

Bristol Town Administrator's Report

June 26, 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 27, 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 – Continuation of Water and Sewer District Annual Meeting.

- Review of operating budgets, capital budgets, and upcoming projects
- General issues

Proposed Bristol Water District Budget highlights:

- This is the same table from the May 23 meeting without updates. Updated information from the previous meeting is pending.
- 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:

- This is the same table from the May 23 meeting without updates. Updated information from the previous meeting is pending.
- May include a rate increase.
- Increased allocation to the Capital Reserve Fund.

V. REGULAR BUSINESS.

Item V.1 Water Commission: new water service connection application for Firehouse Apartments (Firehouse Partnership). [Online is the water service application](#) from Firehouse Apartments Limited Partnership for a new 20-unit multi-residential development on Firehouse Drive. Two curb stops in that location were included in the Stoney Hill Business Park infrastructure project. The application includes general detailed construction specifications. The applicant proposes to have all the services on one account. The connections to Building A and Buildings B and C will constitute two service connections.

The 16-unit building (Building A) will have a sprinkler system while the two duplexes (Buildings B and C) will not. [The sprinkler plan is provided](#), as required in Section 12 of the updated and revised [Bristol Water Use Ordinance](#).

The plans were provided to Bristol's Water Operator and Bristol's Town Engineer. They recommended the following:

- that the HDPE pipe be changed to Type K copper;
- that the ¾" line going to Building B be increased to 1";
- that the 1" service line going to Buildings B and C be increased to 1 1/4"; and
- emphasize that the Water Operator needs to be contacted at least 48 hours in advance of any work beginning and to witness all in-ground installations.

The applicant accepted all recommendations.

RECOMMENDATION: Approval per the Town Water Operator and Town Engineer's recommendations. A permit to work in the Town right-of-way may also be necessary.

Item V.2. Water Commission: new water service connection application for 34 Garfield Street (Zebo). Jacob Zubow proposes to extend the existing 3/4 " water service line from the existing 34/36 Garfield Street duplex to a new, permitted 3-bedroom accessory dwelling. The [application and design plan](#) were forwarded to the Water Operator and Town Engineer. Presuming the connection from the main to the existing duplex is a 3/4" service line, they both were concerned there would not be enough water pressure for the new 3-bedroom unit from the existing water service. They recommend the following options:

Option 1: A new tap and line for the new residence with a 3/4" service, curb, and meter set.

Option 2: Upgrade the current service to a larger tap, such as 1", run to the right of way, then T off to (2) 3/4" curbs, services, and meter sets - one to the duplex and one to the new 3-bedroom home.

Option 3: Provide a letter or some other form of certification and the calculations from the engineer/designer showing that the current design flow and pipe sizing meets the plumbing code to provide the necessary pressures and flows to these dwelling units with the existing 3/4" service.

Project engineer Jason Barnard commented that they have addressed Option 3 as the water service design calculations are on the table on the drawing.

RECOMMENDATION: It is unclear whether the applicant wishes to proceed with the proposal, which is why this is listed as *tentative* on the agenda. The application fee has not been paid as of Friday; however, considerable effort has already gone into review of the application. Additional information might be available at the meeting.

Item V.3. Request for use of Town roads: Green Mountain Stage Race (Kessler). [Online is this year's request](#) from Gary Kessler and the Green Mountain Stage Race for use of Bristol roads on September 4, 2022.

The event would use Hewitt Road and South Street before turning right onto East Street/Rt. 116/17, coming through downtown Bristol and heading to the Apalachian Gap. Racers would start to arrive in Bristol at around 10:00am and the very last racer would be through town by about 1:30pm.

[Gary Kessler's 06/24/2022 letter](#) outlines specific measures in place to ensure the safety of riders and other road users during that time. A certificate of insurance with the Town and Bristol Police Department named as additional insureds is provided.

RECOMMENDATION: Approval as proposed.

