

Bristol Town Administrator's Report
June 24, 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, June 26, 2023 Meeting Agenda and Materials

I. **Call to Order: 6:00 P.M.**

II. **EXECUTIVE SESSION re. personnel matters per 1 V.S.A. §313(a)(3) and potential real estate negotiations per 1 V.S.A. §313(a)(2).**

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."

- It was not until after the agenda was published that I saw in the June 12, 2023 minutes reference to the topic of the empty dog pound building being made available to Scout Troup 543 for storage and the expectation that it would be on the agenda as an action item. This would be an opportunity to add it; however, there has been no preparation in terms of details.

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. [PUBLIC HEARING CONTNUED – Water and Sewer District Annual Meeting.](#)

- Review of operating budgets, capital budgets, and upcoming projects
- Consider adjustments to the sewer use fee structure to deal with high strength waste management.
- General issues.

This is a continuation of the hearing first held at the meeting on June 23, 2023. Online are the following documents from the previous meeting:

Water Dept. Budget

- [Bristol Water District FY2023-FY2024 budget DRAFT 2023-06-09.pdf](#)
- [Water Dept FY2022-2027 Capital Equipment Fund Plan Town Report.pdf](#)
- [FY2024 Water Supplies Contracted Services Budget JM 2023-05-22.pdf](#)
- [Bristol Water Service Line Inventory Intake Form VTUMS DRAFT.pdf](#)

The Selectboard, acting as the Water Commission, approved the water proposed water budget with a 3% rate increase.

Sewer Dept. Budget

- [Bristol Core Sewer 2023 Annual Inspection Report VTM 2023-05-31.pdf](#)
- [Letters Bristol Main St grease trap maintenance 2018-11-21.pdf](#)
- [Bristol Sewer District FY2023-FY2024 budget JM DRAFT 2023-06-09.pdf](#)
- [2023 Sewer Flows w Rate Increase Exercise 2-3 Options 2023-06-09.pdf](#)

Since the previous meeting, we have been working to make sure the water and sewer revenue and expense figures are accurate and to get the FY2022 audited figures and fund balances from the Auditor. Current information available:

- [Bristol Sewer FY2023 Budget Status Report thru 2023-06-21.pdf](#)
- [Bristol Water FY2023 Budget Status Report thru 2023-06-21.pdf](#)

We did receive FY2022 water and sewer budget information from the Auditors, but we have questions. It turns out, however, the auditors we have been working with are either no longer working there, have been assigned to other clients, or were out of the office for one reason or

another. We are expecting to connect with one or more of the auditor folks on Monday. Jill, Anthony, and I will be meeting on Monday morning to try to get this wrapped up.

RECOMMENDATION: Discussion. Determine if more information is needed. Adopt an FY2024 sewer budget.

VII. CONSENT AGENDA.

tem VII.1 Approve the Town Clerk's request to close the Town Office on Monday, July 3 in addition to being closed on Tuesday, July 4, 2023. Because the Independence Day holiday lands on a Tuesday this year, many town offices are closing on Monday in addition to the Tuesday holiday. [Sharon proposes to do the same](#), thought it would technically be a work day. Notice would be posted in advance of the Town Office being closed. Employees would either take vacation, some other leave time, or work from home that day.

RECOMMENDATION: Approval.

Item VII.2 Approve the Green Mountain Stage Race's request for use of Town roads for their annual bicycle event on Sunday, September 3, 2023. [Online is this year's request from Gary Kessler and the Green Mountain Stage Race](#) for use of Bristol roads on September 3, 2023. The event would use the same Hewitt Road and South Street route as last year, turning right onto East Street/Rt. 116/17, coming through downtown Bristol and heading to the Appalachian Gap. A certificate of insurance with the Town and Bristol Police Department named as additional insureds is provided.

RECOMMENDATION: Approval as proposed.

Item VII.3. Approve a one-year leave of absence request for Firefighter Greg Swain. Online is a request from Bristol Firefighter [Greg Swain for a one-year leave of absence](#) to accommodate is call into active duty with the U.S. Air Force.

