

Bristol Town Administrator's Report
April 8, 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, April 10, 2023 Meeting Agenda and Materials

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

II. EXECUTIVE SESSION re. potential real estate negotiations per 1 V.S.A. §313(a)(2) and 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. REGUALR BUSINESS.

Item VI.1 Bristol Fire Department Conex box prop training proposal: Fire Chief Brett LaRose, Kris Perlee, et al. [Online is a proposal](#) members of the Bristol Fire Department will be presenting regarding the creation of a two-level structure behind the Fire Station for multifaceted training purposes. The department is seeking Selectboard approval in order to move forward with the next steps of permitting, funding, and construction.

RECOMMENDATION: Discussion. Determine if additional information is needed. Support moving forward.

Item VI.2. Consider proposal for repair of the Holley Hall front steps and use of Capital Building & Maintenance Reserve Funds: Recreation Department. [Online is a proposal](#) Recreation Director Meridith McFarland, in collaboration with Ted Lylis, will be presenting to repair the main entrance steps to Holley Hall. The deteriorated condition is obvious and increasingly hazardous. Past efforts to include this with other needed exterior Holley Hall repairs and seek grant funding were not able to move forward. Instead, the scope of work has been narrowed to focus on this area and Capital Building and Maintenance Reserve Funds are proposed to be used.

RECOMMENDATION: Determine if additional information is needed. Authorize use of the Capital Building and Maintenance Reserve Funds and for the project to proceed.

Item VI.3. Consider Recreation Department request for the 2023 Human Powered Parade proposed for Saturday, May 13, 2023, 10:00am – 1:00pm. [Online is a proposal](#) for the Human Powered Parade event for Saturday, May 13. The typo in the date should be corrected to 2023 (my bad). The route and safety plan are proposed to be presented at the meeting.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item VI.4. Consider request from Bristol CORE to close Main Street on Saturday, June 17, 2023, 1:00pm to 9:00pm, for the Pocock Rocks Music Festival. [Online, for the first time post-pandemic, is Bristol CORE's request](#) to close Main Street for resumption of the Pocock Rocks Music Festival. All previously approved logistics are expected to be in place.

RECOMMENDATION: Determine if any other information is needed. Approval.

Item VI.5. Consider draft amendments 1 and 2 to the DWSRF Loan No. RF3-477 engineering services agreement (ESA) with VTM Engineering related to the Pine Street water line replacement: Steve Palmer, VTM Engineering. Online are two different matters for Selectboard approval:

1. [ESA Amendment #1](#): \$900 permit to construct application fee.
In an effort to keep the Pine Street water line project moving forward, VTM paid the permit to construct application fee. The expense needs to be added to VTM's engineering services agreement in order for the Town to be reimbursed through the loan.
2. [ESA Amendment #2](#): Construction management and inspection services.
This amendment includes several additional services that will be necessary to manage construction of the water line replacement project: bid phase services (lump sum), and not-to-exceed construction administration services, resident project representative (RPR) services, record drawings, and direct expenses for a total of \$121,192.33.

Actual expenses going forward could be less, but total engineering services expenses, including the final design phase already completed, would not exceed \$141,867.35. A lot will depend on the contractor selected and the length of time needed for construction. Steve Palmer, P.E., plans to be present if there are any questions.

RECOMMENDATION: Determine if more information is needed. Approval.

Item VI.6. Authorize issuance of a request for qualifications for selection of an engineering firm to prepare an updated preliminary engineering report (PER) for pre-treatment improvement alternatives for the Bristol Core Area Septic System. At a meeting in 2018, Green Mountain Engineering presented their [preliminary engineering report](#) of options to increase the reserve capacity of Bristol's core area sewer system. The report identified the need to increase the reserve capacity and noted several deficiencies in the septic system infrastructure. As noted in the report, "[b]ased on limited research of available technologies, four wastewater treatment system alternatives were investigated to upgrade the existing facility to allow for additional reserve capacity." The costs of those systems at that time ranged from \$601,000 to \$2,002,000. The Septitech® alternative was recommended at that time at an estimated cost of \$628,000. For a wastewater system serving fewer than 35 properties, this cost was prohibitive, and no action was taken. Technologies have evolved since then, as have potential funding sources, and the need for capital improvements to the system has increased.

A [recent e-mail from Tom Brown](#), CWSRF Project Developer with the Vermont Agency of Natural Resources Water Infrastructure Finance Program, outlines the steps needed to update the PER and qualify for a loan through the Clean Water State Revolving Loan Fund (CWSRF). The first step is to solicit engineering services through a qualifications-based selection process. He notes that 50% forgiveness of planning loans is still available up to \$100,000 per year. He suggested the following schedule:

- Select engineer through the qualifications-based process. The engineer would need to draft a proposed engineering services agreement (ESA) for CWSRF staff review and approval.
- Apply for a loan to complete Step I (update/finish the PER and complete environmental) by 7/1/2023.
- Complete design (Step II) using next year's funding and subsidy.
- Figure out funding for construction for the following year.

