

Bristol Town Administrator's Report
March 26, 2023

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 other Selectboard activities and 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, March 27, 2023 Meeting Agenda and Materials

I. Call to Order: 6:30 P.M.

II. EXECUTIVE SESSION re. personnel matters per 1 V.S.A. §313(a)(3).

III. 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."

IV. 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.

V. 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 about one or more topics that are not part of the agenda.

VI. CONSENT AGENDA

The Consent Agenda is intended to group routine, non-controversial, and straightforward agenda items to be acted on in a single motion. Such items typically would not require debate or discussion. If any Selectboard member or member of the public wishes to discuss an item, it should be removed from the Consent Agenda and moved to Regular Business for discussion and action.

Item VI.1. Acknowledge the VTrans Rule 118-4 Weight Limit notice. The Town of Bristol posts 15 bridges and gravel roads from February 15 to May 1 each year. State statute and VTrans Rule 118-4 require that [this notice from VTrans](#) be "filed" with the Selectboard and posted in two public places in town.

RECOMMENDATION: Acknowledge receipt of the VTrans notice.

Item VI.2. Approve Gran Fondo request for use of Bristol roads for annual bicycle event Saturday, June 24, 2023, beginning 6:00am. Online is the Gran Fondo's request to use Bristol roads for their Saturday, June 24 event. Bristol is one of 15 towns through which ~550 cyclists will pass over an eight-hour timeframe. Cyclists will depart from the Bristol Rec Field between the hours of 6:00am and 10:00am.

Depart:

- Start on Airport Drive turning left onto West St/ Rt 17(controlled)
- Through Bristol center
- Right to Lincoln Road, heading into Lincoln

Return :

- to Bristol via Route 17 from New Haven
- Turn left onto Burpee Rd at the Rt 17/116 intersection
- Turn right onto Plank Rd
- Turn right onto North St
- Turn right onto Pine St
- Turn left onto Liberty St
- Turn right onto West St
- Turn right onto Airport Dr. Finish.

Proof of insurance will be provided. The route will be signed. The Sheriff Department, Vermont State Police, and Vermont flaggers will be used to manage major intersections.

RECOMMENDATION: Approval.

Item VI.3. Approve annual Fire Station stormwater inspection contract with VTM Engineering for \$400. After Green Mountain Engineering closed its doors in February 2022, Steve Palmer, P.E., with VTM Engineering stepped in to continue the service of annual inspections at the same rate GME had been doing it. VTM's [current contract proposal](#) for inspection of the Fire Station stormwater pond in accordance with its stormwater discharge permit is the same as that from last year. Looking back at last year's approval, I was reminded that it had been previously agreed this type of low-dollar, recurring, annual contract no longer needs Selectboard approval; it could be administratively approved instead.

RECOMMENDATION: Approval.

Item VI.4. Approve annual Bristol landfill inspection contract with VTM Engineering for \$800. VTM's [current contract proposal](#) for inspection of the landfill in accordance with the landfill closure certification is increased slightly from that of last year to more accurately reflect the time it takes to conduct the inspection and prepare the report. As with the previous agenda item, I was reminded that it had been previously agreed this type of low-dollar, recurring, annual contract no longer needs Selectboard approval; it could be administratively approved instead.

RECOMMENDATION: Approval.

Item VI.5. Approve annual wastewater system inspection contract with VTM Engineering for \$1,600. VTM's [current contract proposal](#) for inspection of the core area septic system in accordance with its indirect discharge permit is increased from last year's rate of \$1,250 to more accurately reflect the time and level of effort it takes to conduct the inspection of the collection, treatment, and monitoring wells, assemble the data, and prepare the final report. Although the dollar value is now within the range that requires quotes from two or more vendors according to [Bristol's Purchasing Policy](#), the policy also exempts professional and other types of services from the competitive criteria.

RECOMMENDATION: Approval.

Item VI.6. Approve annual contract with Homeward Bound Humane Society for \$600 flat rate. As with the previous items, I was reminded that although the [Homeward Bound contracts](#) had traditionally been on the Selectboard's agendas for approval, this recurring, low-dollar, annual contract can now be approved administratively.

RECOMMENDATION: Approval.

Item VI.7. Approve curb cut/driveway access application #DA2023-01 for 118 Firehouse Drive, AllEarth Renewables, per the Public Works Foreman's recommendations. [Online is the driveway access permit application](#) for construction of the entrances to the new building currently under construction on Firehouse Drive. Public Works Foreman Eric Cota recommends approval with the following conditions:

- That the access must be at least twenty-two feet (22') wide and twenty-five feet (25') deep to allow cars or delivery vehicles to enter if one is waiting to get out.
- Entrance must have at least a twelve inches (12") of base material and two two-inch (2") lifts of pavement to be flush with the road.
- All material shall be compacted (base material and pavement in two lifts).
- Any damage to the road is the responsibility of the applicant to repair.
- The completed work shall require the Foreman's approval.
- The Foreman must be contacted before digging in the road is commenced.

