

Bristol Town Administrator's Report
August 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, August 28, 2023 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 about one or more topics that are not part of the agenda.

IV. PUBLIC HEARING: DOG ORDINANCE VIOLATION.

Online are the following documents regarding this complaint:

- [Complaint filed with the Bristol Police Department.](#)
- [Certified letter notice of hearing.](#)
- [Bristol Dog Registration - Marabella.](#)
- [Veterinary bill](#)

Katie Clark filed an [animal complaint](#) with the Bristol Police Department for an incident that occurred on August 1, 2023 at which Marbella, a German Shephard, is alleged to have run onto her property and attacked her dog, causing injuries that [required veterinary care](#). This was apparently not the first encounter with the German Shephard running at large and exhibiting threatening behavior.

The German Shephard, Marbella, was not registered at the time of the incident but [was registered](#) shortly thereafter.

A [certified letter](#) was sent on Tuesday, August 22, 2023 to Kalee Ross notifying her of this hearing. I also attempted to reach her by phone that afternoon (using the number on the dog license form) and received a message that the party I dialed "is not accepting calls at this time."

RECOMMENDATION: Receive information from the interested parties. Determine if more information is needed and next steps. Require that Ms. Ross reimburse Katie Clark the \$216.95 for the veterinary expense incurred.

V. REGULAR BUSINESS.

Item V.1 [Bristol Rescue Squad update on use of ARPA funds allocation: Chief Elwell and Mark Boltz-Robinson](#)). Online is a [request from the Bristol Rescue Squad](#) to provide an update for the Selectboard about how the \$130,000 of their [ARPA fund dollars](#) toward a new ambulance and training have been spent so far.

RECOMMENDATION: Receive the information. Determine if additional information is desired.

Item V.2 [Police Station relocation to Firehouse Drive feasibility update and next steps: Cushman Design](#). Online are the most recent cost estimates from Cushman Design associated with the conceptual designs for construction of a new Police Station behind the Fire Station. The [cost estimates](#) are for a [one story and two story concept designs](#) as well as site improvements and various soft costs.

The stand-alone one-story 4,050 SF building would be expected to accommodate nine people and is estimated to cost \$2,660,352. The two-story attached 5,575 SF building would be expected accommodate twelve people and is estimated to cost \$3,402,507. Site improvements (water, sewer, sidewalks, parking area, etc.) are

estimated to cost \$269,000. The estimates are anticipated to increase annually at a rate of 4%.

The concepts were presented to the Selectboard at its March 27, 2023 meeting. At that time, there was some discussion whether expansion of the Police Department should be part of this discussion or if the two topics should be addressed independently. It was agreed that once some financial information is available, the Selectboard can have a more detailed discussion of next steps.

Michael Perpall and others from the Cushman Design team plan to Zoom in to the meeting for discussion.

RECOMMENDATION: Discussion. Determine next steps.

Item V.3 Street tree planting project update and discussion of source of match funds: Tree Committee members Josh Behounek and John Sweptson. You may recall that a grant application was authorized last December for \$5,000 to plant up to 30 street trees in the village area. At that time, there did not appear to be a clear decision about where the ~ \$4,500 match would come from. Using some or all of the available A. Johnson bequest funds was an option.

The grant was awarded and the scope was reduced to 22 trees and a \$2,500 cash or in-kind match. Members of the ad hoc Tree Committee conducted an on-line survey via Front Porch Forum to solicit village residents' interest in having a tree or trees planted in the green space on their property adjacent to the road. [Online is a summary and evaluation](#) of the 22 responses received prepared by John Sweptson. Based upon the responses, he identified 17 sites that are suitable for tree plantings, 5 that are not. Of the 17 sites, 4 are suitable for small trees only; 13 are suitable for large or small trees.

Also online is a memo prepared by Josh Behounek summarizing bids received for between 22 or 30 trees. The bids included prices for different sizes of trees; Josh's summary focuses on the costs for small trees.

[Boro Hill Nursery is the low bidder](#) for either 22 or 30 trees at \$5,858 or \$8,630, respectively (based on small trees), which includes planting, mulching, and staking. An additional \$880 or \$1,200 would need to be added for 22 or 30 tree gator watering bags. After the \$5,000 grant is considered, a cash outlay of \$1,738 for 22 trees or \$4,830 for 30 trees would be needed. Or for some other number of trees in between.

RECOMMENDATION: Accept Borro Hill Nursery's bid for the preferred number of trees, allowing for a mix of small or large trees. Consider adding the \$100 per tree for a one-year warranty (\$2,200 to \$3,000). Determine where the cash outlay will

come from. Possible options are some or all of the available A. Johnson bequest funds, ARPA funds, undesignated fund balance. Because this would relate to improvements in the highway right-of-way, Capital Roads Reserve Funds might also be an option.

I will reiterate my plug that we include an article on an upcoming Town Meeting warning to establish a Capital (Street?) Trees Reserve Fund and allocate \$10,000 to it for opportunities just like this. It would also help us qualify to become a [Tree City U.S.A. through the Arbor Day Foundation](#). But that is a discussion for a different day.

