

Bristol Town Administrator's Report
January 14, 2024

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, January 15, 2024 Meeting Agenda and Materials

I. Call to Order: 6:00 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."

- Consider moving agenda item III.4 up since it may be quick discussion to simply allocate ARPA funds, with the consultant/team to be selected an upcoming 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. REGULAR BUSINESS.

Item III.1 Budget workshop: Fire Department and other sections if available). Online is a PDF of the [draft Fire Department budget](#). Sorry for the teeny tiny print. Perhaps people

can enlarge it on their computer screen. We will be viewing a larger version on the screen Monday night. We are planning to also review the Fire Department's apparatus (vehicle) and equipment capital plans, which are in the process of being updated. Brett is planning to tune in help answer questions.

Other sections of the budget may or may not be available for this meeting. We can look forward to a robust review of the overall general fund budgets at the January 22 meeting.

RECOMMENDATION: Discussion. Determine what additional information is needed.

Item III.2 Capital projects updates: Pine Street waterline replacement, Bristol West water line replacement design phase, water service line inventory, Basin Street improvement project, Briggs Hill Road, Lincoln Road riverbank repair, Eagle Park fishing platform, sidewalk improvements, draft Capital Improvement Plan, etc. We have a long list of capital projects to review. It is actually rather breathtaking. I am in the process of developing a thumbnail summary of as many as I can get my arms around by Monday's meeting and will post it as a separate document. (I began to include it in this TA Report, but abandoned that approach when I realized it was going to take more time.) I am also trying to put as much of it as I can into a format that we can use for planning ahead. I expect this will be available in time to review at the meeting.

RECOMMENDATION: Discussion. Determine what additional information is needed.

Item III.3 Consider a new proposal for Pine Street improvements, including widening the paved road, stormwater drainage, striping, etc. and allocation of ARPA funding for implementation. There is not a digital document to share. Instead, there are two large plan sheets on the table in the meeting room that roughly illustrate a proposal to widen the paved area of Pine Street to accommodate a four-foot (4') striped pedestrian lane on the south side of the street. The plan also includes the installation of new stormwater drainage structures in various locations.

Because Pine Street is not considered to be a hydrologically connected road discharging runoff into waters of the state and we do not have data about pollutants, sediment, or other qualities of the stormwater itself, this project would not qualify or be competitive among various stormwater management grant programs. And if we want to accomplish this before Pine Street is paved later this year, it's all going to be on Bristol's dime.

The pedestrian improvement aspect of this project was ranked #8 in the [ARPA Funding Advisory Committee's Final Report](#) for use of ARPA funding. As it also relates to agenda item III.5 below, [online is a summary of ARPA funding allocations](#) made to date. A placeholder is included for this project at \$40,000. However, that

number reflects just the stormwater infrastructure materials and does not include a contractor's expenses. In addition to the stormwater structures, widening the paved road width will require specific preparations and may require additional considerations for impacts to front yards (yet to be determined). And then there is striping. So that number is quite likely to increase.

Related to this and agenda item III.2 above, below are the current balances of capital reserve funds that may be available for this project:

- Capital Road Reserve Fund (Construction): **\$159,098.63.**
- Capital Paving Reserve Fund: **\$179,290.21.**
- Sidewalks Reserve Fund: **\$118,668.86.**

It is important to keep in mind there are many other projects in the queue for use of these funds (refer again to agenda item III.2) and the balances do not include new allocations approved for FY2025 after July 1, 2024.

Eric, Peeker, and Steve are expected to be available to provide more information.

RECOMMENDATION: Discussion. Determine if additional information is needed. Know that the details of this project are subject to refinement. If the Selectboard agrees to support this project, approve an allocation of ARPA funds—an upward amount to be determined—so this project can be completed this year before Pine Street is paved.

Item III.4 Consider selection of consultant team for the Bristol Accessible Recreation Town Parks project and allocation of ARPA funds for it. [Online is a request for proposals](#) (RFP) for Accessible Recreation Design for Town Parks. Six proposals were received by the Weds., Jan. 10 deadline. The plan is to review and rank the technical proposals first and only then factor in the cost proposals to come up with a recommendation. We are going to need more time to go through this review process because of the quality of the proposals. The reason for this type of process is that the lowest bid is not always the best choice (although sometimes it is). In this case, it is a challenge of selecting among a number of very good proposals.

In the meantime, a very quick glance at the cost proposals (without attention to which was which or who was who) indicates that the high threshold is in the vicinity of \$53,000. So that figure is included as a placeholder.

This is a purely local initiative with no other funding or restrictions, so it is not under a particular timeline. Of course, sooner is usually better.

RECOMMENDATION: Vote to allocate up to \$53,000 in ARPA funding for Bristol's Accessible Recreation Design for Town Parks. Selection of a consultant or consultant team would be made at a later date.

Item III.5 Review status of ARPA funding and other potential allocations. Online is summary of [actual and potential allocations of the ARPA funds](#) as of right now. Based on discussion of previous agenda items, the final numbers are likely to change.

I do not know yet what interest may have accrued on the funds up to now.

RECOMMENDATION: In light of all the major capital projects involving roads of one sort or another (go back to agenda item III.2), I recommend the ultimate balance, whatever that turns out to be, be allocated to the Capital Road Fund. There will never be enough in it to do what needs to be done and it would be for the benefit of the entire community.

IV. OTHER BUSINESS.

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

- [E-mail BRD Newsletter 2024-01-12.pdf](#).
- [2023 Equalization Study Results 2024-01-05.pdf](#).

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 (802) 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail.

Week of January 15

Monday: MLK holiday. Town Office Closed.
Working from home.
6:00pm – Selectboard meeting.

Tuesday: In the office (eventually).

Wednesday: In the office.

Thursday: 7:30am – ACEDC Board meeting.
9:00 – Bristol CORE.
In the office around 11:00am.

Friday: In the office.

Week of January 22

Monday: In the office.
6:00pm – Selectboard meeting.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Jan. 15, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Jan. 16, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan. 17, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Jan. 18, 9:00am, via Zoom.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 29, 6:00pm, Holley Hall and via Zoom – if needed.
- [Bristol CORE](#): Thurs., Feb. 1, 9:00am, via Zoom.
- [Conservation Commission](#): Thurs., Feb. 8, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Feb. 12, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Feb. 13, 7:00pm, Holley Hall and via Zoom (if needed).
- [Bristol CORE](#): Thurs., Feb. 15, 9:00am, via Zoom.
- [Planning Commission](#): Tues., Feb. 20, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 26, 6:30pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Finalize budgets and warnings.
- Other Town Meeting and Town Report preps.
- Basin Street improvement project updates.
- Continued Selectboard decisions for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Review of updated sidewalk replacement plan.
- Consider Zoning Administrator candidate.
- Consider Town Treasurer candidate.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- 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 FY2022 audit report 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.

Respectfully submitted,

Valerie Capels, Town Administrator