RECOMMENDATION: Approval per the DPW Foreman's recommended conditions.

Item VI.8. Approve new water service connection for 118 Firehouse Drive, AllEarth Renewables. [Online is the water connection permit application](#) for the new building currently under construction on Firehouse Drive. The water service will include a sprinkler service line based on an [engineering design plan](#) and [flow calculations](#). VTUMS reviewed the application and recommends approval with the following conditions:

- C900 waterline must be used to complete the service and must meet the AWWA standards.
- The pipe must be bedded in twelve inches (12") of sand below and six inches (6") of sand above.
- The Water Operator must be contacted at least 48 hours in advance of the planned connection/installation.
- The Water Operator must be present to witness the installation and connection to the Town's water system.
- The 6" service will need a backflow preventer that is tested annually by the building owner with results supplied to the Water Department annually.
- The sprinkler and all other water service will be metered by the Town.
- The sprinkler service meter will need to be sized to fit the size of the water system service line in the building.
- All costs are to be incurred by the applicant/owners.
- The applicant/owner shall confirm these details with the Water Operator prior to any work being completed.

Senior Project Manager Craig Jennings with Naylor & Breen concurs with the these conditions.

RECOMMENDATION: Approval per the Water Operator's recommended conditions.

Item II.9. Approve grant application authorization request retroactively of \$266.29 to Neat Repeats for "No Mow May" signs. Online is the Conservation Commission's [grant application authorization request](#) to Neat Repeats for funds to purchase and install "No Mow May" signs at Sycamore Park and to provide to private property owners who wish to participate. No matching funds are required. The application was [submitted in February](#) prior to Conservation Commission members realizing that Selectboard authorization was required. Because of the mix of current and planned activities at Sycamore Park, the Recreation Department does not support the initiative as proposed there and recommends Eagle Park instead.

RECOMMENDATION: Retroactive approval subject to the condition that it be applied to Eagle Park, not Sycamore Park, and that the initiative be coordinated with the Recreation Department.

Item VI.10. Approve grant application authorization request of \$15,000 to the United Way for Teen Center operations funding. Online is the Teen Center's [grant application authorization request](#) to the United Way for [Community Impact Funds](#) to support the Hub Program Assistant, food, and other operations at the Teen Center. No matching funds are required. The letter of interest was due and submitted by March 22, 2023. Funding decisions would be made in June.

RECOMMENDATION: Retroactive approval.

Item VI.11 Approve grant application authorization request of at least \$175,000 to VTrans for paving of Lincoln Road. Online is a [grant application authorization request](#) to VTrans for funds through their Municipal Highway Grant Program to pave Lincoln Road. The total project cost is estimated to be approximately \$350,000, with about \$41,100 coming from Public Works labor and materials and [approximately \\$309,000 for paving](#). A 20% match is required, which would come from the Capital Paving Reserve Fund. The application is due by April 15, 2023.

RECOMMENDATION: Approval.

Item VI.12 Approve grant application authorization request of \$1,500 to VLCT PACIF for Public Works Department personal protective gear. Online is a [grant application authorization request](#) to the Vermont League of Cities and Towns PACIF Loss Control Grant Program to purchase personal protective gear for the Public Works Department to improve safety of their chainsaw operations. Equipment would include reflective safety vests, hard hats with eye protection, and chaps. No match is required. For 2023, the PACIF Board is offering to pay 100% of eligible expenses.

RECOMMENDATION: Approval.

VII. REGULAR BUSINESS.

Item VII.1 Munsill Avenue Sidewalk Scoping Study final report presentation: DuBois & King. Since Dan Mallach from DuBois & King [met with the Selectboard in November](#), he incorporated the Selectboard's feedback into the scoping report and submitted it to the Steering Committee and VTrans for their final review. This will be the final presentation. Online are the following documents:

- [Bristol Munsill Avenue Scoping Study FINAL 2023-03-24.pdf](#)
- [Appendix A HRI Report Munsill Scoping Study.pdf](#)
- [Appendix B ARA Report Munsill Scoping Study.pdf](#)
- [Appendix C Open Ended Comments Munsill Scoping Study.pdf](#)

Dan will be present to review adjustments since the November discussion, recap the final recommendations, and review potential next steps.

RECOMMENDATION: Discussion. No action is necessary.

