

Bristol Town Administrator's Report
February 11, 2024

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

Monday, February 12, 2024 Meeting Agenda and Materials

I. **Call to Order: 6:00 P.M.**

II. **Executive Session** re: personnel matters.

III. **Call to Order: 7:00 P.M.**

Item III.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."

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. 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 one or more topics that are not part of the agenda.

VI. REGULAR BUSINESS.

Item VI.1 Consider Addison County Regional Planning Bristol Delegate candidate Ron Dendas to fill a vacant seat that runs to June 30, 2024. [Online is an application](#) from Ron Dendas expressing interest in serving as one of Bristol's representatives on the Addison County Regional Planning Commission. This would be to fill a vacant one-year seat that run from June to July.

RECOMMENDATION: Appointment Mr. Dendas as Bristol's representative.

Item VI.2 Consider Development Review Board candidate Dale Dingler to fill one of two vacant seats that run to March 2024 and March 2026. [Online is an application](#) from Dale Dingler expressing interest in serving on the Development Review Board. There are currently two vacant seats, one running until March 2024 and one to March 2026. There is also a vacant one-year Alternate seat that would run until March 2024.

RECOMMENDATION: Consider appointing Mr. Dingler to the March 2026 seat.

Item VI.3 Public hearing: Dog Ordinance violation: Michael Mulligan, Lower Notch Road. Online is a [renewed complaint](#) regarding excessive barking of at least one dog at 1750 Lower Notch Road. Also online is the [letter sent to Mr. Mulligan](#) by certified mail notifying him of this hearing. Additional notice was provided by e-mail last week.

The Selectboard held a hearing on this matter almost a year ago in March and provided Mr. Mulligan with the following options:

- Keep the dogs inside during the workday;
- Keep the dogs inside and hire and or otherwise find someone to walk them during the workday;
- Arrange to take one or both dogs to a doggy day care facility for the workday; and/or
- Enlist the services of a dog trainer to address behavioral issues.

Upon a follow-up investigation at that time, it appeared then the situation was under better control.

RECOMMENDATION: Determine if additional information is needed. Assess alternatives for controlling the dog's barking.

Item VI.4 Consider new opportunity to apply for Level 3 EV charging station grant funding: Richard Butz. Online are various documents regarding an opportunity to install one or more Level 3 electric vehicle (EV) chargers near the downtown:

- [2024-Level-3-DC-Fast-Charging-Requirements.pdf](#)
- [CPC 350 re Direct Pay Organizing Opportunities.pdf](#)
- [E-mails ACRPC Level3 EV Charger grant 2024-01-29.pdf](#)

Richard Butz, co-Chair of the Energy Committee, will be present to explain the program, consider possible locations, and provide information [and updates on other matters](#). We learned that the [Level 2 EV charger grant application](#) was awarded, but for far less than was expected: \$23,674 for a \$45,140 project, which means the Town would be responsible for the \$19,966 balance. The Town was expecting to spend less than \$2,500 for the project. We do not know yet what led to that decision and hope to know more by Monday's meeting.

RECOMMENDATION: Determine if additional information is needed. Determine next steps.

Item VI.5 Water Commission: Consider request by Adam and Amber Thomas for alternative to looping new water line for proposed 6-unit Planned Unit Development. Online is an [updated site plan](#) for a new residential subdivision proposed by Adam and Amber Thomas. A cluster of two single family home is proposed off of North Meadow Lane and a cluster of two duplexes off North Street near Francis Place. The number of units has been reduced since it received Development Review Board [sketch plan review in December](#).

Online are [Water Operator Jill and Cyrus Marsano's comments](#). They no longer feel the water lines serving the two clusters need to be looped. They recommend that shut-off/ meter pits be installed at Pine Street and North Street and that each unit have independent above-ground curb stops. Town Engineer Steve Palmer has not had a chance to review the updated project details. Questions for the Water Commission to consider:

- Decide if meter pits will be needed.
- Acceptable material for water lines.
- Whether there is adequate hydraulic capacity.
- Whether a fire or flushing hydrant will be needed.
- Whether the Town will be asked to take over the new access roads.

RECOMMENDATION: Receive any new information. Determine if additional information is needed.

Item VI.6 Review and possible adoption of updated Revolving Loan Fund policies and application materials. Updating Bristol's Revolving Loan Fund guidelines and application materials has been on our To Do List for quite some time. The current

application materials date back to the late 1980s and 1900s (see below), include outdated references, and do not necessarily reflect current needs and goals.

