

Bristol Town Administrator's Report

June 12, 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, June 13, 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. REGULAR BUSINESS.

Item IV.1 Review and approval of updated Recreation Department Coordinator job description.

The Assistant Director position was originally the Recreation Dept. Assistant and evolved after Alex Mihavics was hired. With Alex’s departure last month, Recreation Director Meridith McFarland and Hub Director took it as an opportunity to reevaluate the position going forward. They are proposing that the position be reformed as Recreation Department Coordinator. A [proposed job description is online](#). The position has been advertised and the draft job description posted online. The ad and job description can be updated if changes are adopted.

RECOMMENDATION: Discussion. Consider approval of the job description.

Item IV.2. Review and approval of the Public Works Assistant Foreman job description. When

Cale and Josh were promoted to Assistant Foreman, they had already been with the department for some while and knew the ropes. Consequently, a job description was not developed at that time. Now that we are starting fresh, an [Assistant Foreman job description has been drafted](#). It, too, has been advertised and the draft job description posted online. The ad and job description can be updated if changes are adopted.

RECOMMENDATION: Discussion. Consider approval of the job description.

Item IV.3. Water and Sewer Commission: consider proposed 3-year service contract from Vermont Utility Management Services (VTUMS). Online is the proposed 3-year contract renewal with VTUMS. This contract and the previous contract are nearly identical except the following rates:

Description of Service	2022-2025	2019-2022	% Change
Standard Service (25 Hrs/wk)	\$ 81,762.00	\$ 79,380.00	3%
ADDITIONAL SERVICES HOURLY RATE SCHEDULE			
Additional Services Hourly Rate (Nights/Weekends)	\$ 75.00	\$ 60.50	24%
Additional Services Hourly Rate for Overtime	\$ 85.00	\$ 77.00	10%
MAINTENANCE & REPAIR HOURLY RATE SCHEDULE			
Vactoring (Vactor B10-2105 Series) (price includes operator)	\$ 250.00		
Excavating 22,000 lb Machine (price includes operator)	\$ 135.00		
Excavating 10,000 lb Machine (price includes operator)	\$ 95.00	\$ 84.00	13%
Hot Jet USA Jetter & Pressure Washer (price includes operator w/ Jetter Trailer and 1-Ton)	\$ 160.00	\$ 115.00	39%
Skid Steer (price includes operator)	\$ 95.00	\$ 73.50	29%
1-Ton Truck (price includes operator)	\$ 80.00	\$ 60.60	32%
Tandem Truck (price includes operator)	\$ 95.00		
Labor Services (Billed Hourly)	\$ 75.00	\$ 42.00	79%

This contract would automatically renew for an additional 3-year period at an increase of 2.5% per year on the annual Lump Sum Fee for Standard Services and an increase of 1.5% per year on the Additional Services schedule if no re-negotiation is agreed upon prior to 7/1/2025.

RECOMMENDATION: Approval.

Item IV.4. Water Commission: new connection application for 81 Cottage Park. Online is a [water connection application for #81 Cottage Park](#). This is among the services that were installed at the 93 North Street development when 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 #81, property is fully connected to the water system.

RECOMMENDATION: We have since learned that the condition that tracer wire be included on any exterior in-ground plastic pipe installation is moot because the tracer wire needs to be connected to part of the water system at the other end. Approval with following recommended conditions: (1) That the Water Operator (VTUMS) be contacted at least 48 hours in advance of any repairs or adjustment to the water system beyond the water meter; (2) that they be present to witness any installations or repairs; and (3) payment of the connection invoice.

Item IV.5. East Street Sidewalk Replacement Project: status review. The East Street Sidewalk Replacement Project is essentially complete; all that remains is cleanup and restoration of some the yard areas directly abutting the new sidewalk. Of concern is drainage in some areas and to some degree the front yard restorations. General Requirement IV.11 provides for withholding 10% of the contract pending completion of a satisfactory final inspection. Also, Specifications III.13 and 14 relate to restoration of lawn and driveway areas.

[The original RFP](#) called for approximately 600 feet on East Street and approximately 100 feet on Park Place. Prior to the East Street project starting, there was agreement that Park Place did not need replacement at this time. Below is the final tally:

4" depth	6" depth		Workers LLC' bid	
\$81	\$86		Linear feet	
<u>627.3'</u>	<u>122.0'</u>		\$61,303	Total Cost
\$50,811	\$10,492	=	<u>-\$6,130</u>	10% withholding
			\$55,173	

Online are photos of the areas of concern:

[Photo 1](#)

[Photo 2](#)

[Photo 3](#)

[Photo 4](#)

I shared these photos with John Canuto, of Worker LLC and reminded him of the RFP provisions. Public Works Foreman Eric Cota wondered if some, if not all, of the drainage issues could be addressed by creating swales in the green strips to move the water away from those areas. In Photo 4, restoration of the driveway and front yard is likely to address those concerns.