Item VII.2. Bristol Police Station building concept site plan alternatives review: Cushman Design. [Online are two schematic drawings](#) for a prospective new Police Station behind the Fire Station. One version is a one-story building separate from the Fire Station and the other version is a two-story building connected to the Fire Station.

As [Michael Perpall explains in a recent e-mail](#), the one-story option is a 4,050 square foot building, separate from the existing building, with only a roof connecting them at the existing south entry. Offices and desks are shown for nine people. He believes this would be the most economical option for building the new Police Department because it leaves the Fire Station building mostly untouched and there would be no stairs or second floor space to construct. However, this option uses more of the property, so the stormwater and septic design have less site area.

The two-story option shown has 5,575 square feet total and connects to the existing Fire Station with a second floor "bridge connector" corridor. Offices and desks are shown for 12 people. Added costs for this option include construction alterations to the Fire Station south entry area and second story areas generally cost more than ground level areas due to structure and stairs. However, this option uses less of the property, so there is more flexibility for parking, fenced-in storage areas, stormwater, and septic design.

Both options maintain the current access that allows Firefighters to park along the one-way west driveway and enter the Fire Station at the door near the generator. Brett has affirmed that maintaining that on-site circulation and parking for the Firefighters is important. Potential discussion items:

- Is the increase from 2,500 square feet at the existing Police Department to 4,050sf or 5,575sf seem right for current needs and future growth?
- Is there an issue with having Police Department staff on two floors?

RECOMMENDATION: Determine if additional information is needed and next steps.

Item VII.3. ARPA Funding Advisory Committee recommendations for use of ARPA funds.

Online is the [ARPA Funding Advisory Committee's final report and recommendations](#). There is a lot to unpack.

Last year around this time the Selectboard voted to take the municipal revenue loss "standard deduction" of up to \$10,000,000 "... for government services, with streamlined reporting requirements," at which point the ARPA funds basically became grant money to the Town. From the *Final Rule*, "... generally speaking, services provided by the recipient governments are "government services" under the interim final rule and final rule, unless Treasury has stated otherwise.

Government services include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services." In other words, almost anything the Selectboard would have authorized municipal spending on through the general fund or capital budget would be an eligible expense for these funds.

Porter Knight, Chair of the committee, and other committee members will be present to provide more information.

The Town has until December 2024 to obligate funds and until December 2026 to demonstrate they have been fully expended.

RECOMMENDATION: Receive the ARPA Committee's recommendations. Determine if additional information is needed. With the possible exception of clear, ready, and quick choices, postpone decision-making on the list until an upcoming meeting to allow time to consider the recommendations more fully and assign dollar figures. Consider [use of a resolution](#) at an upcoming meeting to record the Selectboard's decisions.

Item VII.4. Consider proposal to apply for DWSRF Step II design funds for a phased approach to the 1905 water line replacement starting with the western side of the village: Steve Palmer, VTM Engineering. Following up on the February 27 Selectboard meeting, Steve Palmer, P.E., will present a proposal to phase engineering design services for replacement of the 1905 water lines in the village. The outcome of this conversation

will help lay the foundation of one or more DWSRF loan applications for the Step II design work going forward.

RECOMMENDATION: Discussion.

Item VII.5. Update on the status of the Pine Street water line replacement project: Steve Palmer, VTM Engineering. Steve will be prepared with a quick update on the status of the Pine Street water line replacement construction schedule.

RECOMMENDATION: Discussion. No action is necessary.

Item VII.6. Continued appointment and/or reappointment of Town officers or representatives. Online is an [updated table](#) reflecting Town officers who responded to the inquiry about interest in reappointment. More responses are likely to be received prior to or at the meeting.

Health Officer: This term is up on March 31. Diane Cushman expressed willingness to be reappointed--until someone else can be appointed. Deputy Health Officer Ted Lylis is not interested in serving as the Health Officer. (Ted's term runs to April 1, 2025.)

RECOMMENDATION: Appoint those who expressed interest in being reappointed. Advertise and/or otherwise solicit interest in the remaining vacant seats.

Item VII.7. Review and approval of the March 13, 2023 meeting minutes. Online are the [draft minutes from the March 13, 2023](#) meeting.

RECOMMENDATION: Adjustments as warranted. Approval.

Item VII.8. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#).

VIII. OTHER BUSINESS.

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

- [E-mail VTUMS leak detection schedule 2023-03-16.pdf.](#)
- [E-mails RF3-489 ESA approval 2023-03-24.pdf.](#)
- [E-mail and pics BFD Fire Station siding repair 2023-03-24.pdf.](#)

Professional Development Trainings for Town Employees, Officials, Volunteers

This week will be second of five professional development trainings for Town employees, Town officials, and other Town volunteers on issues of justice, equity, diversity, and inclusion (JEDI). Tabitha Moore, with [Intentional Evolution](#), will facilitate most of the sessions. Linnea Johnson with [WomenSafe](#) will facilitate the April 12 program.

