

**Bristol Town Administrator's Report**  
**December 17, 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, December 18, 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. 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.

**IV. REGULAR BUSINESS.**

Item IV.1 Review and potential approval of the Community Resource Specialist job description and allocation of ARPA funds for the first year. [Online is draft job description](#) for a new Community Resource Specialist (CRS). This new position would be housed within and under the supervision of the Police Department.

Also [online is a preliminary estimate](#) of the first year of expenses. Because it would be a new position, funds are included for one-time fit up expenses, such as a computer and various other equipment.

**Community Resource Specialist First Year Expenses**

Pay Items	On-Going	One-Time	Notes
Salary	\$45,760.00		Range \$19-\$24 per hour (used \$22}
Health insurance	\$29,412.00		\$4,000-\$29,412 Includes HSA \$3,300.
Vehicle		\$30,000.00	\$25,000--\$33,000
Computer		\$1,700.00	
Body camera		\$500.00	
Portable radio		\$3,350.00	
Cell phone	\$480.00		
Vehicle gas-maint	\$2,000.00		
Clothing	\$500.00	\$600.00	\$500--\$1,000 ballistic vest ~\$600.00
Annual training	\$2,500.00	-	
<b>TOTALS</b>	<b>\$80,652.00</b>	<b>\$36,150.00</b>	
	<b>\$116,802.00</b>		

In their [final report to the Selectboard](#), the ARPA Funding Advisory Committee recommended that ARPA funds not be used for this position:

“The Committee chose not to recommend using ARPA funding for the position of a mental health/social worker for Bristol Police Dept (BPD) despite strong consensus around the importance of supporting mental health. The Committee felt that such a position was not appropriate for ARPA funding because the Police District is not town-wide and because funding this position would create an ongoing expense line in the town budget. Nonetheless, the Committee wanted to encourage the Selectboard to consider this critical need and hopes that the town will be able to allocate other resources to address it.”

The need to bring someone on board in this position sooner rather than later has become increasingly clear as calls for service inside and outside the district continue to involve some form of mental health issue. Still lacking a fourth Officer, the CRS would provide valuable support to the Bristol Police Officers. Though not explicit in the job description, I believe the CRS would also be expected to respond to animal

complaints. The CRS would also be a resource for other departments and Town staff.

If implemented, approximately \$80,000 would need to be budgeted after the first year. This is not unlike the Grant Writer position that is being supported this first year with ARPA funds. We will be looking closely at this as we delve into the FY2025 budget in the coming weeks.

Bruce plans to be present to provide more information and answer questions.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.2 Grant application authorization request: up to \$40,000 through the VTrans Better Roads Program for Lincoln Road riverbank repair project. [Online is a grant application authorization request](#) to apply to the VTrans Better Roads Grant Program for up to \$40,000 toward the Lincoln Road riverbank repair/restoration project. A 20% match is required, which we will no doubt meet based on the information below.

We learned earlier this month that the additional \$25,000 we expected would be available through an amendment to our existing VTrans Structures Grant, [will not be available](#) after all. We certainly tried.

To briefly recap, we received a \$175,000 VTrans grant for a project that was estimated to be about \$300,000 to repair two riverbank areas along Lincoln Road that are being undermined by the New Haven River and threaten Lincoln Road.

The low bid for construction (of three received) came in at \$540,000. That, plus the current engineering contract for \$51,950, brings the actual total cost to \$591,950. If we get the full \$40,000, the remaining balance will be \$376,950. An application I submitted last July to the Flood Resilient Communities Fund for \$314,950 was not funded due to the high demand of applications for buyouts following the July floods.

We will continue looking into every nook and cranny and turning over every rock we know of for additional funding.

RECOMMENDATION: Approval.

Item IV.3 Grant application authorization request: up to \$50,000 through the Vermont Forest & Parks Urban & Community Forestry Program for tree removal, tree trimming, tree planting, and portable watering tank. [Online is a grant application authorization request](#) to apply to the Vermont Forest & Parks Urban & Community Forestry Program for up to \$40,000 toward removal of high priority trees in the village and Town parks, tree trimming in the village, planting new trees, and purchase of

portable watering tank. Our list is far more ambitious than \$50,000 will cover, but it will be a good start. No match is required, but including in-kind resources will increase the application's competitiveness.

RECOMMENDATION: Approval.

**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](#)

RECAP:

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.

UPDATE:

We learned that the deadline to “adopt” the proposed regulations under the grant program is actually January 31, 2024. This provides time if the Selectboard chooses to make any substantive changes to the proposed amendments and an additional hearing needs to be held. In that case below is a potential timeline:

- Hearing notice to the *Addison Independent* in the nick of time for publication on Dec. 21 for a hearing on January 8, 2024.  
OR
- Hearing notice to the *Addison Independent* for publication on Dec. 28 for a hearing on January 15, 2024. That was intended to be a special meeting to focus on budget and Town Meeting preparations.  
OR
- Hearing notice to the *Addison Independent* for publication on Jan. 4 for a hearing on January 22, 2024, a regular Selectboard meeting date.

The Planning Commission would need to be provided with an opportunity to comment on the proposed change. Their regular meeting in January would be Tuesday, January 2, 2024 or, alternatively, Tuesday January 16, 2024.

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

Following the December 11, 2023 hearing, written comments were provided by [Thomas Fox](#), [Porter Knight](#), and [John Moyers](#).

RECOMMENDATION: Discussion.

**IV. REGULAR BUSINESS (continued).**

Item IV.4 Review of preliminary budget information. This is still in progress. I expect to have substantive information available by Monday's meeting. I also expect to be able to get budget worksheets to the department heads well in advance for reviews beginning at the Jan. 8, 2024 meeting.

RECOMMENDATION: Discussion.

Item IV.5 Review and approval of the December 4, and December 11, 2023 meeting minutes. Review of the draft December 4, 2023 minutes is in progress. Meanwhile, the original draft is posted online. I expect the December 11, 2024 minutes will be available prior to Monday's meeting.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.6 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is posted online](#). The amount is \$102,970.73, which could be adjusted if additional invoices are processed before the meeting.

**V. OTHER BUSINESS.**

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

- [E-mail BRD Newsletter 2023-12-14.pdf](#).

**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 (802) 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail.

However, I tested positive for COVID last week and will be working from home until the coast is clear, which I hope will be by Thursday this coming week. I am super-vaccinated and the symptoms have not been worse than fatigue and a crummy head cold so far.

**Week of December 18**

Monday: Working from home due to COVID.  
6:00pm – Selectboard meeting.

Tuesday: Working from home due to COVID.

Wednesday: Working from home due to COVID.  
2:00pm – Town Office to close for energy efficiency assessment.

Thursday: I hope to be back in the office.  
9:00am – Bristol CORE.

Friday: Working from home.  
Town Office to close at noon for the upcoming holiday.

**Week of December 25**

Monday: Holiday. Town Office Closed.

Tuesday: In the office.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

**Upcoming Meetings**

- [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.
- [Selectboard](#): Weds. Dec. 27, quick special meeting to approve accounts payable warrant.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Dec. 28, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., Jan. 2, 7:00pm, Holley Hall and via Zoom.

- [Bristol CORE](#): Thurs., Jan. 4, 9:00am, via Zoom.
- [Selectboard](#): Mon., Jan. 8, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Jan. 9, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Jan. 11, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Jan. 15, 6:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Jan. 17, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, Holley Hall and via Zoom.

#### **Upcoming Agenda Items**

- 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.
- 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