Item V.4 Consider authorizing the Town Administrator to submit a letter of request to the Natural Resources Conservation Service (NRCS) for assistance. This agenda item title could have been more clear that this is intended for assisting us with the permanent fix for the slope failure below Briggs Hill Road resulting from the July storms and possibly exacerbated by the August storms. The [NRCS EWP Program](#) offers technical and financial assistance to help local communities relieve imminent threats to life and property caused by natural disasters that impair a watershed. The slope failure between Briggs Hill Road and Lincoln Road would likely qualify because Briggs Hill Road (public infrastructure) is in imminent danger of being undermined and lost with continued slope loss. [A 25% match would be required](#). There does not appear to be an upper limit of the funds available. It would also cover the cost of either an engineering consultant hired by the Town or the engineering would be done in-house through a consultant procured by NRCS. The latter is the approach that was taken with the West Street slope failure from the October 2019 Halloween storm. The deadline to apply is September 7, 2023.

RECOMMENDATION: Authorize the Town Administrator to [draft and send the letter requesting assistance](#). We should hold off proceeding with hiring an engineer until we know the outcome of this opportunity.

Item V.5 Consider authorization request from the Recreation Department to apply to the Vermont Division for Historic Preservation for a grant for Holley Hall brick and window repairs. [Online is a request for authorization](#) to apply to the Vermont Division for Historic Preservation for funds for much-needed repairs to brickwork and some broken stained glass windows at Holley Hall. It is a 50/50 grant program with up to \$20,000 available per property.

RECOMMENDATION: Authorize the application. If funded, the match would come from the Capital Buildings and Maintenance Fund.

Item V.6 Continued consideration of a plan to replace the Howden Hall sign: Ian Albinson. [Online is a design proposal Ian has prepared](#) for continued discussion to replace the decrepit sign clinging to life in front of Holley Hall. We were informed after the last

Selectboard meeting that the [Bristol Historical Society retracted their offer](#) to pay for replacement and on-going maintenance of the sign. Ian will provide more information about the proposed sign at the meeting.

RECOMMENDATION: Determine if any other information is needed. Determine next steps.

Item V.7 Check-in on the Selectboard's calendar and goals (tentative). I added this to the agenda back when it looked lighter in terms of the number and types of items than it turned out to be. If I do not post and send something out before Monday's meeting, then I will aim for the Sept. 11 agenda.

RECOMMENDATION: No action necessary.

Item V.8 Review and approval of th August 14, 2023 meeting minutes. The Aug. 14 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 I.10. Authorize accounts payable warrant and any liquor or tobacco licenses. The current [accounts payable warrant is online](#). The current value is \$ 115,146.47, but this may change if additional expenses are added prior to the meeting.

VI. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2023-06-30 rev.pdf](#)
- [Letter Tim Short Mashak cabin elevation survey result 2023-08-22.pdf](#)

Local Hazard Mitigation Plan Update

A [request for proposals](#) was published this week seeking a consultant to help us update Bristol's [Local Hazard Mitigation Plan](#). We received a Hazard Mitigation Assistance grant from FEMA though Vermont Emergency Management. The deadline for submittals is Wednesday, September 20, 2023, 4:00pm.

Miscellaneous Updates

- Steve Palmer (VTM Engineering) and I are in the home stretch of submitting the Step 2 loan application in the amount of \$279,409 to DWSRF for the Bristol West waterline replacement design.
- The loan application for the Step 3 Pine Street waterline replacement construction was submitted on August 9, 2023.
- Richard Butz and I participated in a Zoom presentation with Maddison Shropshire (Addison County Regional Planning Commission) of the results of the sidewalk inventory she and a handful of Middlebury College students and others completed just before

their semester ended earlier this year. It was completed using an app that recorded a rich level of detail about most of the sidewalk segments in the village. It was hugely impressive! She will be getting us a printed version of the overall ranking map as well as a number of things that will help us move forward with coming up with an updated sidewalk replacement plan.

TA Schedule

I generally plan to get in the office around 9:00am most days, winter and other weather permitting. I plan to still work remotely one day a week, most often on Tuesdays, although with the Pine Street weekly construction meetings scheduled for Tuesday mornings through the fall, some may be in person and some may be via Zoom. On the remote 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 August 28

Monday: 9:00am – FEMA Scoping meeting at Holley Hall
7:00pm – Selectboard meeting.
Tuesday: In the office; will get in around 9:45pm.
10:00am - Pine Street waterline replacement weekly construction meeting.
Wednesday: In the office.
Thursday: Out of the office.
Friday: Out of the office.

Week of September 4

Monday: HOLIDAY: Town Office will be closed.
Tuesday: 10:00am - Pine Street waterline replacement weekly construction meeting.
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Aug. 28, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Sept. 5, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., Sept. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Sept. 12, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Sept. 13, 7:00pm, via Zoom.
- [Conservation Commission](#): Thurs., Sept. 14, 6:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Sept. 21, 9:00am, via Zoom.

Upcoming Agenda Items

- Basin Street Improvement Project public concerns meeting.
- Consider long-term options for stabilization of the Briggs Hill Road slope.
- Local Hazard Mitigation Plan update: select consultant.

- Web site improvement options.
- Quarterly budget review.
- Lawrence Memorial Library septic system management update.
- Review of updated sidewalk replacement plan.
- Continued review and update of the Revolving Loan Fund documents.
- Continued Selectboard decisions for use of ARPA funds.
- 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