

Bristol Town Administrator's Report

May 8, 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, May 9, 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. CONSENT AGENDA.

Item IV.1 Approval of request for authorization to put the 2002 Ford 350 out to bid. Now that the new Truck 5 will soon be here, Public Works Foreman Eric Cota, suggested putting the current 2000 Ford F-350 out to bid. It comes with the plow setup and other features. He is aware of at least one person who may be interested.

RECOMMENDATION: Approval, with a minimum starting bid at \$3,500.

Item IV.2. Approval of coin drop application: Bristol Rescue Squad, July 4, 2022, at North Street & Plank Road and West Street by the High School. This is the annual [coin drop fund-raiser for the Bristol Rescue Squad](#). A certificate of insurance is attached.

RECOMMENDATION: Approval.

Item IV.3. Approval of request from Rooted Vermont to use Meehan, Upper Meehan, and Ireland Roads for the Rooted Vermont bicycling event on July 31, 2022 as proposed. [Online is the request from Rooted Vermont](#) for the return of their bicycling event on July 31, 2022. This event first occurred in 2019 and was subsequently suspended in 2020 and 2021 due to the pandemic. The same routes and protocols are proposed and detailed in the documents.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS.

Item V.1 Consider request by Lucas Phillips for approval to dig holes for sign posts as part of a Bristol Scout Troop Eagle Scout project. Scout Lucas Phillips will be present to explain his proposal to [dig 10 holes in the ground along the Bristol trail network](#) for placement of historical marker signs. According to an 04/20/2022 e-mail, the "... holes will be 2 feet deep and 10 to 12 inches wide. The holes will be filled with concrete and have a post coming out so that signs can be put on them. The post will stick out of the ground 4 feet." This is before the Selectboard because some of the signs are proposed to installed on Town property. Porter Knight will also be present to provide additional information.

RECOMMENDATION: Approval.

Item V.2. Grant application authorization request: Porter Knight on behalf of the Town for \$10,000 from the Vermont Community Foundation for DEI (diversity, equity, inclusion) training. Porter Knight is [proposing to submit a grant application](#) on behalf of the Town of Bristol for up to \$10,000 to the Vermont Community Foundation for diversity, equity, and inclusion (DEI) training. There is no specific deadline; applications will be accepted until the grant funds are gone. No match is required. Porter will be present to provide more information.

RECOMMENDATION: Discussion.

Item V.3. Water Commission: water connection application for 59 Cottage Park. Online is a [water connection application for #59 Cottage Park](#). At the time it was submitted, the applicant was not aware of the [conditions that applied from the initial water connection approval](#). [Subdivision developments of this sort](#) in the village/water district are unusual and the developer and property owners were not aware of the two-step process for connection to the system: (1) the initial curb cut connection approval and (2) the meter installation and connection to the system for each unit. For unit #59, the balance of the connection fee and the cost of the meter package has been paid.

RECOMMENDATION: Approval with the conditions that, going forward, tracer wire must be included on any exterior in-ground plastic pipe installation and that the Water Operator (VTUMS) be contacted at least 48 hours in advance of any connection or adjustment to the water system and they must be present to witness any installation.

Item V.4. Consider moving forward with an amendment to the Green Mountain Engineering contract for the DWSRF Step II loan to incorporate VTM Engineering, updated schedule, and other updated details. [Online is a compilation of communications](#) regarding the recommended next steps for moving the DWSRF Step II loan application forward for final design of the Pine Street water line replacement in light of Green Mountain Engineering's disappearance.

RECOMMENDATION: Concur with the recommendation that the GME Step II contract be amended to have VTM Engineering complete the remaining work. Authorize VTM Engineering to submit a budget proposal and draft a new Step II Amendment between the Town and VTM for review by staff, Town Attorney, and Selectboard.

Item V.5. Grant application authorization request: ACRPC for Town commitment to install Triangle Bike Loop wayfinding signs and provide documentation for grant program. Following up on their [letter from November 2021](#), the Addison County Regional Planning Commission is requesting Bristol's participation in a grant application to the VT Bicycle Pedestrian Small-Scale Construction Program for implementation of the [Triangle Bike Loop](#). This would entail the Town agreeing to install two wayfinding signs:

- 1 right arrow (Plank to North St)
- 1 left arrow (North St to Plank)

It would also entail keeping track of the Town's resources to document as the in-kind match. In a 04/20/2022 e-mail, [Mike Winslow from the ACRPC explains](#) that because the ACRPC cannot be the applicant through this grant program, the City of Vergennes has agreed to be the applicant. A letter of support is also requested. A [draft letter of support is online](#) for review.

RECOMMENDATION: Approval; authorize me to sign the letter of support.

Item V.6. Consider purchase of extended warranty for the new Ford F450 (Truck 5) that replaces the 2001 Ford 350. Assembly of the new Ford F-450 is nearly completed and will soon be ready for delivery. When the Selectboard authorized the purchase earlier this year, the purchase of an extended warranty remained an open question. The warranty being offered now is approximately \$4,200 for 72 months (6 years) or 75,000 miles, both bumper to bumper. The Town traditionally purchases extended warranties with new vehicles.

RECOMMENDATION: Approve moving ahead with the warranty; determine whether by years or mileage.

