

Bristol Town Administrator's Report

April 10, 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, April 11, 2022 Meeting Agenda and Materials

I. 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."

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 Consider request by Gavin Ashline for approval to clean up the Lord's Prayer Rock Park for a Bristol Scout Troop Eagle Scout project. We have received a request from Scout member Gavin Ashline for permission to clean the Lord's Prayer Rock Park as part of an Eagle Scout project. He intends to be present (in person or via Zoom).

RECOMMENDATION: Approval. Determine how debris is intended to be disposed of. The Lord's Prayer Rock Park is relatively small and not very disrupted with litter or other debris. Consider if other parks could benefit from a clean up effort.

Item IV.2. Consider annual landfill, wastewater system, and Fire Station stormwater inspection contracts with VTM Engineering, PLC, as well as for general, routine engineering services for the Town. Online are the proposed contracts from VTM Engineering, PLC, for the annual [landfill](#), [Fire Station](#), and [wastewater system](#) inspections. They are essentially identical to the annual contracts with Green Mountain Engineering has delivered for many years.

In years past, these annual contracts were on the consent agenda for approval. I believe it was recently agreed that these low-dollar, recurring, annual contracts no longer needed Selectboard approval; they could be administratively approved instead. They are on the agenda this time to introduce a new consulting engineering firm—VTM Engineering, PLC—that is proposing to do the inspections at the same rates Green Mountain Engineering had been doing them for so long. As an added bonus, Alan Huizenga, principal of the former Green Mountain Engineering, offered to collaborate.

Also as part of this agenda item is the prospect of engaging VTM Engineering to serve as Bristol's go-to engineer for routine and general engineering matters, such as those related to the water and the wastewater systems. This would be on an as-needed hourly basis. A contract to this effect would be drawn up similar to the inspection contracts.

As Steve Palmer, principal of VTM Engineering, [noted in a recent e-mail](#), "... I've worked for GME for the past 3 years. Prior to that I served as the City Engineer and Public Works Director for the City of Winooski for over 10 years. As part of that I co-managed the \$250,000,000 Winooski Downtown Redevelopment project from 2005 to 2008 among many other projects. I have many years of private and public civil and environmental engineering experience prior to that including significant solid waste and municipal water/wastewater design and construction experience. I also work and collaborate closely with several other independent engineers on numerous projects. I routinely work for and with Forcier Consulting Engineers which is owned by a gentleman named John Forcier. John happens to be Jill Marsano's father (small Vermont world). John has been a practicing engineer for almost 50 years and has more experience in municipal wastewater design than anyone I know. In fact

John and I are working on several large biodigester design projects around the country today.” Steve will be present via Zoom to introduce himself and answer any questions.

RECOMMENDATION: Approval of the proposed inspection contracts. Approval of the proposed agreement with VTM Engineering for general and routine engineering services on an hourly basis.

Item IV.3. Continued consideration of East Street and Park Place sidewalk replacement bids: select a contractor. [Online is an updated 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. Since then, [Case Street Redi-Mix, Inc. withdrew their bid](#) and I discovered that Poulin Landscaping had provided an alternate bid reflecting a lower price if the Town provides the preparatory materials, grading, and compaction. DPW Foreman Eric Cota has confirmed that they would not be available to provide that assistance.

RECOMMENDATION: Deliberate in executive session.

Item VI.4. Review and consider installation of new Town welcome sign design. [Online is a new Welcome to Bristol sign design](#) developed by Ian Albinson for review and discussion.

RECOMMENDATION: Discussion. Determine next steps.

Item VI.5. Continued discussion of Lincoln Road intersection improvements. [Online is the report](#) prepared by Jenny Austin with Dubois & King last year through an ACRPC TAC grant.

RECOMMENDATION: Review the Lincoln Road intersection improvement recommendations. Determine next steps.



Item IV.6. American Rescue Plan Act (ARPA) funding update and Selectboard goals. At the previous meeting, the Selectboard voted to opt in for the revenue replacement “standard deduction.” The ARPA Funding Advisory Committee had their second meeting last week. Members will be arranging focus groups to gather initial input from four sector: Town Departments, Non-profits, Businesses, and Schools. The plan is then to share the information gathered with the public to get additional input. This is an opportunity for the Selectboard to add additional thoughts for the group’s consideration.

RECOMMENDATION: Discussion.

Item IV.7. FY2022 3rd quarter budget review (Jan.-Mar.). [Online is the budget status report](#) through March 31, 2022. This marks 75% of the way through the fiscal year. Although total general fund expenditures amounted to 77.7% of the budget, revenues are at 98.3% with more to come. A major contributor to high revenues is a \$63,900 FEMA reimbursement and more than \$45,000 received in delinquent taxes. A more detailed review will be provided at or before the meeting and posted online.

