

Bristol Town Administrator's Report July 21, 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=WFdGNUtJYWx1eHMrenpgTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

Join meeting by phone: 1 (646) 558-8656

Monday, July 22, 2024 Meeting Agenda and Materials

I. Call to Order: 6:30 P.M.

Item III.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."

- IV.6: Should be clarified as preliminary approval.

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 update on the Briggs Hill Road slope failures and consider options and recommendations for repair: DuBois & King and GEODesign. One year ago this month, July rainstorms sent sections of the Briggs Hill Road slope down across Lincoln Road, bringing down trees, soil, rocks, and some of the uphill road base. The upper slide tore away the road shoulder, undermined the uphill side of the road, and left the guardrail dangling. The lower slide is not quite as dramatic, but is clearly undermining the uphill travel lane. Forty concrete blocks were installed on the slope of the upper slide to hold up the road. For the most part that has worked well. However, the slides changed the pitches of the road, and thus the stormwater drainage pattern. Even before this month's anniversary rainstorm, the slope was showing signs of increased erosion.

In 2023 following the July storm, DuBois & King and their subcontractor GEODesign were asked to study the Briggs Hill slope situation and provide recommendations. They had been hired just a short time before through a competitive process for the Basin Street project. GEODesign conducted several subsurface soil borings and other studies of the area.

The rainstorm on the one-year anniversary caused yet more erosion. Jason Gaudette with GEODesign [recommends placing a 6-foot wall of concrete blocks](#) at the bottom of the slope along Lincoln Road as a protective barrier for other material that might come down.

Jonathan Ashley, P.E., with DuBois & King and members of the team will [present their findings and recommendations](#). Cost estimates are in progress and are expected to be available in time for Monday's meeting.

RECOMMENDATION: Determine if additional information is needed. Determine next steps.

Item IV.2 Consider acceptance of updated quote from Sargent's Welding & Crane Service for installation of removeable rails on the universal fishing platform at Eagle Park. [Online is an updated quote](#) from Randy Sargent to retrofit the railings at the Eagle Park universal fishing platform. If given the go-ahead by August 1, the estimated schedule could mean completion by mid-September, just in time to meet the September 30, 2024 extended deadline.

RECOMMENDATION: Determine if more information is needed. Approval. If more time is needed, we should consider abandoning this element through FEMA and explore other options.

Item IV.3 Roads projects updates: July 2024 storm repairs; Pine Street grinding, drainage, paving; Lincoln Road grinding, paving, etc.; and other updates: DPW Foreman Eric Cota. Public Works Foreman Eric Cota will be present to provide an update on various projects,

including July flood impacts and repairs; Pine Street grinding and paving; Lincoln Road grinding and paving; Lincoln Road closure for the riverbank repair; use of Briggs Hill Road as a detour; and more.

RECOMMENDATION: Determine if additional information is needed.

Item IV.4 Water Commission: Consider approval of a proposed Engineering Services Agreement (ESA) with VTM Engineering, PLC, for the Bristol East waterline replacement project: Steve Palmer, P.E. [Online as a proposed engineering services agreement \(ESA\)](#) and [related documents](#) for Steve Palmer, P.E., and his team at VEM, PLC to proceed with the Bristol EAST waterline replacement design process. Although we are still in the thick of the Bristol West process, we are proposing to move this forward now knowing it can take months to get through the State review process.

The documents are very similar to what was provided for Bristol West; however, the State has asked we use the upgraded version from 2014 to the 2020 version of the EJCDC documents. Thus, the draft Agreement uses the 2020 EJCDC documents.

The scope of work is essentially the same as it was for Bristol West, the lineal footage for both is almost identical. This Bristol East cost estimate is \$251,841. The Bristol West cost estimate was \$279,409. Items of interest:

1. The hourly rates are the same as those used for Bristol West. (Note: Less than those outlined in the recently-approved Master Services Agreement.)
2. Estimated field reconnaissance and surveying time is reduced due to recently purchased survey equipment that eliminates the need for a second person in the field.
3. Estimated drafting time is reduced based on the amount of effort currently expended on the Bristol West project.

There could also be a number of variables that may ultimately affect the scope of work and costs, in which case, they would be addressed them as amendments or change orders.

Steve is planning to Zoom in case there are any questions.

RECOMMENDATION: Approval.

Item IV.5 Water Commission: Consider approval of a request by Carroll and Laura Griggs for a new residential water connection off of Plank Road at 14 Jay Drive. [Online is an application](#) for a new single family residential water connection for Lot #5 of the new development off of Jay Drive. In this case, the curb stop is already in the Plank Road right-of-way; this is for approval to connect and issuance of the meter set an appurtenances.

A connection fee was inadvertently charged to this applicant since the Heffernan Family Partnership already paid the upfront connection fees. This will be credited to the new customer's follow-up invoice for the meter set, appurtenances, and Water Operator time.

RECOMMENDATION: Approval with the following conditions:

1. The three-quarter inch (3/4") Type K copper waterline be bedded in four inches (4") of sand below and twelve inches (12") of sand above.
2. The Water Operator must be present to witness the installation and connection to the Town's water system.
3. No person other than the Water Operator is authorized to touch any valves or curb stops that connect to the municipal system.
4. The Water Operator must be contacted at least 48 hours in advance of the planned connection/installation. They can be contacted at (802) 377-2316 or info@vtums.com.
5. The applicant/owner shall confirm the construction details with the Water Operator prior to any work being completed.
6. All costs, including the meter set and Operator's time, are to be incurred by the applicant/owners. The connection fee has been paid. A separate invoice will be sent for the actual cost of the meter set and the Water Operator's time.

Item IV.6 Water Commission: Consider conditional approval of a request by Joel Bouvier for new residential water connections off of Pine Street. This agenda item should be clarified as a preliminary approval because no application has actually been filed, no fee(s) paid, and no particular connection details are available. It is my understanding the proposed connection is for a 2-inch tap and water line extension to four lots. HOWEVER, this is on the agenda because of the planned grinding and repaving of Pine Street. We will have received an update about the status of that project with agenda item IV.3. Consequently, there is time pressure to install any water connection before the street gets paved. Online is [a preliminary concept plan of the four-lot subdivision](#). Selectboard member Joel Bouvier will need to recuse himself from ANY discussion of this matter from this point forward.

RECOMMENDATION: Determine if more information is needed. Consider conceptual approval of the basic connection details at the Pine Street connection.

Item IV.7 Consider grant application authorization request to apply for up to \$15,000 through the ACRPC TAC for an updated speed limit engineering study to reduce village speed limits and vehicular study of the quantity and routes of trucks going through the village. The Addison County Regional Planning Commission ([ACRPC](#)) is [soliciting proposals](#) for transportation planning initiatives for FY2025. Bristol has benefited substantially from this program for such projects as the [Stoney Hill Sidewalk Scoping Study \(2020\)](#), [Briggs Hill](#)

[Road/Lincoln Road Intersection Study \(2021\)](#), and [Airport Drive Sidewalk Scoping Study \(2022\)](#). This proposal is a bit different, but is aligned with the many times village traffic speeds and how to reduce or manage them has been on the Selectboard's agenda. One or more previous speed studies did not support lowering the village speed limit to 25 miles per hour (MPH). Also, residents on North Street have raised concerns about the number, volume (sound), and air quality impacts trucks have on the village. Online is a one-day count of trucks passing on North Street. This proposal is to update the [speed study and conduct a truck traffic inventory](#) with the goal of reducing the village speed limit and identifying the quantity and routes of village truck traffic.

RECOMMENDATION: Approval.

Item IV.8 [Consider grant application authorization request to apply for +/- \\$500,000 through the Vermont Hazard Mitigation Grant Program to support the stormwater, slope stabilization, and road relocation of the Basin Street project.](#) [Online is a grant authorization request](#) to apply for funds to support the Basin Street improvement project. This will be a complicated project with many moving parts over several years. This project and funding source are completely [aligned with the project's objectives](#). No match is required.

RECOMMENDATION: Approval.

Item IV.9 [Consider grant application authorization request to apply for +/- \\$20,000 through the Vermont Hazard Mitigation Grant Program to upsize the culvert on Upper Meehan Road.](#) [Online is a grant authorization request](#) to apply for funds to support upsizing the culvert on Upper Meehan Road. This project has been on the department's list for some time.

RECOMMENDATION: Approval.

Item IV.10 [Preliminary review and discussion of the proposed Capital Improvement Plan.](#) Documents associated with this item are in the process of being updated and will be available and posted online at or before Monday's Selectboard meeting.

RECOMMENDATION: Discussion. No action is necessary.

Item IV.11 [Authorize accounts payable warrant and any liquor or tobacco licenses.](#) The accounts payable will be available and posted online on Monday.

RECOMMENDATION: Approval.

V. OTHER BUSINESS.

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

- [E-mail Skolozdra Maple Broadband July Update 2024-07-07.pdf](#). Ben is Bristol's representative to the Maple Broadband Governing Board. This a summary of their July meeting.
- [Letter Parker US Sec of Labor OSHA 2024-07-19 signed.pdf](#). Many thanks to everyone to came together to get this letter together, signed, and sent off on Friday.
- [Smith Appeal Letter 2023-07-01.pdf](#). This letter relates to Mr. Smith's appeal of the Zoning Administrator's determination that the Lathrop Mill was not in violation of their permits. A hearing with the Development Review Board is in the process of being scheduled in August. The Selectboard is aware of some of the concerns he has regarding hours of operation and other noise issues and has asked the Selectboard to consider developing and adopting a noise ordinance.

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 July 22

Monday: In the office.
9:30am - Constituent meeting.
10:00am – FEMA Zoom check-in
1:00pm – Hazard Mitigation Plan Update Committee
6:30pm – Selectboard

Tuesday: **Out of town.**

Wednesday: **Out of town.**

Thursday: **Out of town.**

Friday: **Out of town.**

Week of July 29

Monday: In the office.
10:00am – Hazard Mitigation Plan Update Committee

Tuesday: **Working from home.**

Wednesday: In the office.
10:00am – Constituent meeting.

Thursday: In the office.

Friday: **Working from home.**

Upcoming Meetings

- [Hazard Mitigation Plan Update Committee](#): Weds., July 22, 1:00pm, via Zoom.
- [Selectboard](#): Mon., July 22, 7:00pm, Holley Hall and via Zoom.

- [Bicycle Pedestrian Advisory Committee](#): Thurs., July 25, 7:00pm, via Zoom.
- [Bristol Equity Committee](#): Weds., July 31, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., July 29, +/- 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., July 9, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., July 11, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): TBD, +/- 3:00pm, annual capital projects tour and road trip.
- [Planning Commission](#): Tues., Aug. 20, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., July 17, 7:00pm, via Zoom.
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Upcoming Agenda Items

- Water Commission: Consider updated and revised water rate schedule.
- Grant application authorization requests.
- Review of the MERP Energy Assessment Reports.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck.
- Capital Improvement Plan public hearing.
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Consider whether to develop and adopt a Noise Ordinance.
- Consider whether to adopt a Livestock Running At Large ordinance.
- Bristol Unified Development Regulations revisions public hearing.
- Review draft RFP/scope of work for the Hewitt/Route 116 DPW site analysis.
- 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 District expansion.
- Continued consideration of Police Station alternatives.
- Continued Personnel Policy review and updates.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator