

Bristol Town Administrator's Report

October 22, 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, October 24, 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. PINE STREET WATER LINE REPLACEMENT BOND VOTE PUBLIC INFORMATION MEETING

The [special Town Meeting bond vote](#) is Tuesday, November 8, 2022. Voters may cast their ballots early or at the polls anytime between 7:00am and 7:00pm.

Town Engineer Steve Palmer, P.E. of VTM Engineering and Bristol Water Operator Jill Marsano of VTUMS will be Zooming in to describe the project, why it's needed and to help answer questions.

- Preliminary Engineering Report (PER) from 2021 for entire village water system that identifies the Pine Street water line as the highest priority: [HERE](#).
- Excerpt of the PER for the Pine Street project estimate of probable cost: [HERE](#).
- 90% design plans of the water line replacement project, VTM, 2022: [HERE](#)

V. REGULAR BUSINESS.

Item V.1 Continue discussion regarding options and potential cost proposal from the Cushman Design Group for a future location of the Bristol Police Station behind the Fire Station and steps forward. Cushman Design Group is expected to provide a proposed scope and cost proposal by noon Monday.

RECOMMENDATION: Receive the information. Consider next steps.

Item V.2. Consider the single bid submitted for the Lawrence Memorial Library front porch rehabilitation project. Online is the [request for proposals \(RFP\)](#) that was issued in September for restoration of the Lawrence Memorial Library front porch. Subsequent to the RFP being issued, Town and Library representatives met with Jackson Evans from the Preservation Trust of Vermont, who arranged for Bristol to receive a 50% (\$250) grant through their Robert Sincerbeaux Fund. Thomas Bursey will be preparing a condition assessment and preliminary cost estimates report for the Library by no later than mid-November. We may want to wait to see the results of the assessment before taking further steps (no pun intended).

RECOMMENDATION: Consider discussion in executive session whether to accept the bid or re-bid the project for the spring.

Item V.3. Preliminary review of the FY2021 audit. Online is the [“final” FY2021 audit](#) finally received late this week. One of the hold-ups had been efforts to clarify the management letter that identified an apparent oversight regarding a survey and financial projections for maintenance of the landfill. After the management letter was “finalized,” questions arose whether the provisions the auditor cited were, in fact, applicable to Bristol's landfill. And it turns out a financial analysis was, in fact, completed as [part of the landfill closure certification application](#) in 2016. So, there

may be yet another revision to the management letter. This was useful, though, in bringing to light that we have been under-budgeting the landfill management area of the budget. We recognized this last year by increasing it to \$7,000 in the FY2023 budget. The audit shows an actual FY2021 expenditure of \$8,336 (p. 67), closer to the projected annual cost.

RECOMMENDATION: Discussion. Consider whether to schedule additional time at another meeting for more in-depth discussion and invite a representative from RHR Smith & Company to Zoom in to help answer any questions.

Item V.4. Review of 2023 PACIF values for Bristol properties. This is on the agenda because as I was going through the VLCT PACIF renewal application materials, some of the listings on the [2023 property valuation table](#) caught my attention. That made me want to compare it to previous years. [Online is a 3-year comparison](#) of Bristol's property schedule, 2021-2023. There was a 6% increase across the board from 2021 to 2022 and an 11.8% increase from 2022 to 2023. A representative at VLCT explained the increase is based on inflation and cost of materials in the event any of those buildings needed to be replaced. (I didn't think to ask why the buildings are not listed by their numerical order.) Oddly, the contents values remained the same from year to year and did not account for depreciation. I was also curious how the values compared to the Lister values. (Lister values also include land, which the VLCT numbers do not.) Certainly, we do not want to under-insure Bristol's properties. Nor do we want to pay more than necessary. I thought it would be useful to have additional eyes on this to see if any changes are warranted. Online are the [valuation definitions](#): GRC means guaranteed replacement cost; AV means agreed value. Questions/observations:

- The contents of the Fire Station (Bldg #31) is valued at only \$73,486.
- I thought the Dog Kennel (Bldg #30) has been removed, but apparently not. Now valued at more than \$33,000, should it be?
- The Storage Shed (Bldg #1) fell off the list in 2023. Should it be added?
- The contents of the Town Garage (Bldg #23) is listed as \$10,000. A single vehicle in there would cost more than that to be replaced. Should it be increased?
- Similarly, the contents of the Village Garage (Bldg #25) is valued at \$25,000.
- The Rec. Dept./Rec. Club snack bar (Bldg #11) contents value is listed at \$0. Does it have kitchen facilities that should be covered?
- The Teen Center (Bldg #29) has a kitchen and a lot of computers, musical instruments, appliances, techno gear, and more. Its contents value is listed at \$2,000.
- The Police Station's (Bldg #7) contents is valued at \$50,000. Enough?

There could be more. I will be interested in the Selectboard's and other's thoughts.

RECOMMENDATION: Discussion.

Item V.5. Consider development of a Bristol River Management Plan that may include extraction of gravel from the New Haven River. This topic follows up on the one from the previous meeting. A meeting is scheduled for this coming Monday, noon with VT Stream Alteration Engineer Jaron Borg and Western Region Floodplain Manager Kyle Medash to review the area of interest. We have also various received river management documents. More information is likely to be available at the meeting.

RECOMMENDATION: Discussion. Consider next steps.

Item V.6. American Rescue Plan Act (ARPA) funding update. This is a recurring agenda item. Additional updates, if any, will be provided at the meeting.

RECOMMENDATION: Discuss in executive session under contract negotiations.

Item V.7. Review and approval of the September 14, September 26, and October 10, 2022 meeting minutes. The [Sept. 14 draft minutes with Michelle's edits](#) are available for review. The others are in progress and will be e-mailed and posted online when available.

