeting Agenda and Materials

I. CALL TO ORDER: 6:30PM.

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."

SUGGESTION: This is a pretty ambitious agenda and there might not be time for everything. Consider whether any agenda items should be removed or rearranged in order. Depending on the time, some items may need to be continued to a future meeting.

II. Executive Session – personnel matters per 1 V.S.A. §313(a)(3) and contract negotiations per 1 V.S.A. §313(a)(1)(A). *May be continued at the other end of the agenda.*

III. Call to Order: 7:00 P.M.

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.”

IV. 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.

V. 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.

VI. REGULAR BUSINESS.

Item VI.1 Consider presentation by Champlin Associates and others of a wastewater pretreatment alternative: Algaewheel. A year ago this month Alan Huizenga and I participated in a presentation from [Champlin Associates](#) and representatives of [Algaewheel](#) to see if that system was a pretreatment option to explore to improve the permitted capacity of the Bristol core sewer system. I was intrigued by its apparent simplicity and lower cost to construct and operate. They will be Zooming in to share this information with the Selectboard.

RECOMMENDATION: Receive the information. Determine, at this meeting or after later consideration, whether to amend the preliminary engineering report to include this option for possible CWSRF funding.

Item VI.2. East Street and Park Place sidewalk replacement bids: select a contractor. [Online is a memo summarizing the results](#) of the four bids received by the March 23, 4:00pm deadline. Bidders were asked to provide a cost for a five foot (5') wide four inch (4") deep sidewalk and six inch (6") deep cost for driveway crossings. The costs range from \$40/\$45 to \$120/\$125.

RECOMMENDATION: Deliberate in executive session.

Item VI.3. Consider Gran Fondo application for use of Bristol roads for annual bicycle event on Saturday, June 25, 2022. [Online is the Gran Fondo's request](#) to use Bristol roads for their Saturday, June 25 event. Bristol is one of 15 towns through which ~550 cyclists will pass over an eight-hour timeframe. Cyclists will depart from the Bristol Rec Field between the hours of 6:00am and 10:00am.

Depart:

- Start on Airport Drive turning left onto West St/ Rt 17(controlled)
- Through Bristol center
- Right to Lincoln Road, heading into Lincoln

Return :

- to Bristol via Route 17 from New Haven
- Turn left onto Burpee Rd at the Rt 17/116 intersection
- Turn right onto Plank Rd
- Turn right onto North St
- Turn right onto Pine St
- Turn left onto Liberty St
- Turn right onto West St
- Turn right onto Airport Dr. Finish.

Proof of insurance will be provided. The route will be signed. The Sheriff Department, Vermont State Police, and Vermont flaggers will be used to manage major intersections.

This happens to be the same day as the Recreation Department's town wide yard sale. This should not be a conflict. If anything, there could be some yard sale shoppers among the cyclists.

RECOMMENDATION: Approval.

Item VI.4. Grant application authorization request: Recreation Department -- Rise VT Amplify Grant for \$1,500 to construct a fitness trail segment. [Online is a request for authorization](#) to apply for a \$1,500 grant through the Rise VT program to construct one segment of a fitness trail along the perimeter of the Bristol Rec Field. No match is required. Construction is expected to be accomplished through a team of volunteers.

RECOMMENDATION: Approval.

Item IV.5. Vermont opioid settlement and distribution to municipalities: should Bristol opt in? [Online is a copy of a Ferrisburgh correspondence](#) from the Vermont Attorney General's Office that the Town of Bristol **did not receive** regarding opting in to receive a distribution of the state's opioid settlement claims. If it's not too late, in order to register to opt in, the Town would need to be issued a unique Subdivision Identification Number. I am in touch with the Attorney General's Office to explore whether this is even an option at this point. Information about the settlement amounts and broad distribution can be found on the AG's Web site at <https://ago.vermont.gov/opioid-settlement/>.

The Distributor's settlement results in payments to entities over 18 years; the J&J settlement results in payments to entities over 10 years. Bristol's share of the 15% allocated to municipalities is 0.453616828%. If my calculations are correct, that would result in an annual payment of \$2,003.47 for 18 years and an annual payment of \$834.56 for 10 years. The allocations to municipalities that are not claimed go

back into the Statewide Abatement Fund. Here is a list of what the money can be used for: [Exhibit E](#).

		Distributor's over 18 years	per year	Bristol's Share	J&J Settlement over 10 years	per year	Bristol's Share
		\$53,000,000.00		0.453616828%	\$12,265,249.00		0.453616828%
State Subdivisions	15%	\$7,950,000.00	\$441,666.67	\$2,003.47	\$1,839,787.35	\$183,978.74	\$834.56
State Fund	15%	\$7,950,000.00			\$1,839,787.35		
Statewide Abatement	70%	\$37,100,000.00			\$8,585,674.30		

Bob Donnis, an advocate for [The Turning Point](#), has been in touch with the Assistant Attorney General, who has indicated that opting in at this point would not be a problem. It's unclear at this point how the Town of Bristol would directly put the funds to use; however, subgranting the funds to an organization such as The Turning Point would be eligible.

