

Bristol Town Administrator's Report

April 22, 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 25, 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. Town Green Park use application by Crooked Ladle Catering (formerly Bobcat Catering) for weekly food and music offerings Monday nights starting June 13, 2022, 5:00pm to 9:00pm. [Online are communications and application](#) from the Crooked Ladle for use of the Town Green. This application is similar to last year except it is proposed to be on Mondays rather than Fridays.

RECOMMENDATION: Approval, subject to receipt of their VT DLC liquor license.

Item IV.2. Recreation Department request for the 2022 Human Powered Parade, proposed for Saturday, May 14, 2022, 10:00am – 1:00pm. [Online is the Recreation Department's request for authorization](#) for this year's Human Powered Parade.

RECOMMENDATION: Approval.

Item IV.3. Appointment or reappointment of Town officers. This is a somewhat recurring agenda item as long as we have vacancies and candidates to consider. [Benjamin Skolozdra remains interested](#) in the open seat on the Design Review Commission. He intends to be present.

RECOMMENDATION: Approval and appointment. Continue to advertise the remaining positions. Possible deliberation in executive session.

Item IV.4. Water Commission: Consider quotes from Vermont Pump & Fabrication to replace vs. rebuild the water system high lift pump. Jill and Cyrus Marsano, VTUMS, have [obtained a quote for the repair vs. replacement](#) from Vermont Pump & Fabrication of Lincoln for the high lift pump at the water pump house. Few companies provide this service.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.5. Consider quote by L&D Safety Marking for striping on Pine and North Streets for pedestrian walkways. L&D Safety Marking provided a quote for what I understand to be striping of North Street and Pine Street to provide pedestrian and bicycle travel ways. The quote has not been publicly disclosed in case the Selectboard determines additional quotes should be obtained. In addition to that question is whether the striping should be done this fiscal year, next fiscal year, or at all.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. Review of final designs and cost estimates for the School Street and Elementary School subsurface stormwater infiltration chamber projects. Online are the final reports prepared by Engineering Ventures for the [School Street infiltration chamber](#) and [one of the Elementary School infiltration chambers](#). The reports include analyses

of the sediments, phosphorous, and other pollutants each installation would be expected to capture from stormwater before eventually being discharged into the New Haven River. The reports also include final design plans; performance reports; permit evaluations; opinions of probable costs; Operation and Maintenance manuals; site construction plan sets; and site civil construction specifications.

I did not ask the consultant to be present to go over each of them because the actual expenses of the project went well over each of the lump sum \$16,850 contract amounts. The 100% final design projects will be 100% paid for through a Clean Water Block Grant, which needs to be closed out by April 30, 2022.

Highlights:

[School Street](#). Engineering Ventures reviewed the 30% design completed by Watershed Consulting in 2019 and felt it was optimistic in terms of capacity and performance, but workable in concept. The report goes into detail about the design elements.

“The orientation of this systems is largely based on the desire to preserve portions of the School Street right of way for future buried utility lines. Installation of this system will require deep excavations, and in order to minimize impact to the existing park features a temporary sheet pile wall, or other means of temporary shoring will be required during construction.

“An existing municipal water line runs below School Street within the proposed project area and is estimated to be nearly 100-years old. It is recommended that this waterline be relocated concurrent with the chamber system installation. Excavation near a water line of that age risks damage to the water line itself and raises the level of risk to the excavation crew unless that portion can be deactivated during adjacent excavation work.”

Opinion of probable cost: \$507,087

[Elementary School](#). The 30% design plans completed by Watershed Consulting in 2019 initially included two infiltration systems on the Elementary School site: School 001 and School 002. Engineering Ventures reviewed the 30% design and felt it was overly optimistic in terms of capacity and performance. They also found an existing wastewater disposal field on prior site plans for the school that would interfere with installation of the chamber system as outlined in the 30% plans. Due to this conflict, the School 002 (southern) system was no longer considered.