Item V.8. Authorize accounts payable warrant and any liquor licenses. The accounts payable warrant is in progress and will be e-mailed and posted online when available.

VI. OTHER BUSINESS.

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

- [Bristol RLF status report thru 2022-09-30.pdf](#).
- [National Opioid Settlement Allocation Notice-Vermont PY2 2022-10-11.pdf](#).
- [E-mail stormwater 2019 permit thresholds took effect July2022 2022-10-21.pdf](#).
- [Firehouse Apartments Groundbreaking Invitation.pdf](#).
- [Firehouse Apartments Groundbreaking Fact Sheet.pdf](#).
- [E-mail National First Responders Day 2022-10-14.pdf](#).
- [Letter Monaghan re rate increases 2022-10-18.pdf](#).
- [Letter TVT FY2024 funding request 2022-10-19.pdf](#).
- [Maple Broadband 2022 Annual Report.pdf](#).
- [Maple Broadband budget documents 2022-10-18.pdf](#).

VII. EXECUTIVE SESSION.

The Selectboard may deliberate in executive session regarding contract negotiation per 1 V.S.A. §313(a)(1)(A) and/or personnel matters per 1 V.S.A. §313(a)(3).

Basin Street Improvement Project

The [request for proposals for a Municipal Project Manager \(MPM\)](#) has been out. Proposals are due by 12:00pm, Friday, October 28, 2022. A fair amount of interest has been received.

I am in the process of completing an application for the Addison County Regional Economic Development Corporation Regional Project Priority (RPP) List for the Basin Street improvement project. It will be good to be on this list in the event there are funding gaps that other grant programs can help with. The due date is October 28. It does not guarantee funding for a project. It does indicate to state and federal funders the priorities for the region and some funders add points to their scoring if a project appears on the Regional Priority Project List. In January, the top 10 projects on the list are submitted to the Vermont Agency of Commerce, and they share it with other state and federal funding agencies. The ACREDC will maintain the list of all projects submitted regionally and update it periodically. As projects get closer to shovel ready, they move up the priority order of the list. More info is on the [RPP Web site](#).

Public Works CDL Accomplishments

Congratulations to Colby Gile and Brett Bassett for completing their requirements for a new Commercial Drivers License (CDL) and upgrade from an existing one to Class A, respectively! It required several weeks of evening trainings in Berlin, VT. The travel over there from Bristol might have been more grueling than the training, but I expect the trainings were intense, too—and certainly useful. Meanwhile, the remaining team needed to tend to matters while they were away. Congratulations to all of them for getting through it.

Misc. Updates

- Reminder: A groundbreaking celebration for Firehouse Apartments has been planned for Weds., Oct. 26, 1:30pm. on Firehouse Drive. The upstairs meeting room at the Fire Station has been reserved for an opportunity to gather followed by the photo op on site.
- Have been working on the VLCT PACIF insurance coverage renewal application package. Sharon helped with the vehicle listings. It is complete except for item #3 on tonight's agenda.
- Have been working on the annual financial reporting and management documents for USDA Rural Development (a requirement of the USDA RD Community Program Loan Agreement for the West Street water main project).
- Submitted the project completion report for the West Street slope repair project to the Army Corps of Engineers.
- Have begun working with Porter Knight and Tabitha Moore (Intentional Evolution Consulting, LLC) with the review of Bristol's job descriptions, Town Report, and Web site for language that is discriminatory and not inclusive or equitable.
- Am in the process of navigating the ever-changing DISA drug testing reporting system to provide updates regarding Colby Gile's new CDL license and Brett Bassett's upgrade to Class A CDL. Waiting on copies of the actual licenses.
- Submitted the final document in GEARS needed for the Firehouse Apartments to comply with all of their CDBG grant conditions.
- Have begun updating the budget spreadsheets with updated health insurance info, audited FY2021 info, personnel info, and more.

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 October 24

Monday: In the office.
12:00pm – meeting with river mgmt. specialists
130:0pm – meeting with ANR folks, JM, SP re Pine Street water line funding
7:00pm – Selectboard meeting

Tuesday: Working from home.

Wednesday: In the office.
1:30pm - ?

Thursday: 9:00am – Staff meeting
1:30Pm – VT Tree Goods lenders meeting
3:30pm – Tabitha Moore & Porter Knight DEI review

Friday 12:00pm - Basin Street MPM proposals due.

Week of October 31

Monday: In the office.

Tuesday: In the office. (Swapping working from home with Wednesday.)

Wednesday: Working from home – sort of.
10:00am – med appt. in Burlington.
2:00pm – Munsill Ave. scoping study check in (Zoom)

Thursday: In the office.

Friday: In the office.

Week of November 7

Monday: In the office.
5:300pm – ARPA Funding Committee—in person at Holley Hall. (I'll be Zooming)
7:00pm – Special Selectboard meeting >> Bond vote public info meeting

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

Friday: 7:30am – ACEDC Board annual meeting in East Middlebury (in-person).
In the office around 10:00am.

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., Oct. 24, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Nov. 1, 7:00pm, at Howden Hall and via Zoom.

- [ARPA Funding Advisory Committee](#): Mon. Nov. 7, 5:30pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Nov. 8 , 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Nov. 7, 7:00pm, Holley Hall and via Zoom
- [Bristol Energy Committee](#): Weds., Nov.16, via Zoom.

Upcoming Agenda Items

- Continued review of FY2021 audit report.
- Review updated Revolving Loan Fund application materials and policies.
- Public Hearing on new vehicular speed limits.
- Continued Personnel Policy review and updates.
- Final review and approval of Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Selectboard priorities for use of ARPA funds.
- Prepare for town-wide reappraisal schedule and RFP for professional assistance.
- Continued consideration of the Public Works site analysis and next steps.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator