

**Bristol Town Administrator's Report  
November 11, 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](http://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, November 13, 2023 Meeting Agenda and Materials**

**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."

- Agenda item IV.1 should be corrected to acknowledge it is a Water Commission matter.
- Agenda items IV.7 and IV.10 are still in progress and may need to be postponed (or not).

**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 concerns by Dale Dingler regarding 17 School Street water connection and leak repair. This item should be corrected to acknowledge it is a Water Commission item. Dale Dingler would like to express a number of concerns to the Water Commission/Selectboard about his efforts to repair the water service line serving 17 School Street. The service line had been leaking a substantial volume of water for many years but would have been an expensive and complicated fix given its 175-foot length and location. The water was turned off last year at the curb stop, which turned out to be a "buffalo box" style of curb stop circa 1920s. A special wrench needed to be purchased at the time to close it.

Property owner Dale Dingler has completed renovations of the building and is expecting it to be occupied at the end of this month. He had various communications (including some apparent miscommunications) with VTUMS about replacement of the service line, excavation at the curb stop, and replacement of the old water line from the curb stop to the main. He arranged to have a directional boring company directionally bore a new line this Monday, November 13; however, there are a number of complicating issues, such as:

- The pipe material. He intended to use plastic with a tracer wire, but anything other than copper requires Water Commission approval. Copper piping only comes in 100-foot rolls and would need a coupler to accommodate the 175-foot length.
- Because of its age and incompatibility with other system components, VTUMS intended to replace the buffalo box curb stop with a new one and replace the old water line from the new curb stop to the water main.
- That end of School Street is a private road owned by Tom and Carol Wells. Consequently, we determined a work in the right-of-way permit is not required.
- It also turns out the water main does not appear to go up to that end of School Street. The water line serving those properties [is not shown on the 2014 Valve and Hydrant Mapping document](#). Without digging up that end of School Street, it is not known what type and condition of water line is under there. If the water lines are galvanized pipe, they could turn out to be brittle and fragile if disturbed. VTUMS presumes the corporation for the service line serving all of those properties is at the corner of School Street and Park Place. It may turn out that the entire line along that end of School Street should be replaced once things are opened up and disturbed.
- Because of the various unknowns associated with section of water line and because disturbance to one part could lead to failures in other parts, VTUMS

believes this could be a multi-day project with potential water service interruptions to nearby properties, including all on Park Place and School Street if water shut-offs are needed.

- Consequently, VTUMS is not available to perform the Town side of the project next week. They are also concerned about the cold temperatures and paving plant closure schedules this time of year.
- I was made aware of some of these issues only on Friday, Nov. 3. Mr. Dingler visited me on Monday, Nov. 6 seeking Town assistance/support to facilitate his getting this leak repaired. We had a Zoom meeting on Wednesday, Nov. 9 to try to find a path forward. We did not find one.
- Mr. Dingler posed the question whether the water could be turned back on until the repair can be scheduled in the spring.

Coincidentally, study of this area is planned as part of the Bristol West water line replacement project design phase, which will be under way in coming days, but has not yet started.

RECOMMENDATION: Receive the information. Discussion. Determine next steps and if more information is needed.

Item IV.2 Consider winter maintenance options for Briggs Hill Road related to the actual and impending slope failures. The July and August 2023 storms caused considerable damage to the slope supporting Briggs Hill Road above Lincoln Road. Two areas of the roadway have been identified as particularly vulnerable to being further undermined. The upper section has been temporarily fortified with concrete blocks, which seems to have been effective for now to prevent further undermining of the roadway. However, the lower section remains vulnerable. Subsurface and engineering studies are underway through DuBois & King to determine the most appropriate, cost-effective, long-term solution(s), but we are not here yet.

This road is a school bus route and an important connection with the town of Lincoln. Winter maintenance and travel can be a nightmare on this road in the best of circumstances. What to do through the winter now that the uphill travelled way is compromised?

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.3 Update on the Howden Hall sign replacement and consider slight design modifications. [Online is information Ian Albinson has provided](#) regarding design adjustments he proposes for the new Howden Hall sign.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.4 Park Use Application: Outdoor Live Nativity at the Town Green, Sunday, Dec. 10, 2023, 12:00pm – 5:00pm. [Online is the application](#) for use of the Town Green for this year's live nativity event. Details are similar to previous events.

RECOMMENDATION: Approval.

Item IV.5 Consider approval of the Energy Committee's request to establish a Bristol Energy Committee Instagram page to promote information about events and energy-related information. Online is information about the [Bristol Energy Committee's interest](#) in establishing a social media presence through Instagram to promote events and other energy efficiency initiatives. A copy [of Bristol's Social Media Policy](#) was provided.

RECOMMENDATION: Approval.

Item IV.6 Consider appointment of Jessical Teets to the Bicycle and Pedestrian Committee. [Online is an expression of interest from Jessica Teets](#) to serve on the Bristol Bicycle and Pedestrian Committee. She has been active in other municipal endeavors. An application for volunteer appointment might be pending.

RECOMMENDATION: Approval.

Item IV.7 Review and potential approval of an updated Zoning Administrator job description. This is included on the agenda with the expectation a draft updated job description will be available prior to Monday's meeting. It is still in progress. This was not a planned initiative. The Town Treasurer's sudden vacancy (see below) prompted the need or opportunity to reevaluate other matters. Current Zoning Administrator Kris Perlee (since 2017) was appointed as Assistant Town Clerk and Town Treasurer in April of this year—in addition to the Zoning Administrator and E-911 Coordinator duties. I propose we update the job description and advertise the position and see what we get for a response.

The [current job description](#) reflects the intent back in 2017 that the Zoning Administrator (Zoning and Planning Director) would also serve in an economic development role. I do not believe that is an appropriate pairing of responsibilities. It was also envisioned as a full-time position. The current position is budgeted as part-time at 20 hours per week.

RECOMMENDATION: If available, adjustments as needed. Approval.

Item IV.8 Consider grant application authorization request from the Hub Teen Center to the Vermont Prevention Lead Organization (VPLO). [Online is a grant authorization request](#) from the Recreation Department Hub Teen Center to apply for up to \$50,000 to the Vermont Health Department [Prevention Lead Organization \(Rutland](#)

[Regional Medical Center](#)) to increase community capacity to deliver meaningful substance misuse prevention. No match is required.

RECOMMENDATION: Approval.

Item IV.9 Consider appointment or selection of individuals to serve on a new Local Hazard Mitigation Plan Update Committee. Bristol's federally-approved [Local Hazard Mitigation Plan](#) expires in January 2024. These plans are expected to be updated and approved by FEMA every five years and are required in order to be eligible for FEMA funds. Back in 2017-2018, the Addison County Regional Planning Commission (ACRPC) [led the initiative](#) for the plan update at that time.

Bristol received a grant through Vermont Emergency Management (VEM) through September 22, 2025. At its October 16 meeting, the Selectboard authorized hiring Stephanie Magnan with [SEAM Solutions](#) to assist us with the update of the plan.

The next step is to appoint a steering committee or planning team to participate in the review and update of the plan. The time commitment would entail occasional meetings and review of documents. I will be closely involved. I have not reached out to anyone else yet to solicit interest.

RECOMMENDATION: Ask that the following groups be asked to select one or more representatives to participate:

- Selectboard
- Public Works
- Fire Department
- Planning Commission
- Conservation Commission
- VTUMS
- Addison County Regional Planning Commission
- Member of the public.

Once selected, a kick-off meeting would be scheduled, quite likely via Zoom or hybrid.

Item IV.10 Tentative -- Review and potential approval of revised Bristol Revolving Loan application materials. This is included on the agenda with the goal that updated draft documents incorporating the constructive feedback and comments from ACEDC's Fred Kenney would be completed in time for review at Monday's meeting. However, they are still in progress.

RECOMMENDATION: If available, adjustments as needed. Approval.

Item IV.11 Review and approval of the September 25 and October 16, 2023 meeting minutes.

The draft [Sept 25 minutes](#) and [the October 16 minutes](#) are posted online for review. They are in the process of being reviewed. They are expected to be e-mailed and posted online when completed. The original October 30, 2023 draft is posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.12 Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant is online](#). The current value is \$399,877.97, but this may change if additional expenses are added prior to the meeting.

**V. OTHER BUSINESS.**

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

- [Email and VTUMS proposed Pine Street Invoice w 50% Discount to Ops Budget 2023-10-27.pdf.](#)
- [E-mails Bristol MERP assessment scheduled 2023-11-10.pdf.](#)
- [E-mails Library Trustees appointment expansion 2023-11-01.pdf.](#)
- [E-mail ACRPC Delegate vacancy 2023-11-03.pdf.](#)
- [E-mail VLCT PACIF rate increase 2023-10-31.pdf.](#)
- [E-mail BRD Friday newsletter 2023-11-10.pdf.](#)

**Town Treasurer Vacancy**

Town Treasurer Anthony Delmonaco joined the Bristol team on November 8, 2021, and moved to Bristol last year. His son Luca was born in early May and has required pretty constant medical care. Anthony has been on family leave since early September to tend to his family's medical needs. He e-mailed his resignation on Saturday, November 4, effective immediately, as he and his family will be moving to Massachusetts for Luca's care. While he was on leave, Anthony did help remotely for some things, such as some reporting and closing the books at the end of the month.

The Town Treasurer position has been advertised in *The Addison Independent*, *Seven Days*, [Indeed.com](#), [www.bristolvt.org](#), the MUNINET listserv, VLCT classifieds, Front Porch Forum, and the [Vermont Electronic Bid System](#). The position will be advertised until filled.

Fortunately, Kris Perlee was appointed Assistant Town Treasurer and Assistant Town Clerk in April of this year and has been working closely with Town Clerk Sharon Lucia to carry on basic functions of the Treasurer's office. Many thanks to Administrative Assistant Gail James for her extra help during this busy time.

**Property Taxes Due Wednesday, November 15**

Payment must be received by midnight on November 15. Postmarks will not be acceptable. Payments will be accepted during regular Town Office hours of Monday - Thursday, 8:00am - 4:30pm. The Town Office is closed on Fridays except by appointment. A secure drop box is available through the entry door for after-hours payments.

Voters approved a delinquent tax rate of 3/4 of one percent per month or a fraction thereof for the first three months and one percent per month thereafter or a fraction thereof from the due date. This is first of two installments. The second installment will be due Monday, April 15, 2024.

Questions? Call (802) 453-2410 ext. 5 or e-mail town@@bristolvt.org.

### **Eagle Park Fishing Platform Repair Project Update**

After more than four years—almost to the day—the FEMA-funded repair of the Eagle Park universal fishing platform (UFP) is going to get under way next week! Masterson Excavation, LLC, of Bristol was the low bid earlier this summer, but the July floods redirected everyone's resources to recovery throughout the state. Weather-permitting, they hope to have their part finished before Thanksgiving. Part of the project involves replacing the existing fixed railings with ones that would be removed around this time of year for the winter, stored nearby, and the path to the platform would be closed for the winter. The objective is to make the platform and concrete pathway more resilient to future storm events. Our FEMA deadline is December 31, 2023. It's not clear yet if we will need to request another extension.

### **Illegal Burning**

An incident of illegal burning of construction debris on Lower Notch Road was reported earlier this week. A watchful citizen reported it to the Addison County Sheriff's Department through the Addison County Solid Waste Management District Web site and Fire Chief Brett LaRose reported it to State authorities in addition to reaching out to the property owner directly.

Attached is information about how to report illegal burning and below is a link through the Addison County Solid Waste Management District that can be used to submit an anonymous report.

More information about illegal burning and how to report it can be found at:

<https://www.addisoncountycycles.org/trash/regulations/illegal-burning-dumping>

### **Miscellaneous Updates**

- I ordered 50 COVID-19 at home PCR test kits to be available at the Town Office for employees and members of the public. They are free but apparently have a December 2023 expiration date, which is one reason I did not order more. The other reason is there is a limited supply statewide.
- The Pine Street waterline replacement project is officially done—until next year. The folks from Munson Earth-Moving will return in the spring to touch up any areas that need to be reseeded and tie up any other loose ends. And then there will be the paving we've all been waiting for.
- The Lawson Lane water line installation is complete. The actual final cost came in slightly less than estimated at \$22,740. The financing agreements with the property owners are in progress.

- Now that the septic system at Lawrence Memorial Library [was located by Button Underground Locating](#), we plan to proceed with Clark-Wright to assess the condition of the system and install a riser to facilitate pumping and regular maintenance.

### **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](mailto: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 November 13**

Monday: In the Office.  
11:00am – Flood Resilient Communities Fund application meeting  
4:00pm – Meeting with MAUSD folks about an Airport Drive sidewalk application.  
7:00pm – Selectboard meeting.

Tuesday: **Working from home.**

Wednesday: In the office.  
10:00am – Addison County Partners meeting.

Thursday: In the office.  
9:00am – Bristol CORE  
7:00pm – ACSWMD meeting.

Friday: In the office.

### **Week of November 20**

Monday: In the Office.  
10:00am – FEMA follow up meeting.

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

### **Upcoming Meetings**

- [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.
- [Bristol CORE](#): Thurs., Nov. 16, 9:00am, 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
- [Selectboard Special Meeting - Zoning Public Hearing](#): Mon., Dec. 4, 7:00pm, Holley Hall and via Zoom.



**Upcoming Agenda Items**

- Job description and funding review for a new "Community Support Counsellor" position.
- Continued review and update of the Revolving Loan Fund documents.
- Consider long-term options for stabilization of the Briggs Hill Road slope.
- Consider Town Treasurer candidate.
- Basin Street improvement project updates.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Continued Selectboard decisions for use of ARPA funds.
- 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