

Bristol Town Administrator's Report
October 28, 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

I. Call to Order: 7:00 P.M.

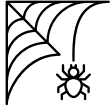
Item I.1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A). Among the amendments to the open meeting law that took effect July 1, 2014 is a requirement that "an item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting."

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 Recreation Department proposal to transfer the Bristol Youth Sports program and establish a Recreation Programs Fund. Recreation Director Meridith McFarland and Program Coordinator Zac Farnham-Haskell will be making a presentation about the Bristol Recreation Department's proposed acquisition of the [Bristol Youth Sports \(BYS\) programs](#). According to their Web site, BYS is a non-profit volunteer group that helps coordinate youth (k-6) soccer, basketball, baseball, football, field hockey, and lacrosse offerings in the Bristol and Mt. Abe-Vergennes School Districts. Meridith and Zac will be prepared to explain how this came about, expected next steps, and various logistics to be considered. The acquisition would come with a variety of assets, including approximately \$17,000 and various collections of equipment.

In order to appropriately keep track of revenues and expenses and maintain complete transparency associated with this new program activity, a new account (number yet to be determined) is proposed to be set up. Like other accounts set up for special projects or grants, funds would carry over from year to year, similar to that of a reserve fund.

RECOMMENDATION: Receive the information. Discussion. Determine if more information is needed. Approval.

Item IV.2 Consider approval of proposed management plans for Sycamore Park, Eagle Park, and Memorial Park: Conservation Commission. The [Bristol Conservation Commission has prepared](#) the following new and updated management plans for the Selectboard's review:

- [Memorial Park](#) (24 pages)
- [Eagle Park](#) (16 pages)
- [Sycamore Park](#) (38 pages)

The Selectboard received a [presentation from Porter Knight](#) at its August 14, 2023 meeting regarding an initiative to develop plans and ultimately construct improvements to Bristol's parks to improve their accessibility to people of all mobility abilities. This initiative is reflected in the proposed plans.

RECOMMENDATION: Determine if additional information is needed. Discussion. Approval.

Item IV.3 Water Commission: review and approval of the Lawson Lane financing and construction agreement. The Selectboard/Water Commission discussed this situation at previous meetings and, at its October 16 meeting, ultimately approved moving forward with the proposal that Munson Earth-Moving (Munson) be hired by the Town to install the new water line down Lawson Lane and that the group of



three property owners agree to reimburse the Water District proportional shares of the actual expenses. Online is an updated version of [the proposed temporary construction easement and financing agreement](#) as discussed at that Oct. 16 meeting. In addition to whatever adjustments are discussed and agreed to, the final version will need to include signature lines for each of the property owners on those last pages.

[Online is the contract between the Town and Munson](#) to do the work, which is scheduled to begin on Tuesday, October 31, and is expected to take about two days. Nick Gaudreau with Munson agreed to a not-to-exceed quote for the work, currently estimated at \$22,740.00. If actual expenses come in less than that, we will be invoiced for that lower amount and it will be paid from the Water District Capital Fund. And it will be that amount, plus any other actual expenses, that will be proportionally allocated to each of the three property owners for reimbursement.

Details of the "Payment Plan Letter" are still being worked out. A draft letter is expected to be available by Monday's meeting for review. The final version(s) will need to reflect decisions made at this meeting. A no-interest loan was agreed at the October 16 meeting. A payback term of five years was discussed but I do not believe a final decision was made. For sake of illustration, a final cost of \$22,740 divided by three equals \$7,580 per household. Divided by five (years) equals \$1,516 per year, or about \$127 a month. Under that scenario, a one-year payback would amount to about \$632 a month.

RECOMMENDATION: Discussion. Determine if additional information is needed. Vote to accept the temporary construction easement and financing agreement, with or without adjustments. Vote to ratify the contract with Munson. Finalize the repayment terms for reimbursement.

Item IV.4 Consider approval of curb cut driveway access permit application 2023-07DA for new parking area access at 8040 Plank Road – Amanda Faust. [Online is an application](#) for a new driveway access to create a 12' x 30' parking area for AirBnB guests at 8040 Plank Road. If approved, Public Works Foreman Eric Cota recommends the following conditions:

1. Remove the sod from the edge of the road to fifteen feet (15') back, equal to the width of the parking area, at a depth of four to six inches (4"- 6") and fill back in with one inch to one and half inch (1" – 1 ½") crushed gravel.
2. The width proposed allows for only one vehicle.
3. The driveway is good.
4. The sight distance is good.
5. No culvert is needed.