“... [T]he School 001 30% design was modified to focus treatment on a smaller area that more directly benefits the school and reduces the risk of bypassing runoff to adjacent properties. The new configuration will provide significant stormwater treatment and flow control while minimizing impacts to the school property.”

“Another modification involves the chamber system selected. The 30% design proposed installation of stormtech MC-4500 chamber units. The final design proposes MC-3500 chambers be installed to provide adequate separation to seasonal high-water table, as identified during the geotechnical investigation. A single MC-3500 chamber provides a larger storage volume and overall footprint than the MC-4500 unit, but a shorter vertical dimension. Use of the MC-3500 chambers increases the storage volume while keeping the bottom of the proposed system 15-inches higher.”

Opinion of probable cost: \$120,287.

It is important to note that the Elementary School project will now be under the purview of MAUSD to decide whether, how, and when to implement it. It will not be a Town project.

RECOMMENDATION: Discussion. No action necessary at this meeting.

Item IV.7. Review and adoption of the Bristol Local Emergency Management Plan. Updates to the Local Emergency Management Plan will not be posted to the Web site because of the range of personal information included. The [Local Emergency Management Plan adoption form](#) will need to be completed.

RECOMMENDATION: Updates and corrections as needed. Adoption.

Item IV.8. American Rescue Plan Act (ARPA) funding update and Selectboard goals. This continues to be a standing agenda item. One topic that may come up is [whether the funds could or should be used for retention and hiring bonuses](#). More information will be provided at the meeting.

RECOMMENDATION: Updates and discussion.

Item IV.9. Selectboard calendar and goals for the coming year. [Online is a slightly updated calendar](#) for the upcoming Selectboard meetings. I did not receive any feedback following the March 28 review. This is on the agenda for a quick check-in. After I posted it, I realized we need to add

RECOMMENDATION: Discussion.

Item IV.10. Review and approval of the August 23, September 13, and December 13, 2021, and January 10, January 17, January 24, February 7, February 21, February 28, March 14, March 28, and April 11, 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 V.1. Correspondence, documents, reports received.

- [Bristol RLF status report thru 2022-03-31.pdf](#).
- [Munsill Ave Local Concerns Flyer 2022-04-15.pdf](#).
- [E-mail ACEDC Spring 2022 Newsletter.pdf](#).

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).

Misc. Updates

- The final requisition and closeout documents are likely to be submitted to the NBRC this week for Stoney Hill Business Park Infrastructure Project.
- Submission of Bristol's ARPA Revenue Replacement Standard Deduction will be done this week.
- The 100% Final Design Clean Water Block Grant will be closed out this week.
- The Assistant Clerk/Assistant Town Treasurer ad will be posted this week in the *Addison Independent*, *Seven Days*, *Indeed.com*, *Front Porch Forum*, social media, and other electronic sources.

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 25

Monday: In the office.
7:00pm – Selectboard (via Zoom).

Tuesday: Working remotely.

Wednesday: In the office.
2:00pm – Munsill Ave. sidewalk scoping study steering committee check-in.

Thursday: In the office.
9:00am – Staff meeting.
10:30am – Claire Tebbs: on-site meeting to consider a plan for the downtown four corners.
2:00pm – Limelight online budget presentation.

Friday: Out of the office.

Week of May 2

Monday: In the office.
7:00pm – ARPA Funding Advisory Committee meeting.

Tuesday: Working remotely.

Wednesday: In the office.
10:00am – NEPBA Union negotiations.
7:00pm – Munsill Avenue Sidewalk Scoping Study Public Concerns Meeting.

Thursday: In the office.
9:00am – Bristol CORE

Friday: In the office.
10:00am – medical.

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. 25, 7:00pm, Holley Hall and 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.
- [Development Review Board](#): Tues., May 10, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., May 12, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., May 18, 7:00pm, via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. June 6, 7:00pm, via Zoom.

Upcoming Agenda Items

- Police Union contract negotiation review.
- Water and sewer budget review, public hearing.
- Review FY2021 audit report.
- Selectboard priorities for use of ARPA funds.
- Final review and approval of Memorial Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Prepare 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