Item V.7. Appointment or reappointment of Town officers. This is a somewhat recurring agenda item as long as we have vacancies and candidates to consider. Online are expressions of interest from:

- Planning Commission: [John Moyers](#)
- Revolving Loan Fund Committee: [Jen Myers](#)

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

Item V.8. Consider the BPD's request for authorization to use capital equipment funds up to \$12,000 for purchase of essential equipment. The Bristol Police Department is in the process of replacing or purchasing required equipment. Though cost estimates are still a bit fluid, they are seeking authorization to spend up to \$12,000 from the Equipment Reserve Fund to purchase weapons and evidence management and storage systems. The [memo posted online provides more specific information](#). As of Friday, there was more than \$16,000 in the Equipment Reserve Fund.

RECOMMENDATION: Approval.

Item V.9. American Rescue Plan Act (ARPA) funding update. This continues to be a standing agenda item. Members of the committee have begun to hold focus group meetings to hone in on specific areas of concern. See [the April 4, 2022 meeting notes](#) for more information.

RECOMMENDATION: Updates and discussion.

Item V.10. Review and approval of the August 23, September 13, and [January 10](#), January 17, January 24, February 7, February 21, February 28, March 14, March 28, April 11, and April 25, 2022 meeting minutes. These remain in progress. Original drafts that are available are posted on the Web site.

Item V.11. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#).

VI. OTHER BUSINESS.

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

- [Bristol Budget Status Report thru 2022-04-30.pdf](#).
- [E-mail BFD Huckett resignation 2022-05-05.pdf](#).
- [Bristol DTF Notice of Award 2022-05-06.pdf](#).
- [ACEDC May 2022 Newsletter.pdf](#).
- [VLCT Regulating Cannabils Webinar notice 2022-05-24.pdf](#).

VII. EXECUTIVE SESSION.

The Selectboard 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).

Downtown Transportation Fund Grant Award

We received word on Friday that Bristol was awarded the full amount of the [Downtown Transportation Fund Grant--\\$200,000](#)—plus an additional \$26,000 for stormwater best management design for the Basin Street Improvement Project! This comes in addition to the [VTrans Transportation Alternatives grant of \\$300,000](#) we received word of in March. All of these are for the Basin Street Improvement Project. After we receive the grant agreements, the next order of business will be to bring on a Municipal Project Manager (MPM).

Bristol CORE

We were surprised and disappointed this week to receive Kate Bentley's resignation as Executive Director of Bristol CORE. I thought she was a great fit for the position, but compelling personal reasons will require her full attention. She will be missed. The CORE board will be advertising the position and we will try various other ways to seek out potential candidates. Fortunately, Sarah Audet will continue with occasional promotional pieces via social media.

Four Corners Revitalization

This past week, Ian, Meridith, and I met with Claire Tebbs, who was a planner with the Addison County RPC and somewhat involved with design of the plantings when the intersection was redesigned and reconstructed back in ~ 2015. She has a landscape architecture and planning background and is now the principal consultant with [Ear to the Ground](#), which focuses on placemaking. We invited her to provide a cost proposal and prospective scope of work to develop a new plan for the intersection. Stay tuned.

New Holley Hall Town Office Sign Panel

Once again, Ian Albinson worked on the Town Office entry sign to include the E-911 address of 1 South Street. Thank you, Ian.

Technology Improvements

Ian is also looking into additional technology improvements to help manage simultaneous Zoom logins. This would require purchasing at least two additional licenses.



Misc. Updates

- DPW Candidates: we have 9 applicants for the position. We will soon be conducting interviews.
- The Assistant Clerk/Assistant Town Treasurer ad has been posted in the *Addison Independent*, *Seven Days*, Indeed.com, Front Porch Forum, and other electronic sources.
- The Munsill Avenue Sidewalk Scoping Study Local Concerns Meeting was held on Weds., May 4, both in-person and via Zoom. It was fairly well-attended. Feedback was also received via social media. A survey has been developed to solicit additional feedback: tinyurl.com/MunsillLCSurvey.
- We are working with the contractor, Workers, LLC, to nail down a schedule for the East Street sidewalk replacement project. A pre-construction meeting may occur later this week. Once nailed down, property owners along the project route will be notified.
- Meetings continue with the New England Police Benevolent Association and local representatives to negotiate the terms of an updated union contract.
- We continue to work with Roy Schiff, P.E., and FEMA to arrive at a design approach for the repair of the universal fishing platform at Eagle Park that is acceptable.
- The request for the \$50,000 enhancement to the \$535,000 VCDP CDBG grant on behalf of the Firehouse Apartments project was submitted this past week.
- The final closeout documents and final requisition were submitted to the Northern Border Regional Commission this past week.

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 May 9

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

Tuesday: Working remotely.

Wednesday: In the office.
10:00am – NEPBA union meeting.
12:00pm – Regional Emergency Management Committee meeting.

Thursday: In the office.
1:00pm – Yearly check-in with WCVT's Kris Merchant.

Friday: Out of the office.

Week of May 16

Monday: In the office.

Tuesday: Working remotely.

Wednesday: In the office.
10:00am – Addison County Partners meeting.

Thursday: 9:00am – all day: ACEDC Board annual retreat @ Basin Harbor

Friday: 9:00am – 1:30pm: VTCMA Spring Conference (2nd day only), Dorset, VT.

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., May 9, 7:00pm, Holley Hall and 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.
- [Planning Commission](#): Tues., June 7, 7:00pm, at Howden Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. June 13, 7:00pm, via Zoom (rescheduled).
- [Development Review Board](#): Tues., June 14, 7:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Water and sewer budget review, public hearing.
- Review FY2021 audit report.
- Police Union contract negotiation review.
- 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,

Valerie Capels, Town Administrator