

Dear Selectboard members,

The Bristol Recreation Department (BRD) would like to request funding for a passenger van. BRD has been considering purchasing a van or bus for several years. Every summer BRD runs camps that require transportation, and we often think of activities or outings for youth or community that are made impossible without reliable transportation available. The addition of a van for the Recreation Department would allow us to diversify our programming and offer opportunities that have previously been inaccessible. The Rec Department and Hub are excited to use the van for:

- Camps
- Field Trips (Concerts, other teen centers, beaches, hikes)
- Community events (Community beach day, Lake Monsters game, hockey games)
- Transportation to local swimming spots increase utilization of local parks
- Partnerships with local agencies and other programs (Bristol Youth Sports, ELP, AgeWell, Project Independence)

BRD recognizes the additional considerations that need to be made when it comes to owning a passenger vehicle for the Town and are trying to make sure we have a plan in place for the most common issues:

Storage

The van will be parked at Bristol Works in front of the Police Station.

Maintenance

BRD has a line for transportation that was always intended to switch to vehicle maintenance when the time came. It has \$5,000 in it which will cover insurance and routine maintenance. The Rec Department will utilize the town Department of Public works whenever possible for routine maintenance and local mechanics when necessary.

Driving requirements

No special license is required for this van and everyone on staff has experience driving large vans. We will all be insured to drive the van. All drivers must be employees of the Town of Bristol. All drivers must have clean driving records, we will need a copy of the insurance and license. At the beginning of every trip the driver will be responsible for:

- Walk around check list – note anything unusual, make sure oil levels are fine, tire pressure looks fine, etc.
- Note beginning mileage, destination(s), and ending mileage (when it's parked at the end of the day)

Driving restrictions

- Out of state only with Selectboard permission

Additional Plans

- Department will purchase AAA premium from “Transportation” line
- Key lanyard will have: key, AAA, insurance card, emergency contact

BRD is looking at a variety of different vans, weighing the age, mileage, location, and cost. We would like a 12 to 15 passenger van (15 ideally) with fairly low mileage. We have found some locally and some spread across the country with the option to ship them to us. Given the limited supply of vans available and the different factors we are considering the **BRD would like to request access to \$45,000** to purchase a van and have it shipped from California however there is a possibility we would spend as little as \$25,000. Attached you will find several van options with locations and associated costs as well as an estimated cost breakdown of getting the van road legal and long-term maintenance.

The BRD has been seeking grants for a van for several years as transportation has been a well discussed issue for the department. Unfortunately, transportation and vehicle acquisition falls into a funny space of “capital investment” that many grants don’t want to get involved with, or when we get smaller grants we can think of other issues to address in totality.

Thank you so much for your consideration and dedication to the Bristol community.

Sincerely,

Bristol Recreation Department Team

Bristol Recreation Dept. 5-Year Van Cost Projection

	Year 1	Year 2	Year 3	Year 4	Year 5
Insurance	\$ 1,432	\$ 1,432	\$ 1,432	\$ 1,432	\$ 1,432
Maintenance	\$ 1,200	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351
Gas	\$ 1,346	\$ 1,386	\$ 1,428	\$ 1,471	\$ 1,515
State Vehicle inspection	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Registration	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70
Total	\$ 4,123	\$ 4,199	\$ 4,278	\$ 4,359	\$ 4,443