

**Bristol Town Administrator's Report
December 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 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=WFdGNUtJYWx1eHMrnnpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, December 11, 2023 Meeting Agenda and Materials

I. Call to Order: 6:00 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. EXECUTIVE SESSION re. real estate negotiations per 1 V.S.A. §313(a)(2) and (tentative) personnel matters per 1 V.S.A. §313(a)(3).

III. 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).

IV. 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.

V. PUBLIC HEARING: Proposed Amendments to Bristol's Unified Development Bylaws.

Online are the following documents:

- [Bristol Selectboard Public Hearing UDR Update 2023-11-23.pdf](#)
- [Memo Bristol bylaw amendments to SB 2023-11-24.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 markup.pdf](#)
- [Bristol Unified Development Regulations PC approved 2023-11-21 with updated maps.pdf](#)

The Planning Commission's November 24, 2023 [memo to the Selectboard](#) transmitting the proposed bylaw amendments provides a lot of background behind their purpose and scope.

The Vermont legislature passed several amendments and new laws this past summer affecting state, municipal, and regional planning, including the Housing Opportunities Made for Everyone (HOME) Act, Act 47 (S.100). The Vermont Department of Housing and Community Development (DHCD) issued a [9-page memo on June 28, 2023 summarizing the changes](#). Not all of the provisions of the HOME act apply to Bristol because the village does not have a municipal wastewater system.

Bristol was one of many Vermont communities who applied for and received a Bylaw Modernization grant through Agency of Commerce and Community Development (ACCD). According to the [ACCD Web site](#), the program is intended "... for land use, development, and zoning bylaw updates in support of a pedestrian-oriented development pattern that increase housing choice, affordability, and opportunity in areas planned in accordance with Vermont's smart growth principles (24 V.S.A. §2791). This funding is intended to help municipalities confront the State's housing shortage and ready areas for new housing investments." Following a solicitation for proposals, the Addison County Regional Planning Commission was hired last year to assist the Planning Commission through this process.

The statutory amendments also included a provision authorizing Selectboards to vote to adopt proposed bylaw changes administratively at a regular meeting rather than putting the matter before voters, which has been Bristol's protocol. However, at its October 16, 2023 meeting, the Selectboard chose to keep the matter of bylaw adoptions with voters.

Planning Commission Chair Kevin Hanson, and perhaps others, plan to attend to provide more information and answer questions.

In addition, Kevin Hanson will be meeting with the Bristol Democratic Town Committee this Wednesday, Dec. 13, 7:00pm, at Holley Hall to provide an overview of the proposed bylaw amendments and answer questions. It will be in person and via Zoom. The Zoom link:

Join Zoom Meeting

<https://us02web.zoom.us/j/83813445849?pwd=d3lmVEZXRzZlNUU93Z090bGloNEluQT09>

Meeting ID: 838 1344 5849

Passcode: 155848

One tap mobile: +16465588656,,83813445849#,,,,*155848# US (New York)

Another public hearing will be held Dec. 18, 7:00pm.

RECOMMENDATION: Discussion.

VI. DEPARTMENT HEAD ROUNDTABLE.

This opportunity for department heads to briefly share information that may be of interest to the Selectboard and the public is a bit out of sequence in order to ensure ample time for the bylaw amendments public hearing.

VII. REGULAR BUSINESS.

Item VII.1 Consider Elyssa Boisselle to fill a vacancy on the Lawrence Memorial Library Board of Trustees. [Online is an e-mail](#) from Library Trustee Chair Scott Kluever recommending that Elyssa Boisselle be appointed to the Board to fill a second vacancy that has emerged. The appointment would be until the March 2024 election.

RECOMMENDATION: Approval.

Item VII.2 Water Commission: Continued review and possible approval of corrections to the FY2024 Water District budget. This item is continued from the previous meeting to circle back on the intended purpose of the [new Capital Equipment Fund line item](#) that appears in the Water District budget status report. It turns out the [\\$4,989 expense](#) posted to it was for refurbishment of a pump at the pumphouse by Pioneer Motors. It also turns out that this was a planned expense through the [Water Capital Equipment Fund Plan](#).

RECOMMENDATION: Move the \$4,989 expense to the actual Capital Equipment Reserve Fund and eliminate that line from the general fund. The Capital Improvements line above it has traditionally been the line where annual allocations from the Water District budget are planned to be transferred to the Reserve Fund. Approve the revised, corrected budget.

Item VII.3 Continued review of preliminary budget information (if available). This is still a work in progress. We have not received as many budget requests (that I am aware of) from outside agencies I would have expected by now. The draft FY2022 audit was received last week and I will be entering the FY2022 figures into the spreadsheet. Also still to be completed:

- Entry of updated personnel budget data,
- VLCT PACIF projected allocations,
- Entry of FY2023 actuals through June 30, 2023.
- Creation of individual department budget worksheets.