RECOMMENDATION: Discussion. No action is necessary.

Item IV.8. 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, we learned that Tom Wells is interested in being reappointed to the Development Review Board, Mark Gibson is interested in being reappointed to the Maple Broadband Governing Board as an alternate, we received Carol Clauss' [letter of resignation](#) from the DRB. Also [online is the notice advertising](#) the vacancies.

RECOMMENDATION: Reappoint those who expressed interest; continue to advertise the remaining positions. Possible deliberation in executive session.

Item IV.9. 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, March 14, and March 18, 2022 meeting minutes. These remain in progress. Original drafts that are available are posted on the Web site.

Item IV.10. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant.](#)

IV. OTHER BUSINESS.

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

- [Bristol RLF status report thru 2022-02-28.pdf.](#)
- [E-mail and VTrans TAP grant Notice of Award 2022-03-30.pdf.](#)
- [Bristol Addison County Humane Society contract 2022-2023.pdf.](#)
- [E-mail Saunders leaving Leahy's Office for NBRC 2022-04-08.pdf.](#)
- [VTrans Press Release bike and ped program 2022-04-07.pdf.](#)
- [ACRPC newsletter April 2022.pdf.](#) Also at: <https://acrpc.org/2022/04/acrpc-april-newsletter/>

VI. EXECUTIVE SESSION.

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

Homeward Bound Annual Contract Renewal

In the past, the [Homeward Bound contract](#) had been on the Selectboard's agendas for approval, more recently under the consent agendas. Similar to the former GME contracts, this recurring low-dollar contract has been approved administratively.

Wastewater System Repairs

We learned this week while Clark-Wright was performing its pumping of the septic tanks, that the wastewater system requires significant repairs. Jill Marsano "... observed that the pipe coming to the splitter box from the septic tank is rotting. In addition, the 90-degree angle in the splitter box broke off from deterioration over time. Lastly, all vertical supports for the dosing siphon weir lines are rotted off. We have a task to repair or replace the septic tank inlet structure (bricks falling apart), this spring, thus it would make sense to replace this line and supports as well while we are at the septic field making the other repairs." Jill is in the process of sourcing the materials and getting cost estimates. She noted that VTUMS will honor their low contract rates and perform the work on a time and materials basis.

This drew attention to the increase in fats, oil, and grease making its way into the system. Clark Wright intends to [increase the frequency of pumping grease traps from every three months to every two months](#) because the traps have been overflowing and buildup. Jill and I will resume our outreach efforts to the Main Street businesses and Shaw's regarding the importance of maintaining their grease traps.

Misc. Updates

- We [received word that Bristol's Transportation Alternatives Grant application](#) for the Basin Street improvement project **was fully funded!** That is awesome news. That is \$300,000 to get this project started. A match of \$75,000 will be required. This will be a multi-year project which will allow time and opportunity to secure additional funding. A decision has not yet been received on our \$200,000 grant application to the Downtown Transportation Fund, which included an additional \$26,400 for stormwater best management design.
- We successfully registered to be included in the Vermont Opioid Settlements.
- The Firehouse Drive infrastructure improvements are essentially complete. Don Weston intends to come back when the soils warm up enough to finish some final punch list items and touch up the disturbed areas. I will be submitting our final requisition to the Northern Border Regional Commission and final invoice to Stoney Hill, which will close out that project.
- The Airport Drive sidewalk scoping study had its kickoff meeting on April 1. Next step is for the D&K design team to scope out the existing conditions.
- The design team for the Munsill Avenue sidewalk scoping study is planning to host a local concerns meeting on Wednesday, May 4, 7:00pm.

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.

Week of April 11

Monday: In the office.
7:00pm – Selectboard (via Zoom).
Tuesday: Working remotely.
1:00pm – NEPBA Union negotiations
4:00pm – medical.
Wednesday: In the office.
Thursday: In the office.
1:00pm – Water loss for small systems Webinar.
7:00pm – Addison County Solid Waste Management meeting.
Friday: In the office.

Week of April 18

Monday: In the office.
Tuesday: Working remotely.
10:00am – NEPBA Union negotiations.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.
12:00pm – Town Managers & Administrators meeting in Brandon.

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., 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.
- [ARPA Funding Advisory Committee](#): Mon. May 2, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., May 3, 7:00pm, at Howden Hall and via Zoom.
- [Bristol CORE](#): Thurs., May 5, 9:00am, via Zoom.

Upcoming Agenda Items

- Selectboard priorities for use of ARPA funds.
- Local Emergency Management Plan update.
- Review of final designs and cost estimates for the School Street and Elementary School subsurface stormwater infiltration chamber projects.
- 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.

Bristol Town Administrator's Report

April 10, 2022

Page 7 of 7

- 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