The sewer system's indirect discharge permit requires that the system be inspected annually and a report prepared by an licensed engineer. Until they closed their doors last year, Green Mountain Engineering performed the annual inspections since the system was first constructed. VTM Engineering, PLC, [performed the inspection last year](#) and will soon undertake this year's inspection. Each report identifies areas of the system that require attention or repair. And each year VTUMS works through the punch list of maintenance items.

Going through the RFQ process will not commit the Town to signing a contract or borrowing planning funds. However, not going through this process will mean maintaining the status quo of the aging sewer system that is essential for the economic vitality of Bristol's downtown.

As Tom noted, getting on the CWSRF priority list does not commit the Town to taking out a CWSRF loan. Having the PER completed and a proposed project in hand, however, will put Bristol in a much more competitive place to secure one or more sources of grant funding.

RECOMMENDATION: Authorize preparation and publication of a Request for Qualifications (RFQ) for engineering services to prepare a new Preliminary Engineering Report for improvements to the Bristol core area sewer system.

Item VI.7. Approve and sign Loan RF3-498-1.0 loan documents for the DWSRF water line inventory project. If there was a Consent Agenda, this would be on it.

RECOMMENDATION: Vote to approve the loan documents; sign.

Item VI.8. 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 as of Friday, April 7. Additional responses may be received prior to or at the meeting. The following members have expressed interested in being reappointed:

- Development Review Board: Ted Desmond – yes.
- Design Review Commission: Jim Weening – yes.
- Fence Viewer: Joel?
- Green Up Day Coordinator: Carolyn Dash – yes.
- [Maple Broadband CUD](#): Dan Sonneborn – yes; Mark Gibson – no.

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

Item VI.9. Review and approval of the March 27, 2023 meeting minutes. The draft minutes are in the process of being reviewed and will posted to the Web site and e-mailed prior to Monday's meeting.

RECOMMENDATION: Adjustments as warranted. Approval.

Item VI.10. Consider amendment to the March 13, 2023 meeting minutes regarding appointment of Town officers. Following approval with adjustments of the minutes at the previous meeting, I became aware that a portion relating to the appointment of Town officers was missing. It is incorporated in this [amended version](#). This is an opportunity to catch anything else that might have escaped notice or clarification.

RECOMMENDATION: Adjustments as warranted. Approval.

Item VI.11. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The following Liquor Licenses are as follows:

- Snap's Café – First Class License, Third Class License and Outside Consumption Permit
- American Legion Bristol Post #19, Inc. – First Class License, Third Class License, Outside Consumption Permit and Tobacco License
- South Mountain Tavern – First Class License, Third Class License, and Outside Consumption Permit
 - South Mountain conditions in the past have been:
 - Tavern cannot serve alcohol on the porch outside after 10 pm (condition on Outside Consumption Permit)
 - Tavern must close by midnight with all customers out.

- Exception: New Year's Eve the establishment can stay open until 1:00 am. (on 1st & 3rd License)
- Tavern must close the overhead door by 10 pm if there is music (all 3 licenses).

VII. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2023-03-30.pdf.](#)
- [Bristol Allocation Letter LaRose Survey for Todd Jill Quackenbush 23 West Street 2023-03-29.pdf.](#)
- [E-mails Mulligan dog complaints update 2023-03-22.pdf.](#)
- [Letter Health Officer Cushman appointment 2023-04-03.pdf.](#)
- [Letter Bristol Solar LLC CPG Condition 13 site prep notice 2023-03-22.pdf.](#)

Professional Development Trainings for Town Employees, Officials, Volunteers

This week will be third 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 be facilitating 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.

I will be sending out a Doodle poll this week to gauge availability and interest of folks who missed the March 15 session "Justice, Equity, Diversity, and Inclusion for Municipal Government: Why Identity Matters" for an abbreviated re-run.

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. Linnea Johnson with [WomenSafe](#) will facilitate this program.

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.

Misc. Updates

- The Town's contractor will start sweeping the sidewalks on Monday 4/10.
- Property taxes are due by midnight, Monday, April 17.
- Will be posting Bristol's old York rake for bid this week.
- Will be working with UVM students, ACRPC, and members of the Bicycle Pedestrian Advisory Committee on an update of the sidewalk inventory and replacement plan.

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 April 10

Monday: In the office.
6:30pm – Selectboard.

Tuesday: Working from home.
2:00pm – PT appt.

Wednesday: In the office.
9:00am – "Understanding and Respecting Differences of Gender and Sexuality"

Thursday: In the office until 1:00pm.
2:00pm – "Nothing About Us Without Us" Disasters and Disabilities Webinar
2:30pm – med. appt.
7:00pm – Addison County Solid Waste Management District meeting.

Friday: In the office.

Week of April 17

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: 7:30am – ACEDC Board meeting.

9:00am – Bristol CORE.

In the office around 11:00am.

Friday: In the office.

Upcoming Agenda Items

- Continued Town officer appointments.
- Local Emergency Management Plan (LEMP) update and adoption.
- State Hazard Mitigation Plan update survey questions review and response.
- Review of 34 Garfield Street permit process.
- Selectboard decisions for use of ARPA funds.
- Update from ad hoc Tree Committee.
- Continued review and update of the Revolving Loan Fund documents.
- Selection of Basin Street engineering design team.
- Review job description for new Grant Writer position.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Continued consideration of the Public Works facility alternatives.
- 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