RECOMMENDATION: Approval per the DPW Foreman's recommendations.



Item IV.5 Consider approval of the Listers Errors and Omissions Report. [Online is an Errors and Omissions report](#) from the Listers with corrections to be made to the Grand List affecting 25 Ezra's Way, 21 Maple Street, and 36 Crescent Street.

RECOMMENDATION: Approval.

Item IV.6 Consider approval of the Attestation of Support for Bristol CORE for the Downtown Vibrancy Fund. As part of a new Downtown Vibrancy Fund grant through the Vermont Department of Housing and Community Development (DHCD) to support the work of Bristol CORE, the Selectboard is asked to [acknowledge its ongoing support and attest](#) that the grant funding will not result in a reduction of the funding the Town regularly provides to CORE, which has been an annual appropriation of \$10,000 for many years.

RECOMMENDATION: Approval.

Item IV.7 Review and approval of the September 25 and October 13, 2023 meeting minutes. The Sept 25 minutes and the October 13 minutes are in the process of being reviewed. They are expected to be e-mailed and posted online when completed. The original drafts are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.8 Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant is online](#). The current value is \$189,893.98, but this may change if additional expenses are added prior to the meeting.

V. OTHER BUSINESS.

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

- [E-mails DWSRF Priority Fund announcement next steps 2023-10-27.pdf.](#)
- [WSID 5002 Monitoring Source Protection Plan Approval Letter 2023-10-06.pdf.](#)
- [E-mail VLCT FY2025 Bristol dues 2023-10-27.pdf.](#)
- [E-mail BRD Friday Newsletter 2023-10-27.pdf.](#)
- [ACSWMD Fall Newsletter 2023.pdf.](#)

Pine Street Waterline Replacement Project Update

Paving on Pine Street was completed on Friday. Cleanup, sweeping, seeding, and punch list items are under way and will continue into next week.

Work on the Lawson Lane water line installation is expected to begin on Tuesday and is expected to take about two days. Vehicular access into Lawson Lane and the Public Works facility will be interrupted. After that is done, Munson is expected to be completely finished and to de-mobilize by the end of next week.



Repaving of Pine Street is planned for early next year. Yes—that will mean more disruption, but it will be much more limited in impact and the end result is expected to be worth waiting for and suffering through. In the meantime, we will be looking at ways to include pedestrian and stormwater improvements. Although not in the original paving budget planned for Pine Street, it is strongly recommended that the entire road width and length be grinded. Among other things, this will allow for potential adjustments in road grade and pitch to improve stormwater management and would help eliminate premature deterioration of the newly paved surface from the current underlying patchwork of pavement.

Miscellaneous Updates

- GEODesign is currently scheduled to start to drill soil borings on Briggs Hill Road on Monday, November 13.
- We received comments back from the Addison County Economic Development Corporation on the draft updated Bristol Revolving Loan Fund application materials and are in the process of reviewing them. This is expected to be on the next Selectboard agenda for review and hopefully finalization.
- We received draft FY2022 audit documents from RHR Smith & Company and are in the process of reviewing them.
- Roy Schiff (SLR International) has been coordinating with Masterson & Son Excavating to see if they are still on board to complete the Eagle Park Fishing Platform Repair this year.

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 October 30

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

Tuesday: In the office.
10:00am - Pine Street waterline replacement weekly construction meeting.
3:00pm – appt. in Waitsfield

Wednesday: In the office.

Thursday: 7:30am – ACEDC annual meeting, Middlebury
In the office.

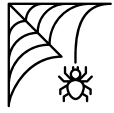
Friday: **Working from home.**

Week of November 6

Monday: In the Office.

Tuesday: **Working from home.**

Wednesday: In the office.



Thursday: In the office.
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Oct. 30, 7:00pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Nov. 2, 9:00am, via Zoom.
- [Planning Commission](#): Tues., Nov. 7, 7:00pm, at Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Nov. 9, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Nov. 13, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Nov. 14, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Nov. 15, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., Nov. 21, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., Nov. 27, 7:00pm, Holley Hall and via Zoom

Upcoming Agenda Items

- Consider winter maintenance options for Briggs Hill Road.
- Job description and funding review for a new "Community Support Counsellor" position.
- Continued review and update of the Revolving Loan Fund documents.
- Lawrence Memorial Library septic system management update.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Consider long-term options for stabilization of the Briggs Hill Road slope.
- Continued Selectboard decisions for use of ARPA funds.
- Basin Street improvement project updates.
- Quarterly budget review.
- Web site improvement options.
- Review of updated sidewalk replacement plan.
- 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