If not ready for tonight, I expect much more will be available for the next meeting.

RECOMMENDATION: Discussion.

Item VII.4 Closure on the question of the December 24 holiday in the Bristol Personnel Policy.

This is a follow-up to the agenda item from last week where the Selectboard concluded that because December 24 was specifically listed in the Personnel Policy and falls on a Sunday this year, that it was not eligible to be carried over to a different date. Section 22 of [Bristol's Personnel Policy \(2017\)](#) provides for closing at noon on Dec. 24, amounting to an additional four hours associated with the holiday. Since Dec. 25 lands on a Monday this year, it was unclear at the time what happens to Dec. 24.

Since then, we realized that the statement at the bottom of page 10 attempts to address that question: "For employees not normally scheduled to work weekends, holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday." However, since Dec. 24 *falls on a Sunday* and Monday is already a holiday, it still begs the question of what to do with it.

RECOMMENDATION: Allow the Dec. 24 hours to be observed on Friday, Dec. 22.

Item VII.5 Accept resignation of Firefighter Kerrin Hoff. [Online is an e-mail](#) from Fire Chief Brett LaRose conveying Firefighter Kerrin Hoff's resignation.

RECOMMENDATION: Approval.

Item VII.6 Review and approval of the November 27, 2023 and June 27, 2022 meeting minutes. The draft [November 27, 2023](#) and [June 27, 2022](#) minutes are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item VII.7 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is posted online](#). The amount is \$46,276.62, which could

be adjusted if additional invoices are processed before the meeting. Two liquor licenses have been received from the Bobcat Café.

RECOMMENDATION: Motion to approve the liquor licenses.

VIII. OTHER BUSINESS.

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

- [Letter VT Dept of Health re rental inspections 2023-11-30.pdf](#)
- [Bristol Eagle Park UFP construction report SLR 2023-11-28.pdf](#)
- [E-mails Compassionate Justice shooting incident 2023-12-08.pdf](#)
- [E-mail BRD Friday Newsletter 2023-12-08.pdf](#)

Briggs Hill Road Update

The GEODesign team spent most of last week doing soil borings on the Briggs Hill Road slope, both from the top down and up from Lincoln Road.

Update from the United States Department of Agriculture Natural Resources Conservation Service (USDA-NRCS): we received notice that repair of the slope failure has [been deemed to be eligible](#) USDA-NRCS Emergency Watershed Protection funding!

DSR Number	Project Location	Proposed Remediation	Total Estimated Construction Cost
5041-113	Briggs Hill Road	Land Reclamation, Landslide Treatment Stabilize up to 385 feet of road slope.	\$1,351,675.00

EWP funds require a 25% match. It is not known yet how this funding source will affect our eligibility for FEMA funds.

Eagle Park Upate

Masterson Excavation completed most of the work at the universal fishing platform; however, some work remains to be done, including installation of the replacement rails and site restoration in the spring.

Our [request for an extension](#) to June 30, 2024 was supported by Vermont Emergency Management but requires final approval from FEMA.

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 December 11

Monday: **Working from home** due to the weather.
6:00pm – Selectboard meeting.

Tuesday: In the Office.

Wednesday: In the office.

Thursday: 7:30am – ACEDC Legislative Breakfast, Middlebury.
In the office.

Friday: In the office.

Week of December 18

Monday: In the Office.
6:00pm – Selectboard meeting.

Tuesday: **Working from home?**

Wednesday: In the office.

Thursday: In the office.
9:00am – Bristol CORE.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Dec. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 12, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 13, time TBD, Holley Hall for the purpose of signing an accounts payable warrant.
- [Conservation Commission](#): Thurs., Dec. 14, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 18, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 20, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Dec. 21, 9:00am, via Zoom.

Upcoming Agenda Items

- Bristol Unified Development Regulation amendments public hearing.
- Consider job description and ARPA funding allocation for new Community Resource Specialist position.
- Continued review and update of the Revolving Loan Fund documents.
- Review of updated sidewalk replacement plan.
- Budget, budget, budget.
- Basin Street improvement project updates.
- Consider Town Treasurer candidate.
- Consider Zoning Administrator candidate.
- 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.
- Web site improvement options.
- Continued consideration of Police Station alternatives.

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- Continued consideration whether to pursue Police District expansion.
- Continued consideration of the Public Works facility alternatives.
- Presentation of the FY2022 audit report 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.

Respectfully submitted,

Valerie Capels, Town Administrator