RECOMMENDATION: Discussion. Determine if any action is needed.

Item IV.6. Ratification of approval of MAUSD banner application for graduation event. This item is to [ratify the approval](#) of a [banner installation application](#) to celebrate MAUSD graduating seniors.

RECOMMENDATION: Ratify the approval.

Item IV.7. American Rescue Plan Act (ARPA) funding update. This a recurring agenda item. [Online is recent communication from Treasury](#) regarding updates to the reporting guidelines. The ARPA Funding Advisory Committee completed its four focus groups and is now focusing on ways to solicit and capture ideas from the general public. One idea that gained traction is to host a spaghetti supper with childcare available. Details are being discussed, as other details for other ideas. Stay tuned.

RECOMMENDATION: Discussion. No action is necessary.

Item IV.8. Appointment or reappointment of Town officers. [Online are communications and forms](#) from the Addison County Regional Planning Commission regarding annual appointments to various seats on their Commission and Transportation Advisory Committee. Each of the people listed below have agreed to be reappointed to the one-year terms:

- ACRPC Delegate: Peter Grant
- ACRPC Alternate Delegate: Bill Sayre
- ACRPC TAC: Peter Grant
- AC REMC – Emergency Management Director: Valerie Capels
- AC REMC – Emergency Services Representative: Peter Coffey

RECOMMENDATION: Reappoint the candidates for the one-year appointments. The Chair will need to sign the forms. Continue to advertise for vacant positions.

Item IV.9. Grant application authorization request: VTrans Grants-In-Aid program. [Online is a memo from VTrans](#) announcing the FY2023 Municipal Grants-in-Aid program that provides funding for municipalities to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP). Up to \$15,00 would be available. A

minimum 20% match (\$3,750) is required. This item would actually be to authorize submitting the [Letter of Intent](#) to participate as well as the [grant authorization request](#). A specific project has not yet been identified.

RECOMMENDATION: Authorization of the Letter of Intent and the grant authorization request.

Item 1V.10. 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, May 9, and May 23, 2022 meeting minutes. These remain in progress. Original drafts that are available are posted on the Web site. The Jan. 17 minutes were approved at the previous meeting.

Item 1V.11. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant](#).

V. OTHER BUSINESS.

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

- [E-mail and Bristol Lister 30-Day Ext. Request signed 2022-05-31.pdf](#).
- [Bristol Allocation Letter LaRose Survey for Letersky and LeFlam 139 North St 2 022-06-08.pdf](#).
- [E-mail Knight and BTN Plank Rd trail information 2022-05-26.pdf](#).
- [E-mail Slager BPAC resignation 2022-06-10.pdf](#).
- [DTF Basin Street Improvements Bristol VDHP Comment 2022-06-01.pdf](#).
- [E-mail VT-CCB License SCLT0005 Issued 2022-06-08 redacted.pdf](#).
- [Letter Sylvia Coffin to Selectboard thanks 2022-05-28.pdf](#).
- [Bristol Tree Committee Meeting Notes 2022-06-03.pdf](#).
- [E-mail Ross leaving Addy Indy 2022-05-25.pdf](#).

VI. 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).

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 June 13

Monday:

9:00am – NEPBA union negotiations via Zoom. Will be Zooming from home.
In the office after the meeting.
7:00pm – Selectboard (via Zoom).

Tuesday:

Working from home.
10:15am – personal appointment in Colchester.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Week of June 20

Monday: In the office.

Tuesday: In the office.

Wednesday: Working from home.

11:15am – medical appt. in Burlington.

Thursday: 7:30am – ACEDC Board meeting via Zoom.

In the office around 10:00am.

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., June 13, 7:00pm, Holley Hall and via Zoom.
- [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.
- [Planning Commission](#): Tues., July 5, 7:00pm, at Howden Hall and via Zoom.
- [Selectboard](#): Mon., July 11, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., July 14, 6:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. July 18, 7:00pm, via Zoom (rescheduled).

Upcoming Agenda Items

- Water and sewer budget review, final 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