

Bristol Town Administrator's Report November 25, 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, November 27, 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."

- Add an agenda item to acknowledge receipt of the [proposed amendments](#) to Bristol's Unified Development Regulations and report from the Bristol Planning Commission.
- Consider adding an item to the agenda to [appoint Elizabeth Guilbeault to fill a vacancy on the Lawrence Memorial Library Board of Trustees](#) until the March 2024 election.

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. REGULAR BUSINESS.

Item IV.1 Consider appointing Mark Bouvier as an (Interim) Assistant Treasurer, authorizing him to assist with various Assistant Treasurer duties. The lack of a Town Treasurer presents a number of challenges for municipal operations and increases the responsibilities for Sharon and Kris, both of whom, thankfully, are Assistant Treasurers. However, there are some functions they either do not have time to do or should not do because they would not be in keeping with internal controls policies in terms of separation of some duties. Mark Bouvier, Head Lister and retired school district financial officer, has offered to help where he can. One example could be monthly bank statement reconciliations. State statutes may not recognize "interim" appointments; it's all or nothing. In any case, this would be with the understanding that it would be a temporary arrangement until a new Treasurer is on board.

Mark intends to be present to answer any questions.

RECOMMENDATION: Vote to appoint Mark Bouvier as an Assistant Treasurer.

Item IV.2 Continued review and potential approval of an updated Zoning Administrator job description. This is continued from the previous meeting. As I noted then, this was not a planned initiative. Current Zoning Administrator Kris Perlee (since 2017) was appointed as Assistant Town Clerk and Town Treasurer in April of this year—in addition to the Zoning Administrator and E-911 Coordinator duties. The absence of a Town Treasurer has increased pressures on all of those operations.

The [current job description](#) reflects the intent back in 2017 that the Zoning Administrator (Zoning and Planning Director) would be a full-time position and also serve in an economic development role. I do not believe that is an appropriate pairing of responsibilities. The prior ZA also supervised a deputy ZA. The current position is budgeted as part-time at 20 hours per week.

[Online is a draft of the proposed job description](#), updated (redlined) a bit more since the previous meeting. I propose we advertise the position and see what we get for a response.

Kris does not want to leave the Town in a bind without a Zoning Administrator, but is also ready to hand it off to someone else. He intends to be present to answer any questions.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.3 Review and potential approval of a Community Resource Specialist job description and consider the allocation of ARPA funds to fund the position through the first year until the subsequent budget cycle. [Online is a draft job description for a new Community Resource Specialist.](#) Creation of this position has been a topic for discussion for a long time and was among the priorities for use of ARPA funds. Police Chief Bruce Nason and his colleagues are still in the process of evaluating the investment this new position will require for the first year, such as salary, office set up, and other essentials of the position. A cost proposal for use of ARPA funds is expected to be available by Monday's meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed. Approval. Advertise the position.

Item IV.4 Review and potential approval of revised Bristol Revolving Loan application materials. These are still in the process of being reviewed and are not yet posted online. I expect they will be posted and available prior to Monday's meeting.

RECOMMENDATION: If available, determine if additional information is needed and next steps.

Item IV.5 Consider grant application authorization request to apply to the Vermont Dept. of Public Safety Homeland Security Unit for an amount yet to be determined to install a generator and heat source at the Fire Department radio repeater building. [Online is a grant application authorization request](#) from the Fire Department to apply for funds through the Vermont Dept. of [Public Safety Homeland Security Unit](#) for a new generator and heat source for the Department's radio repeater building. A firm amount is not available because responses to a request for quotes have not been received yet. No match is required. Application deadline is 12/08/2023. If the funds are not awarded, the BFD [may submit a request](#) for use of APRA funds.

RECOMMENDATION: Approval.

Item IV.6 Consider grant application authorization request to apply to the VTrans Transportation Alternatives program for \$260,000 to construct a sidewalk on Airport Drive. [Online is a grant application authorization request](#) to apply to VTrans through the Transportation Alternatives Program for funds to design and construct a long-awaited sidewalk on Airport Drive. Based on the [2022 scoping report](#) and accounting for inflation and contingencies, the total project cost is estimated to be \$300,000. A 20% match (approx. \$60,000) would be required. About half of the project would be on Town property and half on MAUSD property. Freeda and I met with Floyd Davison and Joel Fitzgerald at the MAUSD offices last week. They expressed enthusiastic support for the project and commitment to share in the match expense and future maintenance. We propose Bristol's share come from the Sidewalk Reserve Fund. Application deadline is 12/08/2023.