Item V.4. Consider acceptance of Kingsbury Construction job estimate for sorting trash at solar array site for removal. Late last year during the Bristol Community Solar Project construction, mounds of trash were unearthed in an area that was expected to be the

project's stormwater retention pond. Various consulting fees were expensed to determine how best to dispose of the material and in a 01/03/2022 e-mail, James Surwilow with the Vermont Solid Waste Management Program ultimately determined that "the VTDEC would allow the residual solid waste to be screened out from the soil and sent off-site for disposal. This could be through the Addison Solid Waste District Transfer Station or any other means that ensures that the waste is disposed of in a certified solid waste facility. The remaining soil can be disposed of at the Bristol landfill, on a finished side slope, and covered with 18" of clean fill, seed, and mulch. We can mutually agree on a location, and Aegis or Sanborn Head are welcome to make suggestions. The Omya tailings that are being used to repair some of the cap damage from the solar development would be ideal as the clean fill, as it maintains what was used to originally cap the landfill. The upper surface of the clean fill should be blended with compost or topsoil to ensure vigorous growth."

[Online is cost proposal from Kingsbury Construction](#) to sift and sort the material provided through Aegis. This is time-sensitive in terms of continued progress to complete the project.

RECOMMENDATION: Approval.

Item V.5. [Set date for annual Public Works road trip](#). Time certainly has snuck up on us, as often happens. This adventure is usually planned for an off-Selectboard evening in June, but here we are. With one new DPW member on board and possibly another by then, this will all the more useful.

RECOMMENDATION: Discussion; set date.

Item V.6. [American Rescue Plan Act \(ARPA\) funding update](#). This a recurring agenda item. Updates will be provided at the meeting.

RECOMMENDATION: Discussion. No action is necessary.

Item V.7. [Appointment or reappointment of Town officers](#). Online are applications or expressions of interest from two citizens for a seat on the Bristol Planning Commission. According to the Web site, there are two vacancies: one term until 2023, and one until 2024.

- [Fred Baser](#)
- [Slim Pickens](#)

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

Item V.8. [Review and approval of the August 23, 2021 and January 24, February 21, May 9, and May 23, 2022 meeting minutes](#). These remain in progress. Original drafts that are available are posted on the Web site.

Item V.9. Authorize accounts payable warrant and any liquor licenses. Accounts payable warrant will be posted.

VI. OTHER BUSINESS.

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

- [2022 Annual Landfill Closure Inspection Report VTM 2022-06-15.pdf.](#)
- [Bristol VT5002 Water Quality CCR 2021.pdf.](#)
- [Letter DeVries VT River Conservancy easement monitoring 2022-06-14.pdf.](#)
- [Bristol Allocation Letter Beyer for Firehouse Apts 2022-06-20.pdf.](#)
- [Bristol Allocation Letter Walker for Zubow 34 Garfield St 2022-06-20.pdf.](#)
- [E-mail VTrans Press Release Amtrak service start date 2022-06-16.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).

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 27

Monday: In the office.
10:00am – West Street slope repair construction meeting.
7:00pm – Selectboard (via Zoom).

Tuesday: Working from home.

Wednesday: In the office.
10:00am – NEPBA union negotiations.
12:00pm: RCAP Solutions, John Kiernan.
1:30pm – RCAP Solutions with John Kiernan and Jill Marsano at septic system.

Thursday: In the office.
9:00am staff meeting.

Friday: In the office.

Week of July 3

Monday: Holiday - out of the office. Town Office will be closed.

Tuesday: Out of the office.

Wednesday: Out of the office.

Thursday: Out of the office.

Friday: Out of 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 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.
- [Development Review Board](#): Tues., July 12, 7:00pm, Holley Hall and via Zoom (as needed).
- [Conservation Commission](#): Thurs., July 14, 6:00pm, Holley Hall and via Zoom.
- [ARPA Funding Advisory Committee](#): Mon. July 18, 7:00pm, via Zoom (rescheduled).
- [Bristol Energy Committee](#): Weds., July 20, 7:00pm, via Zoom.

Upcoming Agenda Items

- Personnel compensation review.
- Annual Public Works road trip.
- 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