These professional development trainings are required for all Town department heads and are strongly encouraged for all other employees, elected officials, appointed officials, and other volunteers on Town committees, boards, and commissions. Each program will be offered twice:

- 9:00-11:00 AM **in-person** in Bristol at Holley Hall for Town employees
and
- 6:00-8:00 PM **via Zoom** for Town elected officials, appointed officials, and other volunteers.

Anyone who cannot make the daytime program can attend the evening program and vice versa. They will not be recorded for later viewing in order to ensure a safe space for people to engage freely. Tabitha Moore is willing to offer a one-hour abbreviated Zoom version of the March 15 session for those who could not attend if there is enough interest.

March 15 - "Justice, Equity, Diversity, and Inclusion for Municipal Government: Why Identity Matters"

This introductory session will orient participants to identity-based work including definitions of key terms and offers an overview of why more businesses and government institutions are paying attention to "isms" like racism, sexism, and other forms of discrimination. National and local data will be discussed.

March 29 --"Undoing Bias"

Most people don't want to do or say harmful things. This session focuses on how to identify, interrupt, and address biases individually, interpersonally, and institutionally.

April 12 – "Understanding and Respecting Differences of Gender and Sexuality"

Communities with greater gender equality experience less violence and greater economic success. In this session, participants will learn about differences in gender and sexuality so that we can work together to create a safe, healthy and welcoming culture.

April 26 -- "The Foundations of Structural Oppression/Systemic Racism: How Bias Becomes Business"

In this session, participants will explore the difference between individual acts of discrimination and structural and institutional oppression. We will explore how bias became a part of the systems we know, rely on and work for.

May 10 - "What do we do with bias? How to lead with equity"

From how to arrive at decisions, to meeting flow and format, to navigating conflict, this final session will provide participants with an opportunity to try on different ways of operating that promote equitable and inclusive practices.

Basin Street Project Update

This past Wednesday (March 22) was the deadline for firms to submit statements of qualifications (SOQs) for engineering design services for the Basin Street Improvement Project in response to our [Request for Qualifications \(RFQ\)](#). We received *five* SOQs. The next step is for the review committee to review and rank each of the SOQs. The firm with the highest score will be asked to submit a cost proposal, which will then be reviewed by the committee. If found to be appropriate and reasonable, the recommendation will be forwarded to the Selectboard. If the cost proposal is rejected by the review committee, we will go to the next ranked firm, ask for a cost proposal, and so on until we arrive at a final recommendation.

Misc. Updates

- Eagle Park UFP: stream alteration permit and Corps of Engineers permit applications have been submitted.
- Lincoln Road New Haven Riverbank restoration: Eric and I will be meeting with SLR on Wednesday to review the preliminary plans.
- Working on finalizing the Building Resilient Infrastructure and Communities (BRIC) grant agreement documents. Once completed, the next steps are to develop the scope of work and issue an RFP for a consultant to assist with the update of Bristol's All Hazards Mitigation Plan. The current FEMA-approved plan expires on January 22, 2024.
- Working on developing a job description for a new Grant Writer position.
- Working on developing a master calendar to keep track of grant application deadlines, performance deadlines, and when various reports and reimbursements are due.
- Aaron Thomas is in the process of renewing the Act 250 permit issued in 2008 to his father, Terry Thomas, for a 15-lot residential subdivision on Harvey Road. Working with Kris and Eric on reviewing previous approvals, including the Planning Commission's subdivision approval in 2006, and addressing current conditions.

TA Schedule

I generally plan to get in the office around 9:00am most days, winter weather permitting. 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 March 27

Monday: 10:00am – Meet at Yestermorrow to see bus shelters
In the office around 11:30am.
1:00pm – Harvey Road Act 250 review
6:30pm – Selectboard.

Tuesday: Working from home.

Wednesday: In the office.

9:00am – “The Foundations of Structural Oppression/Systemic Racism: How Bias Becomes Business”

1:00pm – Meet with SLR: Lincoln Road riverbank restoration project

Thursday: In the office.

Friday: In the office.

Week of April 3

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Agenda Items

- Town Officer appointments.
- Selectboard decisions for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Continued consideration of the Public Works facility alternatives.
- Selection of Basin Street engineering design team.
- Local Emergency Management Plan (LEMP) update and adoption.
- Presentation of the FY2021 and FY2022 audit reports by RHR Smith.
- Continued Personnel Policy review and updates.
- Continued consideration of new village vehicular speed limits.
- Review and approval of final Eagle Park Maintenance Plan.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator