Attachment-1: Kick off Meeting Minutes

Project:	Bristol Stormwater Master Plan
Meeting:	Project Kick-Off Meeting
Date/Time:	9-24-18 | 10AM
Location:	Town of Bristol Municipal Offices
Attendees:	***Claire Tebbs (ACRPC), Allie Dinwiddie (ACRPC), Eric Cota (Town of Bristol), Valerie Capels (via phone) (Town of Bristol), Katie Raycroft-Myer (Town of Bristol), Andres Torizzo (Watershed), Dana Allen (Watershed)***

The project team met in Bristol to discuss the stormwater master plan project.

Contract Finalization:

Dana started with Contract Finalization. Andres stated that he would send the contract to Valerie for signatures and finalization.

Points of Contact:

Dana then addressed points of contact for the project. Claire will serve as the project coordinator and will organize meetings as needed, as well as distribute deliverables for the project as submitted by Watershed. The Town of Bristol (Valerie) is technically managing the grant and will submit deliverables to VT DEC as needed. Claire offered to help serve as liaison between the Town and VT DEC as needed. Claire further clarified that Eric should use her and Valerie as his main point of contact for any information that may need to be communicated to Watershed about major road/stormwater infrastructure improvement work completed by the Town, if he wants to proceed that way. Claire also requested that Watershed CC Allie on all logistics issues that are project related. Watershed will also CC Allie on deliverable submissions. Claire suggested Watershed to contact Carroll Wells, a Bristol community member who has been involved in a variety of projects completed by the Town and Planning Commission, in order to further develop a library of relevant data for the SWMP (Phase 1).

Discussion of Stormwater Master Plan Process:

Dana outlined the basic process of the stormwater master plan. It proceeds as follows:

- **Phase 1**: Watershed Consulting develops a library of relevant existing data applicable to the project and study area (geographic data (contours, soils, landcover, infrastructure) development studies, retrofit projects, water quality studies, and flood studies, etc.).
- **Phase 2**: Data is assessed in the office (computer models, etc.) to identify stormwater problem spots/ opportunities for improvement in Bristol.
- **Phase 3:** Data is verified in the field to confirm issues found via Phase 2 and the feasibility of addressing these problems is also investigated.
- **Phase 4:** Once the field assessment is completed, all the identified sites are put through a cost benefit analysis/ run through a prioritization matrix to determine the scheduling order of retrofitting or installing new stormwater infrastructure at various sites in the study area.
- **Phase 5:** Once a priority list is created, 3-5 of the top priority sites can be selected, for which Watershed Consulting will develop 30% of the final construction plans.

- **Phase 6:** Partially completed construction plans as well as information about the prioritization process and expected benefits from implementing suggested retrofits/new installations at the selected sites will be aggregated and included in a Final Stormwater Master Plan.

Andres then inquired if the team knew of any resources that Watershed should investigate, such as recently completed projects within the town that might affect stormwater. The projects discussed were:

- Main Street water line project: This involved upsizing water pipes along Main Street towards Mt. Abe High School (but not moving or expanding the line). Some new drainage infrastructure was added as a result (new structures and pipes only – no new connections or expansion of infrastructure).
- South Street Bridge: A new bridge was put in, but this project falls outside of the project area.
- Co-housing Project on North Street: A new co-housing project has recently been completed on North Street on a relatively flat site (only ~5 ft drop across site). Some green stormwater infrastructure practices were supposed to be installed, but may not have been according to Katie. This project may be a good spot to investigate for further management opportunities. This site was not required to obtain a stormwater permit through the VT DEC.
- Elementary School: This area experienced localized flooding in approximately 2004 as a result of run-on from the mountain slopes above the school. New drainage infrastructure was added as a result of this, as well as some replacement of stormwater infrastructure leading from the Elementary School along Mountain and Spring Streets.
- Shaw's Property on Prince Lane: Andres mentioned that Watershed has done some work with the owner of the site, Pomerleau Real Estate, on developing a preliminary stormwater management plan for the property there. Additionally, significant work has going into Prince Lane (the area in front of Shaw's, behind the Town's main business block). This area was part of the 2005 Designated Downtown initiative and some work has been done on incorporating pedestrian features, though some other features (such as vegetated areas) have either not been incorporated as of yet or are not working as planned. The project team mentioned that Trudell Consulting Engineers developed plans for this area. The team also mentioned that Carroll Wells, a dedicated citizen who currently doesn't have a formal Town position, has spent considerable time on this area as well.
- Main / North Street Intersection: This intersection was re-designed to reduce the pedestrian crossing distance with bump-outs, among other things. These bump-outs aren't currently stormwater features. There may be some opportunity at this location. Eric and his road maintenance crew are not familiar with taking care of the road with the new abutments. He would like to limit having high vegetation in planting areas incorporated in the abutments, because it's not conducive to winter road maintenance.

The team also discussed the existing dry wells that the Town currently has. These structures are, generally, vertical 24" pipes with 4" lateral perforated pipes leading from them that allow runoff to infiltrate back into the ground. Eric mentioned that they usually function well for 2-3 years at which point sediment tends to plug them and water sits in the sumps without infiltrating. The Town contracts VT Utility Management Services (VTUMS) to clean them out with its water jetter and vactor. The Town does not currently own a vactor truck. There was some discussion of possibly getting a grant written to obtain a vactor truck with other towns in the area.

The team discussed combined sewer overflow issues and wastewater treatment. Wastewater treatment in Bristol currently consists of two holding septic tanks in a leach field, which is located in the New Haven River Corridor. Eric stated that the Town doesn't have any connected surface water drains. Dana asked if smoke

testing had ever been performed to see if roof drains were connected to the stormwater system. This testing has never taken place. Dana mentioned that Vermont Rural Water Association will do this testing for member communities when requested.

Several areas of erosion below outfalls were noted on the map.

A new housing and light industrial development near the Fire Station was also discussed. The project team didn't have a lot of concrete information regarding the state of this development. The development is also outside the area of interest for the master plan scope of work. At this time, it is not anticipated that any assessment of this area will take place as part of this project.

The team then discussed the remainder of the stormwater master plan process which includes desktop assessment of geographic data pertaining to stormwater management to select sites to asses in the field, field assessment of desktop-selected sites, prioritization of field-assessed sites, selection of 30% design sites, and finalization of designs. Dana explained each of these processes, in particular what a 30% design means and how it's selected (in consultation with the project team). Claire brought up the State's stormwater master planning guidelines and inquired if Watershed was following the templates outlined therein. Andres and Dana assured the team that they would. Andre mentioned that recently there has some been some discussion of prioritization of projects and pollutant load modeling, but that the State has not yet made final decisions regarding these methods. Dana mentioned the need to follow Ecosystem Restoration Program (ERP) deliverable guidelines for major project milestones and stated that Watershed is very familiar with these guidelines and would be following them closely.

A brief discussion of publicly-owned property took place. The Elementary School is publicly owned as is the Town green. No other public property is within the area of interest. Katie indicated that Bristol Works, owned by Kevin Harper, may be an amenable property owner within the watershed.

Project Schedule:
The team then discussed project schedule. As the project is starting approximately one month after it was initially envisioned to start, the team decided to push back project deliverable dates by one month, at least up through Task 3. Task 4 (site prioritization) may still be able to be delivered by 3-31-19. Claire stated that there is likely some time at the end of the grant if the team needs more time to finalize things.

Post Meeting Action Items:

- Andres: Make necessary revisions to project schedule and forward that document and updated contract to Valerie and Claire.
- Valerie and/or Claire: Provide comments/feedback on contract/schedule or contact Watershed Consulting if there are questions.
- Watershed Consulting: Will start Phase 1 of the project as discussed and outlined in the scope of work.