

Bristol Town Administrator's Report

July 25, 2021

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.

Monday, July 26, 2021 Meeting Agenda and Materials

I. CALL TO ORDER: 7:00PM.

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."

Time limits are included on the agenda in an effort to manage and focus the Selectboard's and citizens' time. Some items might require more or less time than estimated. If substantially more time is expected to be needed, Selectboard members may determine whether the item needs to be continued to a future agenda.

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

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 a relatively new addition to the agenda intended to be a regular 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. Consider adjustments to the approved indemnification agreement related to the land transaction with Stoney Hill Properties, LLC to support Firehouse Apartments (Evernorth) to reflect VLCT input. Online is [an updated version of the indemnification agreement](#) that more accurately reflects the version that was reviewed and OK'd by the Vermont League of Cities and Towns. The primary difference is the insurance information detailed in paragraph 3, which basically mirrors VLCT PACIF's standard coverage, and an addition to paragraph D. Different versions were going back and forth at the time; a version with the more detailed insurance provisions was the one forwarded to VLCT for review. I was under the impression that the final version provided to me replaced that detailed insurance information with simply listing the Partnership as an additional insured, which the more detailed version also did. Town Attorney Benj Deppman and Partnership attorney Jill Broderick concur that this version more accurately reflects all reviews.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item IV.2. Consider acceptance of the revised stormwater infrastructure maintenance agreement between Stoney Hill Properties, LLC and the Town of Bristol related to the development of the Stoney Hill Business Park. Online is an [updated stormwater infrastructure maintenance agreement](#). Following up on observations made at the previous meeting, the only change was to remove reference to the Town being responsible for the infrastructure costs.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item IV.3. Holley Hall roof repair status update. Online is [an e-mail thread with Chris Hahn of Rooster Construction](#) regarding his observations and some recommendations for future maintenance of the Holley Hall slate roof. He also notes that the diverter and copper flashing is suffering from past faulty repairs recommends they should be replaced. A cost estimate for this additional work may be available in time for Monday's meeting.

His e-mail also included about a dozen photographs of broken shingles, nail holes in the copper flashing, failed caulking, and other details. Recreation Director Meridith McFarland may be on hand to provide more information. We hope to have a better idea of estimated costs of repairs currently recommended and those to be planned for going forward.

RECOMMENDATION: Discussion. Possible approval of repair expense beyond original scope. Determine next steps.

Item IV.4 Continued consideration and possible adoption of amendments to Bristol's Water Use Ordinance. Online is an [updated draft of the Bristol Water Use Ordinance](#) that incorporates the adjustment discussed at the prior review. These are highlighted in yellow. Also highlighted in yellow are provisions referring to "water supply emergencies" that I continue to try to clarify. More information and possible recommendations may be available by Monday's meeting.

This draft proposes adding an APPENDIX C where construction standards could be added at a later date without needing to update the entire ordinance. It would be identified as "reserved" in the meantime as a placeholder.

RECOMMENDATION: Determine if additional information is needed. Adjustments as needed. Consider adoption. If adopted, the procedures regarding publication and posting will need to be followed.

Item IV.5. Consider whether trash and recycling receptacles should be placed on the Town Green. At the previous meeting, Ian Albinson requested this item be on the agenda for discussion. Online are [specifications of the trash and recycling receptacles](#) that were purchased through an Addison County Board of Realtors grant. There is a multi-layered history of decisions related to what, if anything, can be added to the Town Green Park area. Trash receptacles are particularly challenging.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. Curb cut application: #2021-DA08, Chris Acker, Hewitt Road for new commercial access. Online is a [curb cut application received for two new commercial driveways off Hewitt Road](#). The application fee of \$50 has not yet been paid. A permit application and deposit will also need to be submitted for DPW review and approval.

Public Works Foreman Eric Cota recommends that, if approved, two (2) fifteen-inch x forty-foot (15" x 40') culverts would need to be installed with a minimum cover of twelve inches (12") crushed gravel (or equivalent) with compaction every six inches (6") to eight inches (8") on black plastic or twelve inches (12") to eighteen inches (18") on gray plastic. Low tree branches would need to be trimmed for sight distance in both directions. He noted that the reason for the forty-foot culverts is to avoid delivery trucks and possible tractor trailer trucks from driving over the ends. If approved, compliance with the work in the ROW permit (approved by the DPW Foreman) would also be required. The additional information regarding the Foreman's recommendations beyond what was included on the application form occurred after the application was submitted.

RECOMMENDATION: Determine if additional information is needed. Approval per the Public Works Foreman's recommendations, payment of the required fees, and any conditions in the work in the ROW permit.