RECOMMENDATION: Approval.

VIII. REGULAR BUSINESS.

tem VIII.1 Consider acceptance of Munson Earth-Moving's bid for the Pine Street waterline replacement project at \$617,850; review of the bid tabulation results and next steps: Steve Palmer, VTM Engineering. Online is [Steve Palmer's bid analysis and recommendation](#) that Munson Earth-Moving's bid be accepted for the Pine Street water line replacement project. Seven bids were received at the June 8 bid opening, ranging from a high of \$1,056,395.00 (S. T. Ireland) to a low of \$617,850 (Munson Earth-Moving)—a spread of \$438,545.00.

A next steps is to submit the loan application to the DWSRF. Thanks to Steve Palmer, it is nearly ready to go. We are advised to not issue a notice to proceed until we receive word that the loan application has been approved. Steve Palmer, PE, plans to be on hand to provide more information.

RECOMMENDATION: Motion to accept the Munson bid with the Notice to Proceed subject to loan approval through the Vermont Agency of Natural Resources Drinking Water State Revolving Loan Fund (DWSRF).

Item VIII.2 Consider bid results and select a contractor for the Notch Road ditching project.

The following three bids were received for the Notch Road project:

802 Excavating, LLC	\$66,250
Masterson & Son Excavation, LLC	\$26,500
Matt Atkins Property Services, LLC	\$45,500

Each of the bids have particular details or provisions that need to be taken into consideration.

The Town has been [awarded a \\$20,000 Better Roads grant](#) through VTrans. An in-kind match of \$5,000 is required. We received the draft grant agreement just last week; I expect it will be executed this week. The project must be completed by September 20, 2024.

According to the scope of work in the application, this area of Notch Road does not meet MRGP standards and is a high priority for remediation. It has a steep slope with an insufficient ditch that lacks stone lining. A standard ditch with stone lining is proposed to prevent sediment runoff into the adjacent creek, an unnamed tributary to the New Haven River, and decrease erosion of the bank, thereby reducing phosphorus pollution into the creek.

RECOMMENDATION: The Selectboard may wish to deliberate in executive session. Select the lowest responsible, responsive bidder.

Item VIII.3. Consider Bristol Bicycle and Pedestrian Advisory Committee mission statement and Pine Street traffic calming recommendations: Cris DaBica. The following [mission statement](#) is proposed by the Bristol Bicycle and Pedestrian Advisory Committee (BPAC):

The Bristol Bicycle and Pedestrian Advisory Committee encourages, enhances, and promotes walking and biking in Bristol through the creation, advocacy, and guidance of initiatives that make the town's roads, sidewalks, and other pathways safer and easier for walkers, runners, cyclists, and other nonmotorized users to utilize.

The BPAC has also [developed traffic calming recommendations for Pine Street](#). Cris DaBica, BPAC Chair, plans to be present to provide more information and outline what they may be asking of the Selectboard.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item VIII.4. Follow up on Lower Notch Road neighborhood complaints and demands for zoning enforcement regarding Masterson's construction activities. Online is [another letter from Lower Notch Road resident Thomas Fox](#) asking that this matter be on the agenda and asking that the Zoning Administrator be instructed to carry out various enforcement actions regarding activities report at the nearby Masterson property. His was also [among those received at the June 12](#) Selectboard meeting from neighborhood residents.

This was already intended to be on the agenda as a follow up to the concerns raised at the June 12 meeting. A primary purpose of the executive session at the beginning of this meeting is for the Selectboard to deliberate and determine a course of action on this matter. They expect to present their findings in open session with this agenda item.

RECOMMENDATION: Determine if any other information is needed.

Item VIII.5. Eagle Park fishing platform repair and Lincoln Road riverbank stabilization project updates and next steps. This was added to the agenda at the last minute to provide an update on these two Lincoln Road/New Haven River-related projects.

The bid opening for the Eagle Park fishing platform repair project was Thursday, June 22. No bids were received. The time of year for bidding and the scale of project likely deterred interested bidders who already full plates for this year. FEMA approved a time extension to 12/31/2023 for completion of this project that was damaged in the Halloween storm in 2019. After a lengthy review process, FEMA ultimately authorized approximately \$80,000 in hazard mitigation funds to restore the platform. What are our options now? I hope and expect to have more information in time for Monday's meeting.

Bristol received a \$175,000 VTrans grant to stabilize two areas along the Lincoln Road / New Haven riverbank that are eroding and threatening to undermine Lincoln Road. A 10% minimum match is required. Thanks to COVID and any number of other things, the project got off to a late start. SLR Engineering, the firm also working on the Eagle Park fishing platform repair, was hired in August 2022 to move the project forward. The grant agreement requires the project to be completed by December 31, 2023. The plan had also been to dovetail completion of this project with paving of Lincoln Road, for which we also received a \$200,000 VTrans grant.

Below is the current schedule for the Lincoln Road riverbank stabilization project:

Item	Date (2023)	Time
Bid posted	Monday June 26	5:00 PM
Pre-bid site meeting	Tuesday July 11	10:00 AM
End of questions	Friday July 14	5:00 PM
Final Addendum	Tuesday July 18	5:00 PM
Bids Due	Friday July 21, 2023	10:00 AM
Notice of Award	Friday July 28	10:00 AM
Contract in place	End of July	TBD
Pre-Con meeting	Early August	TBD
Construction Start	August	TBD
Construction End	September	TBD

If we receive one or more acceptable bids, we will expect this to be on the Selectboard’s July 24 meeting agenda.

Will we run into the same lack of response for the same reasons? If so, I believe we will have a strong case for additional extensions—we are so close.

RECOMMENDATION: No specific action is necessary. Determine if any other information is needed.

Item VIII.6. Review and approval of the May 8, May 22, May 24, and June 12, 2023 meeting minutes. The draft [May 8](#), [May 22](#), [May 24](#), and [June 12](#) minutes are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item VIII.6. Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant](#) is online. The current value is \$46,897.93, but this may change if additional expenses are added prior to the meeting.

IX. OTHER BUSINESS.

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

- [E-mail and Bristol Landfill Semi-Annual GWM Report 2023-06-16.pdf](#)
- [FY24 ACRPC Transportation Planning Study Request.pdf](#)
- [E-mail BRD Newsletter 2023-06-23.pdf](#)
- [E-mail VCRD Leadership Summit invitation 2023-06-22.pdf](#)

Use of Public Parking Spaces for Private Event

We received an [inquiry recently about what would be required](#) for a Main Street business, Hermit Thrush Fiber Company at 25 Main Street, to use two parking spaces and some of the

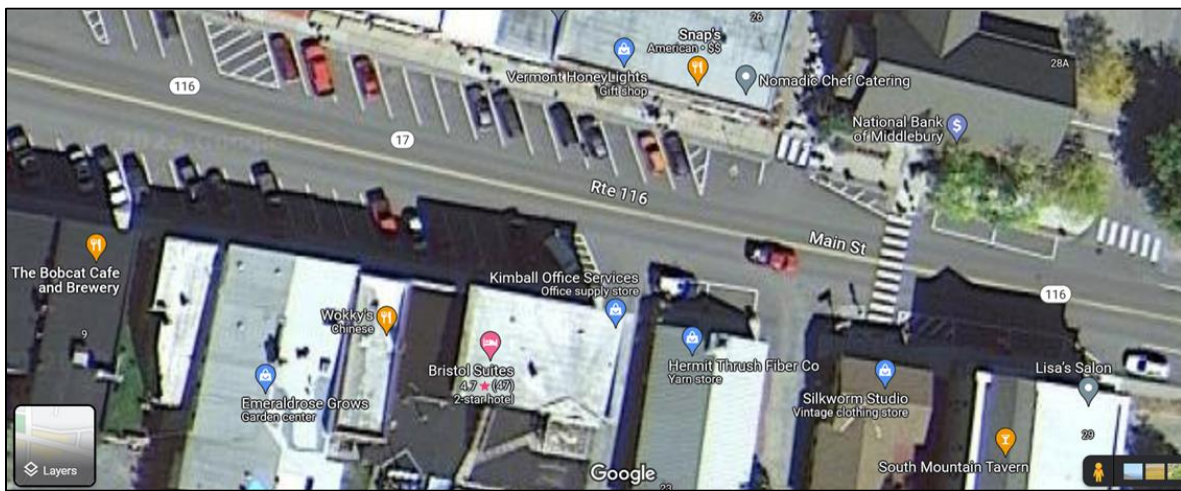
sidewalk in front of their store for a one-day promotional event. They propose to host a small fiber festival at their shop on Saturday, July 8, 10:00am – 4:00pm, and wanted the parking spaces available for vendors. There did not appear to be a clear answer to this question, so I reached out to Public Works, Police, and others to find out if there is a policy for such things. There does not appear to be one.

It did not seem to qualify as a public festival under that ordinance. Even if it did, the expected number of patrons (I am guessing) would not trigger the need for Selectboard approval. Other businesses on Main Street use the sidewalks for sale displays and seating on more regular basis without review. Contractors sometimes block off parking spaces for a period of time for various maintenance calls. The parking spaces are not metered, so there is not a lost revenue issue. It did not appear to warrant a work in the right-of-way permit.

Eric got back to me that he did not have any issues with the proposal as long as Bruce was OK with it. Not having heard back from anyone else, I responded that it would be OK, but asked that if any areas of the sidewalk are proposed to be occupied, that an unobstructed passageway of at least five feet (5') be maintained for pedestrians.

I subsequently heard from Bruce that he did have concerns about pedestrian safety. He does not believe it is a good idea to close parking spaces for an event like this unless the entire street is closed, like Pocock. He noted that when a contractor utilizes the space for work equipment, it is usually temporary and does not draw more people next to the travel portion of the roadway. He suggested asking their neighbors about temporarily closing the driveway between the building to the east. [I forwarded Bruce's concerns to Hermit Thrush Fiber.](#)

I acknowledge that I have not spoken with the organizers directly, and so have limited information through e-mail so far. I bring this up for two reasons: (1) to let people know that the Hermit Thrush Fiber Company is planning a fiber festival event on Saturday, July 8, and (2) to get feedback on how to better address similar situations in the future.



Hermit Thrush Fiber at 25 Main Street

Grant Writer /Administrator Position

I am happy to report we have received **16** responses so far to our Grant Writer / Administrator advertisement and they seem to keep coming in. While a handful are consultants from out-of-state looking for clients, 13 are from various locations throughout Vermont, including Addison and Chittenden Counties. Anthony, Sharon, and I will begin to coordinate this week to select a short list of candidates to meet with. The notice was published in *The Addison Independent*, *Seven Days*, on Indeed.com, Front Porch Forum, and Bristol's Web site.

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 June 26

Monday: 6:00pm – Selectboard meeting.
Tuesday: Working from home.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of July 3

Monday: Working from home.
Tuesday: Independence Day holiday—Town Office will be closed.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., June 26, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., July 4?, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., July 10, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., July 11, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., July 13, 6:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., July 20, 9:00am, via Zoom.
- [Bristol Energy Committee](#): Weds., July 19, 7:00pm, via Zoom.
- [Bicycle & Pedestrian Advisory Committee](#): Thurs., July 27, Holley Hall and via Zoom.

Upcoming Agenda Items

- Continued Selectboard decisions for use of ARPA funds.
- Selectboard decisions for use of Bristol's share of opioid settlement funds.
- Continued review and update of the Revolving Loan Fund documents.

- Quarterly budget review.
- Selection of Basin Street engineering design team.
- Selection of Lincoln Road riverbank stabilization contractor (hopefully).
- Compensation adjustments.
- Continued consideration of Police Station alternatives.
- Continued consideration whether to pursue Police District expansion.
- Annual NEPBA Police Union contract review.
- 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