

## **Bristol Town Administrator's Report**

**May 21, 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](http://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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

Join meeting by phone: 1 (646) 558-8656

### **Monday, May 23, 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 on one or more topics that are not part of the agenda.

**IV. PUBLIC HEARING -- Water and Sewer District Annual Meeting.**

- Review of operating budgets, capital budgets, and upcoming projects
- Review recent revisions to the [Bristol Water Use Ordinance](#)
- General issues

[Proposed Bristol Water District Budget](#) highlights:

- Does not include a rate increase.
- Revenues are projected to increase from increased number of customers and connection fees.
- Expected increased in contracted services.
- Increased investment in the Capital Reserve Fund.

[Proposed Bristol Sewer District Budget](#) highlights:

- Does not include a rate increase.
- Increased allocation to the Capital Reserve Fund.

**V. REGULAR BUSINESS.**

Item V.1 [Consider request by the MAUSD Board that a few Selectboard members join them at their May 24 meeting to discuss Bristol candidates for the vacant Board seat.](#) Dave Sharpe resigned his seat on the Mount Abraham Unified School District Board. The Board has advertised for interested candidates. [The Board is hoping that a few of the select board members will join them](#) at the May 24 school board meeting to discuss the Bristol board candidates. If three or more attend, that would represent a quorum and a notice would need to be posted for a special Selectboard meeting.

RECOMMENDATION: Select no more than two Selectboard members to participate.

Item V.2. [Consider request by Tom Wells to establish a grace period for late property tax payments.](#) Tom Wells had a frustrating experience recently when his tax payment mailed on April 11 was not received by the Bristol Town Clerk until April 20 (Wednesday). Taxes were due by midnight Friday, April 15. [He would like to request that a grace period be established for taxpayers.](#) We do not believe the Selectboard has the authority to do this and have asked the Vermont League of Cities and Towns for guidance. More information is expected to be available at the meeting.

RECOMMENDATION: Discussion.

Item V.3. [Consider new contract with VTM Engineering for the DWSRF Step II loan for the Pine Street water line replacement project.](#) I reviewed and compared the [proposed contract with the base contract with VTM Engineering, PLC](#), with that of Green Mountain Engineering amended version. They are nearly identical except the preliminary work sections deleted from VTM's version because that work has already been done (A1.01.A.2 to A1.02.B). The contract includes the Final Design phase that

was included the original GME contract. Neither contract includes the bidding and construction phase.

The VTM proposes a total loan amount of 19,730.20 to complete the remaining Step 2 work. [GME's original budget was \\$33,256](#), of which approximately \$21,256 has been sent to get the final design plans to where they are, leaving \$12,000 available from the GME budget. The remaining \$7,700 (approximately) is for redundant work items that will need to be done (such as removing GME's title blocks from all the sheets) and re-submittal of revised design plans and bid specifications as discussed (see items 1-5 in the cost proposal). DWSRF has agreed that these costs will be eligible for reimbursement due to the unusual circumstance of GME closing.

This draft contract also requires review and approval by the DWSRF folks before it can be executed.

RECOMMENDATION: Approval.

Item V.4. Discussion on IT hardware/networking updates to Town Office and additional Zoom licenses. Ian Albinson requested this item be on the agenda to follow up on [discussions in-house about technology improvements](#) and potential incremental costs.

RECOMMENDATION: Discussion.

Item V.5. American Rescue Plan Act (ARPA) funding update. This a recurring agenda item. Activities to provide an update on are the focus groups that have been occurring through the month of May.

Online are two important communications to clarify or update the allowable uses the ARPA funds:

- [Letter from Treasury, May 16, 2022](#), urging local governments to use the State and Local Fiscal Recovery Funds (SLFRF) for:
  - expanding the workforce and providing competitive wages,
  - expanding access to affordable housing, and
  - keeping our families and communities safe.
- [E-mail from Peter Pochop, May 13, 2022](#), clarifying that the SLFRF funds may also be used as the local match on projects awarded through VTrans Municipal Assistance. This could be relevant to the following projects:
  - Munsill Avenue Sidewalk Scoping Study = \$7,920 match; and
  - Basin Street Improvement Project = \$75,000 match  
plus an additional \$43,200 funding gap.

RECOMMENDATION: Discussion. No action is necessary.

Item V.6. Appointment or reappointment of Town officers -- tentative. This is on the agenda as a placeholder. We learned recently of Herb Schulte's resignation from the Bicycle Pedestrian Advisory Committee and Jason Hurd communicated his intention recently

to resign from the Planning Commission. These and other vacant positions will be advertised.

RECOMMENDATION: Consider prospective applicants. Possible deliberation in executive session. Continue to advertise the remaining positions.

Item V.7. Review and approval of the August 23, September 13, January 17, January 24, February 7, February 21, February 28, March 14, March 28, April 11, April 25, and May 9, 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 RLF status report thru 2022-04-30.pdf.](#)
- [E-mail and Mihavics resignation letter 2022-05-12.pdf.](#)
- [E-mail Schulte resignation 2022-05-17.pdf.](#)
- [E-mail and BEC internship transition memo EV charging station proposal 2022-05-06.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).

### **East Street Sidewalk Replacement Project**

Eric and I will be meeting with the contractor from Workers, LLC on Tuesday morning for the pre-construction meeting. He hopes to begin the work right away and estimates, with the holiday, it could take three to four weeks. He still needs to work some logistical details. I will plan to provide notice to the property owners on Monday

### **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](mailto: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 23**

Monday: In the office.

1:00pm – ARPA Committee focus group: Town Dept. Heads.

7:00pm – Selectboard (via Zoom).

Tuesday: In the office.

9:00am – East Street sidewalk replacement pre-construction site walk with contractor.

10:00am – NEPBA union negotiations.

2:00pm – personal appointment.  
Wednesday: 9:00am – all day: ACEDC Board annual retreat @ Basin Harbor  
Thursday: In the office.  
9:00am staff meeting.  
1:00pm – RCAP Solutions with John Kiernan and Jill Marsano.  
Friday: Out of the office.  
Week of May 30  
Monday: Holiday - out of the office.  
Tuesday: Out of the office.  
Wednesday: Out of the office.  
Thursday: In the office.  
10:00am - NEPBA union negotiations.  
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.

- [Planning Commission](#): Tues., June 7, 7:00pm, at Howden Hall and via Zoom.
- [Conservation Commission](#): Thurs., June 9, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., June 13, 7:00pm, Holley 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 (as needed).
- [Bristol Energy Committee](#): Weds., June 15, 7:00pm, via Zoom.
- [Selectboard](#): Mon., June 27, 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