Original documents for reference:

- [Bristol Revolving Loan Fund Checklist 2017-07-19.pdf](#)
- [Bristol Revolving Loan Fund Guidelines June1992.pdf](#)
- [Bristol Revolving Loan Fund Information for Applicants.pdf](#)

Longtime RLF Committee Chair Fred Baser made the first round of updates, followed by Michelle and me. We hoped to get input from then-Treasurers and Sharon and members of the Revolving Loan Fund Committee, but that was around the time Jen went on maternity leave and then resigned and neither Anthony nor Sharon could find the time with so much else to tend to. Ian took the redlined documents and cleaned up the formatting. The updated versions were then sent to Fred Kenney at the Addison County Economic Development Corporation, which has a [robust RLF lending program](#), for his thoughts. The following documents reflect Michelle's efforts to incorporate his comments:

Marked up versions:

- [Bristol RLF Committee Checklist Revised MP 12-22-2023 markup.pdf](#)
- [Bristol RLF Guidelines revised MP 12-22-2023 markup.pdf](#)
- [Bristol RLF Applicants Info and Application MP 12-22-2023 markup.pdf](#)

"Clean" versions:

- [Bristol RLF Committee Checklist Revised MP 12-22-2023.pdf](#)
- [Bristol RLF Guidelines revised MP 12-22-2023.pdf](#)
- [Bristol RLF Applicants Info and Application MP 12-22-2023.pdf](#)
- [Bristol RLF Personal Financial Info MP 12-22-2023 DRAFT.pdf](#)

Michelle completed her review of Fred Kenney's comments and suggestions back in December and can perhaps provide an overview of his recommendations. I still have not had much opportunity to substantively review the updates, but do not want to continue to be an impediment to having updated documents finally in place. I do not believe members of the RLF Committee have had an opportunity to review the updated documents. I am generally concerned, however, about whether the application process is onerous, particularly for applicants who may be applying for disaster recovery assistance. I would be interested in the RLF Committee members' thoughts and suggestions.

RECOMMENDATION: There is a lot of information to digest and consider. This may require more than one meeting to review, discuss, and ultimately approve updated documents. Consider asking the RLF Committee to review the most current version of updated documents.

Item VI.7 Review and approval of the January 8, January 15, January 22, and January 29, 2024 meeting minutes. Review of the draft January 8, January 15, January 22, and January 29, 2024 is in progress. Meanwhile, the original drafts are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item VI.8 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is posted online](#). The amount is \$114,471.38, which could be adjusted if additional invoices are processed before the meeting.

VII OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2024-01-31.pdf](#).
- [Letter American Legion Above and Beyond 2024-01-16.pdf](#).
- [Letter Ripton thanks for flood assistance 2024-01-16.pdf](#).
- [E-mail VEM DR-4720 FEMA 100% reimbursement adjustment 2024-02-09.pdf](#).
- [AllEarth Renewables HQ Relocation Media Release 2024-02-07.pdf](#).
- [E-mail BRD newsletter 2024-02-07.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. 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 February 12

Monday: In the office.
9:30am – Zoom meeting with FEMA folks.
11:00am – Zoom meeting with DuBois & King folks re. Briggs Hill slope repair.
3:00pm – Zoom meeting with DuBois & King folks re. Basin Street project.
6:00pm – Selectboard meeting.

Tuesday: **Working from home.**
10:00am – Zoom meeting re. Library capital projects.

Wednesday: In the office.
10:00am – Meeting with Steve Palmer re water line projects.

Thursday: 7:30am --
9:00 – Bristol CORE.

Friday: In the office.

Week of February 19

Monday: Presidents' Day Holiday – Town Office will be closed.

Tuesday: In the office.

Wednesday: In the office.

Thursday: **Out of town.**

Friday: Out of town.

Upcoming Meetings

- [Selectboard](#): Mon., Feb. 12, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Feb. 13, 7:00pm, Holley Hall and via Zoom (if needed).
- [Bristol CORE](#): Thurs., Feb. 15, 9:00am, via Zoom.
- [Planning Commission](#): Tues., Feb. 20, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Feb. 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Feb. 26, 6:30pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Police District information sessions.
- Town Meeting!
- Selectboard annual organizational meeting.
- Town Officer appointments.
- Select Town Parks Accessible Design Consultant.
- Basin Street improvement project updates.
- Continued Selectboard decisions for use of ARPA funds.
- Continued review and update of the Revolving Loan Fund documents.
- Review of updated sidewalk replacement plan.
- Consider Zoning Administrator candidate.
- Consider Town Treasurer candidate.
- Consider the creation of a Bristol Equity Committee.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- 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