RECOMMENDATION: Authorization to proceed.

Item IV.6. Discuss budget process, areas for improvement, and options. Consider whether to subscribe to online budget platforms Questica or ClearGov. Bristol's budget process has evolved a bit over the last few years, in part because of remote/hybrid meetings and the Treasurer's office played a lead role last year using live NEMRC tables that were easily viewable remotely. Prompted by transition in the Treasurer's office this past fall, I tried to replicate the process using live links to Excel worksheets. There were some clunky moments.

This is an opportunity to debrief about how the budget process is going, areas where it can be improved, and steps going forward. A common observation was the lack of a central place to go for the most current budget document. Links to shareable Excel worksheets were sent in e-mails and folks needed to track the e-mails down over time to get them or they needed to be re-sent. And there was uncertainty whether the document was the most current.

Ian Albinson did some research and found an online platform used by the Town and Village of Essex, VT: [Questica.com](#). In 2019, I explored a similar platform through [ClearGov.com](#) but was daunted by the annual subscription fee and didn't pursue it further. Ian, Anthony, Peter, Sharon, and I participated in one or more demos of the platforms. They are pretty impressive. They are also pretty expensive.

Below is a preliminary comparison of the two platforms. Their detailed proposals are posted [online](#). Links to their proposals are also embedded in the table header. Anthony took detailed notes and likely has more comparative information.

Preliminary Comparisons		
Links to Proposals	Questica Proposal	ClearGov Proposal
Annual Fees	<ul style="list-style-type: none"> o Year 1 is \$29,500 (including \$10,000 set up) o Year 2 is \$19,500 o Year 3 is \$20,475 (includes 5% increase) o Year 4 is \$21,498.75 (includes 5% increase) o Year 5 is \$22,573.69 (includes 5% increase) o Total 5 year contract is \$113,547.44 	<ul style="list-style-type: none"> o Year 1 is \$21,000 (including \$3,600 set up) o Year 2 is \$17,922* (includes 3% increase) o Year 3 is \$18,460 (includes 3% increase) o Year 4 is \$19,013 (includes 3% increase) o Year 5 is \$19,584 (includes 3% increase) o Total over 5 years is \$92,379 <p>* Assumes the interest is applied after the first year.</p>
Data Transfer	Automatically via NEMRC.	NEMRC data must be manually transferred for upload, unlimited frequency.
Support	Unlimited dedicated support provider.	Unlimited support from a dedicated Client Success Manager.
Year Established	1998	2015

RECOMMENDATION: Determine what additional information is necessary, if any. Determine next steps.

Item IV.7. Request for authorization to use Technology Reserve Funds to replace the Treasurer’s computer and tech support for the transfer. The Treasurer’s computer is among the oldest of the bunch. It’s showing its age and needs to be replaced as soon as possible. Anthony is in the process of exploring options. This request is for authorization to use Technology Reserve Funds for an upgrade. Technical assistance to transfer programs and other things will likely be needed. Information will be available at the meeting about the current balance of the fund and upper limit of funds requested.

RECOMMENDATION: Approval.

Item IV.8. Selectboard calendar and goals for the coming year. [Online is a draft Selectboard calendar and goals for 2022-2023.](#) It is an opportunity for the Selectboard to look ahead at its regular meeting schedule and identify any conflicts. It provides an overview of matters likely to be on the Selectboard’s docket over the coming year and is an opportunity for the Selectboard to consider its goals, set priorities, and identify

target dates for matters to be taken up. Of course, other matters tend to emerge that throw those plans off, but it is still useful to have goals and keep them on our radar.

It is also an opportunity to look back at the matters that have been accomplished, those that are currently on deck, and those that are still in the wings. The line between current and pending projects can be fuzzy. Is anything missing that should be included?

RECOMMENDATION: This is likely to take more than one meeting to review and, given time limitations on this agenda, this may get continued or postponed to a future meeting.

Item IV.9. American Rescue Plan Act (ARPA) funding update and Selectboard goals. Below is the start of a list of some of the potential projects, with alternative funding sources that could possibly be leveraged. I also have a collection going of requests from citizens and outside agencies for use of Bristol's share. Online is a list of eligible expenditure categories from the U.S. Treasury of what the ARPA funds can be used for and an [FAQs document](#) prepared by VLCT. The [VLCT Web site](#) also has a lot of ARPA information and Katie Buckley was hired as VLCT's ARPA Director to assist member municipalities.

An important change in Treasury's Final Rule is the option for municipalities to take a revenue replacement standard deduction of up to \$10,000,000. This is huge and could/would simplify reporting and other administrative matters, while still allowing the Town to distribute the funds in manners it deems appropriate within the allowable use guidelines. By taking this standard deduction, the funds become Town money.

From Treasury's *Overview of the Final Rule* (January 2022):

“Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.”