RECOMMENDATION: Approval.

Item IV.7 Consider grant application authorization request to apply to the Vermont Outdoor Recreation Economic Collaborative (VOREC) for approximately \$250,000 for a number of activities to promote outdoor recreation, wayfinding, inclusion, and the downtown. [Online is a grant application authorization request](#) for submission of an application to the Vermont Outdoor Recreation Economic Collaborative ([VOREC](#)). The proposal would reflect a collaboration among the Bristol Recreation Department, Bristol Recreation Club, Bristol CORE, and Conservation Commission. We are still in the process of nailing down the scope of work, which currently looks like applying for approximately \$250,000 for improvements to reopen Memorial Park; (2) mapping recreational assets (parks, trails, waterways); (3) hiring a consultant to help develop an overarching marketing plan encompassing branding of the community as an inclusive recreational destination and to promote Bristol recreational opportunities; (4) designing and purchasing comprehensive wayfinding signage for outdoor recreation sites and facilities, key community buildings, and recreational spaces; and (5) working with a consultant to center equity and inclusion in all of the above. Application deadline is 12/15/2023. No match is required, but to the extent other resources could be leveraged would make the application more competitive.

RECOMMENDATION: Approval.

Item IV.8 Consider grant application authorization request to apply to the Otter Creek Basin Clean Water Service Provider program for approximately \$50,000 to conduct a flood resilience scoping study along the Bristol Flats of the New Haven River. [Online is a grant application authorization request](#) to apply to the [Otter Creek Basin Clean Water Service Provider](#) for \$50,000 to hire an engineering team to conduct an alternatives scoping study and cost-benefit analysis to resolve frequent river-infrastructure conflicts along the Bristol Flats section of the New Haven River and identify restoration and conservation approaches that lead to greater flood resiliency for the multiple landowners along this reach. Originally submitted to the Flood Resilient Communities Fund, [it was not funded and instead directed](#) to the upcoming Building Resilient Infrastructure and Communities ([BRIC](#)) round in January 2024. The BRIC program would require a 25% match. Initially looking to the Otter Creek Basin CWSP to cover the match, we learned the project could be eligible for full funding through that program. No match would be required. We discussed also submitting an application to BRIC in January, just in case the project does not get funded through the CWSP. If we go in that direction, a separate request for authorization will be submitted for consideration in December.

An open question for this one is whether the ACRPC or the Town would be the applicant and grant administrator. We are in the process of working through the

logistics of what either scenarios would involve. Application deadline is 12/15/2023.

RECOMMENDATION: Approval. Authorize either the ACRPC or the Town to apply for and administer the grant.

Item IV.9 Consider grant application authorization request to the Otter Creek Basin Clean Water Service Provider program for \$15,000 to install approximately 120 water bars on key areas of skid trails and steep slopes to control erosion on the Town of Bristol's Seth Hill Waterworks property. [Online is a grant application authorization request](#) that arose this past week from a proposal by David Brynn of Vermont Family Forests (VFF) to apply for funds through the [Otter Creek Basin Clean Water Service Provider](#) to implement water bar erosion control measures on the Town-owned Seth Hill Waterworks property in Lincoln. Based on the inventory they have begun to update the property's [Use Value Assessment Forest Conservation Plan](#), he identified approximately 120 areas on skid trails and steep slopes where water bars should be installed to control erosion and reduce phosphorous entering the Otter Creek basin. He offered that VFF would submit the application for an estimated \$15,000, administer the grant, install the water bars, and complete the reporting at no cost to the Town.

In this case, an open question is whether David Brynn with the Vermont Family Forests or the Town would be the applicant and grant administrator. In either case, an application would be coordinated through the Addison County Regional Planning Commission (ACRPC). This is a relatively new program and I am not familiar with the mechanics of what is involved, both for the application and subsequent administration requirements. As a non-profit, [Vermont Family Forests](#) would be eligible to apply. We are in the process of working through the logistics of what would be involved. Application deadline is 12/15/2023.

We were advised by Andrew L'Roe at the ACRPC that submission of this application and the Bristol Flats scoping study (above) would not jeopardize either of them.

RECOMMENDATION: Approval. Authorize either David Brynn with VFF or the Town to apply.

Item IV.10 Review December Selectboard meeting schedule and decide whether to still plan to meet on December 4, 2023. This is on the agenda because [upon realizing the Selectboard would not officially receive](#) the proposed amendment to Bristol's Unified Development Regulations from the Planning Commission until after its November 21 final public hearing, it would be inappropriate for the Selectboard to warn a public hearing for December 4. The question now is whether the Selectboard wishes to proceed with a special meeting anyway for regular business matters

anticipating that the public hearings on December 11 and 18 may consume that valuable time. With budget season right on us, it might not be a bad idea.

Possible agenda items:

- Continued review of RLF application docs (if necessary),
- Preliminary budget landscape,
- Review of FY2022 audit (draft received),
- Sidewalk replacement plan,
- Police District expansion data (what do we have, what do we need?)
- Whether to apply for brownfield grant funding for assessments of the Public Works site,
- Corrections to and readoption of the approved FY2024 Water District budget,
- Various project updates.
- Other stuff that will come up between now and then.

A question, though, is how prepared will any of these be in only one week?

RECOMMENDATION: Discussion.

Item IV.11 Review and approval of the October 30 and November 13, 2023 meeting minutes.

The draft [October 30 minutes](#) are posted online for review. The November 13 minutes are in the process of being reviewed. They are expected to be e-mailed and posted online when completed. The original November 13, 2023 draft is posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.12 Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant is online](#). The current value is \$204,629.97, but this may change if additional expenses are added prior to the meeting.

V. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2023-10-31.pdf](#).
- [Bristol Landfill Semi-Annual GWM Report 2023-11-13.pdf](#).
- [E-mail BFD Addy Indy conex box interview 2023-11-21.pdf](#).
- [Bristol Eagle Park UFP construction report SLR 2023-11-15.pdf](#).
- [Bristol Eagle Park UFP construction report SLR 2023-11-17.pdf](#).
- [ACEDC Municipal Contribution Request Bristol-FY25 2023-11-21.pdf](#).
- [E-mail BRD Friday Newsletter 2023-11-17.pdf](#).
- [E-mail BRD Wednesday newsletter 2023-11-21.pdf](#).
- [Updated VLCT EPIC Marketing Nov2023.pdf](#).

Town Treasurer Vacancy

As previously noted, the Town Treasurer position has been advertised in *The Addison Independent*, *Seven Days*, [Indeed.com](https://www.indeed.com), www.bristolvt.org, the MUNINET listserv, VLCT classifieds, Front Porch Forum, and the [Vermont Electronic Bid System](#). The position will be advertised until filled. Two responses have been received so far.

Eagle Park Fishing Platform Repair Project Update

After more than four years since the initial storm, [work began on the fishing platform last week](#) and [progressed substantially](#). The new concrete pathway might be completed by now. However, installation of the removeable rails and bollards at the path entrance remain to be done. I submitted a [letter requesting another extension](#) to June 30, 2024 to provide flexibility to complete the project into next year under more favorable weather conditions.

Miscellaneous Updates

- GEODesign expects to begin soil borings on the Briggs Hill Road slope Monday, Nov. 27. They will have traffic control, so no need to close the road is expected. The operation is expected to take several days.
- Freeda and I are working on updating the request for proposals originally issued in 2022 for restoration of the Lawrence Library front porch to follow the same model used for the Holley Hall front porch replacement. It must be done. The plan is to advertise it over the winter for completion in the spring.
- I am working on pulling various reimbursement requests together for the various grant-funded projects under way.

TA Schedule

I generally plan to get in the office around 9:00am most days. I plan to still work remotely one day a week, most often on Tuesdays. 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 November 27

Monday: In the Office.
7:00pm – Selectboard meeting.

Tuesday: **Working from home.**
11:00am – Med. appt. in Waterbury.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Week of December 4

Monday: In the Office.
10:00am – FEMA follow up meeting?

2:00pm – BRIC grant application meeting.

Tuesday: [Working from home.](#)

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Nov. 27, 7:00pm, Holley Hall and via Zoom
- [Selectboard](#) Special Meeting?: Mon., Dec. 4, 7:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Dec. 5, 7:00pm, at Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Dec. 7, 9:00am, via Zoom.
- [Selectboard](#): Mon., Dec. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Dec. 14, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 18, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 20, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Dec. 21, 9:00am, via Zoom.

Upcoming Agenda Items

- Continued review and update of the Revolving Loan Fund documents.
- Consider Town Treasurer candidate.
- Review of updated sidewalk replacement plan.
- Basin Street improvement project updates.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Continued Selectboard decisions for use of ARPA funds.
- Quarterly budget review.
- Web site improvement options.
- 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.
- Class 4 highways and private roads maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

I hope everyone has a fun and safe Halloween,

Valerie Capels, Town Administrator