Item IV.7. Consider request from Bristol taxpayer Richard Russell to waive delinquent tax fees on their April tax bill. Online is a [written request from Bristol taxpayer Richard Russell](#) requesting the delinquent tax fees he has been assessed be waived. Included with his letter is documentation showing that he sent a check dated April 5, 2021 in the amount of the taxes owed by certified mail. The return receipt indicates it was received and signed for on April 9, 2021. A bank statement was provided showing the check was cashed and cleared on April 15, 2021. Total interest and penalty fees appear to total \$173.77 to date. It would appear that, somehow, this account was flagged as delinquent in error.

In all honesty, I do not know if the Selectboard is authorized to waive or forgive property tax penalties and interest. My limited experience in this area suggests it is not, but that could be inaccurate. I sent an inquiry to VLCT for guidance and hope to have more information from them or other sources in time for Monday's meeting.

RECOMMENDATION: Determine if additional information is necessary. Forgive the penalty and interest fees if the Selectboard is authorized to do so.

Item IV.8. Review and approval of the June 14, June 28, and July 12, 2021 meeting minutes. The June 14, June 28, and July 12 minutes are still in the process of being reviewed. The original draft minutes are posted online. The completed minutes are expected to be posted online and e-mailed prior to Monday's meeting.

Item IV.9. Authorize accounts payable warrant and any liquor licenses. Online is the [accounts payable warrant](#).

V. OTHER BUSINESS.

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

- [Bristol Budget Status Report thru 2021-06-30.](#)
- [Bristol RLF status report thru 2021-06-30.](#)
- [5002 Bristol Water Department Sanitary Survey Letter 2021-07-13.](#)
- [E-mail DWSRF funding priority list Pine St water line 2021-07-22](#)
- [Town of Bristol VT WPL-240 closeout repayment schedule 2021-07-16.](#)
- [AES3 Bristol Community Solar Stormwater Permit 9252-9020 2021-07-09.](#)
- [E-mails VLCT re ARPA funding status 2021-07-23.](#)
- [E-mail Governor Press Release re ARPA funding 2021-07-22.](#)

VI. EXECUTIVE SESSION.

The executive session may or may not be needed for personnel matters per 1 V.S.A. §313(a)(3).

ARPA Funding

We continue to receive requests and suggestions from citizens and organizations about how Bristol's ARPA funding could or should be used. We are currently certified to receive approximately \$402,000 over two 50% annual payments. We do not know yet what the county allocation is expected to be. There is [no timeline for when this will be determined or conveyed to municipalities](#). I do not expect this to be on a Selectboard agenda for discussion of

possibilities and priorities until we have this information. After the Selectboard's discussion and perhaps list of priorities, there is expected to be a public forum opportunity for citizens to weigh in on it and, perhaps, add other considerations. I reiterate the guidance to "be patient, be strategic, and be deliberate."

Lincoln Road/Briggs Hill Intersection/Bartlett Falls Parking

The study of the Lincoln Road/Route 116 intersection, Briggs Hill Road intersection, and Bartlett Falls parking conundrum has come a long way and is ready for preliminary Selectboard feedback. The grant funding requires it be completed by the end of September, which I am loathe to note is only two months away. The public Alternatives Presentation Meeting was originally scheduled for Monday, Aug. 23, but some key folks will not be available then. And the consultant would not be available for an August 9 meeting. We will now be exploring the availability of Selectboard members and others interested for a **special Aug. 16 meeting**, whether in-person or via Zoom. If folks are available, that would be my recommendation. \

Schedule

Due to a leg injury, I will continue to be working remotely for the next few weeks. I can be reached by email at townadmin@bristolvt.org and by phone. 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 July 26

Monday: Working remotely.
7:00pm – Selectboard meeting via Zoom for me.
Tuesday: Working remotely.
10:00am – Stoney Hill design team meeting.
Wednesday: Working remotely.
Thursday: Working remotely.
11:00am – medical appt.
Friday: Working remotely.
11:00am – Stoney Hill design team meeting.

Week of August 2

Monday: Working remotely.
9:00am medical appt.
Tuesday: Working remotely.
3:00pm – EWP West Street bid opening at Holley Hall.
Wednesday: Working remotely.
2:00pm – Addison County Recovery Team
Thursday: Working remotely.
11:00am – medical appt.
Friday: Working remotely.
11:00am – Stoney Hill design team meeting.

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., Aug. 9, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Aug. 10, 7:00pm, Holley Hall and via Zoom.
- Bristol CORE: Thurs., Aug. 12, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Aug. 12, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Aug. 17, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Aug. 23, 7:00pm Holley Hall and via Zoom.

Upcoming Agenda Items

- Review of prospective Auditor candidates; selection (due date July 29).
- West Street slope repair bid opening (Aug. 3); possible selection of contractor.
- Lincoln Road/Route 116 intersection, Briggs Hill, and Bartlett Falls parking alternatives presentation.
- Continued Personnel Policy review and updates.
- Fire Dept. Training Room waiver document update and discussion.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Village traffic and speed limit concerns.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator