

Bristol Town Administrator's Report
July 10, 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, July 10, 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) 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."

- [Online is a quote](#) Jill received from USA BlueBook for a composite tester. This would be an opportunity to add it to the agenda for the Selectboard, acting as the Sewer Commission, to authorize use of the Water Capital Reserve Fund to purchase it for \$2,295.14.

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. REGULAR BUSINESS.

tem VI.1 Reconsider the Selectboard's motion to accept Munson Earth-Moving's bid for the Pine Street waterline project to remove the loan funding contingency and authorize execution of the contract. Since the previous meeting at which the Selectboard voted to accept Munson Earth-Moving's Pine Street waterline replacement bid subject to loan approval through the Vermont Agency of Natural Resources Drinking Water State Revolving Loan Fund (DWSRF), it became clear that would not work if we are expecting them to start and complete the project this year. Though it seemed like a good idea at the time, the timelines just will not work. Bristol's project ranked high on the state [Intended Use Plan \(IUP\) Priority List](#); however, loans cannot be approved until after the list is finalized sometime in August. All indications are that Bristol's loan application will ultimately be approved, it's just a matter of when. We know the state is way behind in processing loans. [I reached out to Amy Galford](#) with the DEC Water Investment Division for a prospective timeline, but received an out-of-office reply.

If we proceed with the project prior to the loan approval, we will need to float the expenses in the interim. Steve Palmer anticipates that Munson may ask for their mobilization costs after the contract is signed, which he estimates to be a payment of \$27,000 in late August or early September. Future payments would be due 30, 60 and 90 days later. There will also be construction management invoices from VTM Engineering. With current cash on hand, pending reimbursements, and a pending tax anticipation note that Anthony is in the process of preparing, Anthony believes will be in good shape.

RECOMMENDATION: Motion to move forward with the Munson bid and authorize signing of the contract documents.

Item VI.2 Update on the Basin Street Improvement Project. The next agenda item will be a major milestone for this project. To briefly recap, Green Mountain Engineering prepared a [preliminary engineering report in 2008](#) with four options for how to improve the slope stability, drainage, and other aspects of Basin Street. The report was [updated in 2020](#) focusing on the preferred option and updated information and cost estimates. That report was used as the basis for grant applications with a total

estimated project cost of \$700,700. A new stormwater mitigation component added an estimated \$33,000 to the project, for an updated total estimated project cost of \$733,000. The following three grants were awarded last year:

Downtown Transportation Fund (DTF)	\$200,000
VTrans Transportation Alternatives Program	\$300,000
Clean Water Initiative	<u>\$26,400</u>
	\$526,400
MPM Contract	-\$34,577
Proposed D-K Contract	<u>-\$246,763</u>
Construction	\$452,360

The bottom line is that, based on these numbers and the proposal in the next agenda item, there would be approximately \$452,360 for the remainder of steps for construction (permitting, engineering, ROW acquisition, etc.).

This is a multi-year project. Given the Town's commitment and other agencies' commitment to this project, there will likely be additional grant opportunities and budget years to plan ahead.

RECOMMENDATION: No action is required for this but approval will be recommended for the next item.

Item VI.3. Consider acceptance of DuBois & King's proposal for the Basin Street Improvement Project design, engineering, bidding, and construction services. Online is the [cost proposal submitted by DuBois & King](#) following a competitive request for qualifications (RFQ) process. Five technical proposals were received, reviewed, and ranked by the same committee that reviewed the previous proposals for the Municipal Project Manager. DuBois & King received the highest ranking and was invited to submit a cost proposal, which was reviewed and vetted internally by the Town, VTrans, and MPM. Because there are so many variables with a project like this [Dubois & King explained](#) they used conservative estimates and would only bill for actual time and effort up to the agreed not-to-exceed amount.

RECOMMENDATION: Determine if more information is needed. Based on the cost analysis above, knowing this is a multi-year project, and with the expectation of additional grant or other funding, we recommend accepting the proposal and authorizing execution of the contract.

Item VI.4. Consider a grant application authorization request to apply to the Vermont Community Chargers Grant Program for a Level 3 charging system. Online is information regarding an [opportunity to apply](#) for grant funds for EV chargers.

Richard Butz or others may be available to provide more information. Richard Butz prepared a [grant summary document](#). There is not a specific deadline, but applicants are encouraged to apply as soon as possible. The cost is estimated to be \$150,000 and a 5% match would be required, or \$7,500.

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

Item VI.5. Consider a grant application authorization request to apply to the Municipal Energy Resilience Program for energy assessments of municipal buildings. Online is information regarding an [opportunity to apply](#) for grant funds to conduct energy assessments of municipal buildings. The grant(s) would pay 100% of the assessments, meaning no match is required.

Richard Butz or others may be available to provide more information on this and the previous item.

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

Item VI.6. Consider how to resolve a water billing issue associated with a suspected leak at the American Legion and a water meter mix-up with the associated rental property. [Online is a brief description](#) of a water leak billing issue regarding the American Legion on Airport Drive and the associated rental property that involved an apparent mix-up of meters and account billing. The meter matter has since been resolved and, based on various sources of credible information, it is believed the leak completely resides with the Legion property. One or more Legion representatives dispute this.

RECOMMENDATION: Acting as the Water Commission, determine if more information is needed.

Item VI.7. Authorize use of the Technology Reserve Fund for the purchase of a new desktop computer for the Listers Office. [Online is information regarding the failure](#) of the Listers' desktop computer this past week, which is/was apparently among the oldest among our fleet of computers. This ironically coincides with the Selectboard's recent approval of mobile laptop computer to serve a different function. Neither a cost estimate nor a timeline for replacement are currently available. With the start of the new fiscal year, the allocation of additional funds to this account will be useful.

RECOMMENDATION: Approval.

Item VI.8. Consider approval of the subgrant agreement between the Town of Bristol and the Addison County Community Trust for the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project. [Online is the](#)

[proposed subgrant agreement](#) between the Town of Bristol and the Addison County Community Trust for the benefit of the Firehouse Apartment project. This is a standard procedure for beneficiaries of CDBG grants through grantee municipalities. This document and the those with the next agenda items have been reviewed by Town Attorney Kevin Brown and were prepared with his input.

RECOMMENDATION: Approval.

Item VI.9. Consider approval of the Contract for Administrative Services and Program Management between the Town of Bristol and the Addison County Community Trust for administration and management of the Community Development Block Grant (CDBG) awarded to the Town for the Firehouse Apartments project. [Online is the proposed administrative services contract](#) between the Town of Bristol and the Addison County Community Trust for the administration and management of the CDBG grant funds awarded to the Town for the Firehouse Apartment project. This is also a standard procedure that outlines the roles and responsibilities of the different stakeholders to ensure compliance with the various requirements and conditions associated with these federal grant funds. While the agreement does not specifically include reference to reimbursement of expenses, the ACCT has confirmed that costs incurred by the Town will be reimbursed.

RECOMMENDATION: Approval.

Item VI.10. Consider approval and authorization of the mortgage loan documents related to the Community Development Block Grant for the Firehouse Apartments. [Online is the mortgage deed](#) between the Town of Bristol and Firehouse Apartments Limited Partnership outlining the terms and conditions for repayment of the \$585,000 loan for the Firehouse Apartments project. This and the previous documents have been reviewed by Town Attorney Kevin Brown.

RECOMMENDATION: Approval.

Item VI.11. Review and approval of the June 26, 2023 meeting minutes. The draft June 26 minutes are in the process of being reviewed and are expected to be e-mailed and posted online when completed. The original draft is posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item VI.12. Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant](#) is online. The current value is \$ 95,577.53, but this may change if additional expenses are added prior to the meeting.

VII. OTHER BUSINESS.

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

- [Letter Bristol Core Area maintenance and budget issues 2023-07-07.pdf](#)
- [E-mail VDT and FY2024 Education Tax Rates-Bristol 2023-07-03.pdf](#)

Flood Watches and Preparations

Bristol and other emergency responders in Addison County are on high alert for potential flooding and washouts of roads and other areas. Heavy rains began on Sunday and are expected to continue through Tuesday, followed by gusty winds on Tuesday. Between 5 to 8 inches of rain are expected, particularly along the spine of Green Mountains.

Grant Writer /Administrator Position

We have now received more than 19 responses to our Grant Writer / Administrator advertisement. Two to four candidates are in the process of being scheduled for interviews week.

Public Works Employee Position

We have received only one response so far to our Public Works Employee advertisement. Though it will remain advertised until filled, a July 14 deadline for responses was included. The notice was published in *The Addison Independent*, *Seven Days*, on Indeed.com, and Bristol's Web site. It will also be posted to Front Porch Forum.

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 July 10

Monday: 6:30pm – Selectboard meeting.

Tuesday: In the office.

10:00am – Lincoln Road Riverbank Restoration pre-bid site visit, meeting at Eagle Park.

Wednesday: In the office.

2:00pm – Grant Writer candidate interview.

Thursday: In the office.

Friday: Out of the office.

Week of July 17

Monday: In the office.

Tuesday: Working from home.

10:00am – Dentist appt.

Wednesday: In the office.

Thursday: 7:30am – ACEDC Board meeting.

9:00am – Bristol CORE meeting.

In the office around noon.

7:00pm – ACSWMD Board meeting.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., July 10, 6:30pm, 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.
- [Selectboard](#): Mon., July 24, 7:00pm, Holley Hall and via Zoom.
- [Bicycle & Pedestrian Advisory Committee](#): Thurs., July 27, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Aug. 1, 7:00pm, at Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Aug. 8, 7:00pm, 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 Lincoln Road riverbank stabilization contractor (hopefully).
- 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