From the Final Rule:

“...generally speaking, services provided by the recipient governments are “government services” under the interim final rule and final rule, unless Treasury has stated otherwise. Government services include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

This decision must be made by April 30, 2022. The ARPA Funding Advisory Committee’s next meeting is April 4.

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

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, Sidewalks Reserve Fund
Broadband investment	\$100,000	State, grants
Revenue replacement	TBD	
Others		

RECOMMENDATION: Discussion. Determine next steps and what additional information may be needed.

Item IV.10. Acknowledge receipt of Plank Road neighbors petition expressing concern about a proposed Bristol Trail Network segment. [Online is a petition](#) received this week from neighbors on Plank Road expressing concerns about a proposed segment of the Bristol Trail Network on private property. Also included is a response from Zoning Administrator Kris Perlee. This is on the agenda to acknowledge receipt of their concerns; however, this is not a Selectboard matter. Changes to the zoning bylaws in 2020 now require such trails to go through the permit process. Representatives of the BTN are aware of this.

RECOMMENDATION: No action is necessary.

Item IV.11. Appointment or reappointment of Town officers. [Online is a table listing Town officer positions](#) whose terms are up this year with indications whether folks are interested in being reappointed. Since the last meeting, I reached out to the folks we had not heard back from yet. Melissa Hernandez is interested in being reappointed to the Planning Commission. Still waiting to hear back from the others.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions. Possible deliberation in executive session. To avoid future confusion, appointments should be clearly reflected in the meeting minutes.

Item IV.12. Review and approval of the August 23, September 13, and December 13, 2021, and January 3, January 10, January 17, January 24, January 27, February 7, February 21, February 28, and March 14, 2022 meeting minutes. These remain in progress. Original drafts that are available are posted on the Web site.

Item VI.13. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant.](#)

IV. OTHER BUSINESS.

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

- [Bristol Allocation Letter OCE for 73 Maple Street 2022-03-23.pdf.](#) I will use this as an opportunity to send off the updated and revised Water Use Ordinance, application form, and an updated What To Do If You Have a Water Leak handout.
- [E-mails VTrans bridges lights repair replacement 2022-03-23.pdf.](#) This follows up on Joel's requests that the lamps on the twin bridges get repaired. VTrans is looking into it!
- [E-mail Knight Series Disrupting Racism event 2022-03-24.pdf.](#) Porter Knight would like all Selectboard members, board and committee Chairs, and Town employees to be aware of this event.
- [E-mail VEM Homeland Security cybersecurity warning guidance 2022-03-25.pdf.](#) Beware.
- [E-mail Vermont Plants Sunflowers for Ukraine 2022-03-23.pdf.](#) Dale is encouraging multi branching varieties since they have a much longer season and are showy. The seeds are very small. For resources on where and how to obtain appropriate sunflower seeds: <https://www.vtsunflowers4ukraine.org/resources>
- [E-mail ACRPC 2022 Potential Bridge Project Selection 2022-03-25.pdf.](#)

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3) and possibly for contract negotiations per 1 V.S.A. §313(a)(1)(A).

Finance Officers Training Conference

Town Treasurer Anthony Delmonaco will be attending a New England States Government Finance Officers Association conference March 31 – April 1, 2022 in Waltham, MA. The agenda topics are relevant and timely and this will be a good opportunity for Anthony to network with other Treasurers and Finance Officers.

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 March 28

Monday: In the office.
1:30pm – ACEDC meeting w/ Dana Hanley.
6:30pm – Selectboard (via Zoom).

Tuesday: Working remotely.
3:30pm – appt. in Burlington.

Wednesday: 8:30am – appt. in Berlin.
In the office around 10:30am.
11:30am – appt. via Zoom.
2:00pm – Munsill Avenue monthly scoping project steering committee meeting.

Thursday: In the office.
10:00am – Eagle Park fishing platform team check in.
1:00pm – Water loss for small systems Webinar.

Friday: In the office.
4:00pm – Airport Drive Sidewalk Scoping Study kick-off meeting (tentative).

Week of April 4

Monday: In the office.
10:00am – NEPBA Union negotiations.

Tuesday: In the office.
5:00pm – Tree Planting Committee meeting at Holley Hall.

Wednesday: In the office.

Thursday: Working remotely (swapping it with Tuesday).
9:00am – Bristol CORE

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., Mar.28 6:30pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. Apr. 4, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., Apr. 5, 7:00pm, at Howden Hall and via Zoom.
- [Bristol CORE](#): Thurs., Apr. 7, 9:00am, via Zoom.
- [Selectboard](#): Mon., Apr. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Apr. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Apr. 14, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Apr. 20, 7:00pm, via Zoom.

Upcoming Agenda Items

- Selectboard priorities for use of ARPA funds.
- Engineering inspection contracts.
- Local Emergency Management Plan update.

- Final review and approval of Memorial Park Maintenance Plan.
- Review FY2021 audit report.
- Water and sewer budget review, public hearing.
- Class 4 highways and private roads maintenance policy.
- Police Union contract negotiation review.
- 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 and looking forward to spring,

Valerie Capels, Town Administrator