

**Bristol Town Administrator's Report**  
**February 25, 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](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, February 26, 2024 Meeting Agenda and Materials**

I. **Call to Order: 5:45 P.M.**

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

III. **Call to Order: 6:30 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. ANNUAL POLICE DISTRICT MEETING PUBLIC INFORMATION MEETING.**

This will be the first of two public information meetings in advance of the Tuesday, March 5 annual Police District Meeting, where the Police Department budget will be voted by Australian ballot. Although the budget cannot be modified, this will be an opportunity for voters and others to ask questions and have discussion about the proposed budget and Police Department activities. Online are the following documents:

1. [Police Department Annual Meeting warning](#)
2. [Police Department 2023 Report](#)
3. [Police Department proposed FY2025 Budget](#)
4. [Police Department Capital Vehicle Fund Plan](#)
5. [Sample ballot](#)

**VI. 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.

**VII. REGULAR BUSINESS.**

Item VII.1 Consider Development Review Board candidate Rebecca Cole to fill a vacant seat that run to March 2024 and March 2026. Online is an application from Rebeca Cole expressing interest in serving on the Development Review Board

RECOMMENDATION: Appointment Ms. Cole the seat up for appointment in March 2024 for a three-year term to March 2027. The Selectboard may wish to deliberate in executive session.

Item VII.2 Consider Town Health Officer candidate Greg West for a three-year term appointed by the Vermont Health Department. Online is an [expression of interest from Greg West](#) in the Town Health Officer (THO) position. The Vermont Health Department makes THO appointments at the beginning of each month for three-year terms based on a recommendation from the Selectboard, which also serves as the Board of Health. Personnel at the VT Dept. of Health confirmed that town residency is not required for appointment.

RECOMMENDATION: Consider recommending Mr. West for the position. The Selectboard may wish to deliberate in executive session.

Item VII.3 Consider Vermont Paddler's Club Eagle Park and Bartlett's Falls use application for annual one-day kayak event Saturday, April 6, 2024, 8:00am – 6:00pm. The Vermont Paddlers Association is again [proposing a one-day kayak race event on the New Haven River](#) Saturday, April 6, 2024, 8:00am to 6:00pm. According to organizer Jordan Vickers and the [map posted online](#), racers, spectators, and cars will be no higher upriver than Eagle Park. The event would start about ½ mile upriver from where Route 116 meets Lincoln Road and finishing at Bartlett Falls. An alternative

launching point, depending on water levels, is at the pull off just down river from Eagle Park highlighted in red. The New Haven Ledges Race started in 2009 and was held every year until 2020, when it was cancelled due to COVID. Previous overviews of this event described it as a tradition in the whitewater boating community throughout New England and signifies the kickoff of the boating season in Vermont. According to the [Public Assemblages Ordinance](#), this requires a Class 3 permit and Selectboard approval because of the nature of the event. The plans are proposed to be same as in years past with EMS on site, signs for parking, a porta potty, and trash removal.

RECOMMENDATION: Approval with the following conditions:

- That a certificate of liability insurance be provided with the Town of Bristol be listed as an additional insured.
- That Bristol emergency responders be notified at least a week in advance of the event.
- That organizers notify and remind participants and spectators about the limitations of parking and that all vehicles must be entirely off the paved portion of the roadway.

Item VII.4 Review and approval of Use Value Assessment Forest Conservation Plan for the Town of Bristol's Seth Hill Waterworks in Lincoln. Online is a [draft of the updated Use Value Appraisal Forest Conservation Plan](#) prepared by David Brynn and his team at Vermont Family Forests (VFF). This plan is an update of a plan prepared by David Brynn in 2014. It is a 15-year management plan that is required by the Use Value Assessment (UVA) program to be updated in 10 years and submitted the County Forester for approval and to the Vermont Department of Taxes Division of Property Valuation and Review (PV&R).

Also online are the following documents:

- [Seth Hill Property Map FINAL VFF 2024.pdf](#)
- [Town of Bristol Forest Management Plan Seth Hill VFF 2024 APPENDIX E2 Form.pdf](#)
- [Organic Forest Ecosystem Conservation Checklist VFF 2023-02-05.pdf](#)

VFF identified seven distinct Management Areas based on thirty-six variable area sample points established randomly across the property. According to the report, areas were amended slightly from the 2014 inventory to expand riparian zone width particularly in steeper sections of the forest. Data included the basal area of trees in dominant, co-dominant, and intermediate canopy positions for each point, as well as tree species, diameter at breast height in two-inch classes, timber quality, and tree health. Observations were made on invasive plant species encountered; regeneration type, extent, and condition; access road grade and condition; sugaring

extent; wildlife use; and the condition of boundary marking. Observations of each Management Area are noted with recommendations for improvement, if necessary.

[David Brynn notes](#) that the focus for the next ten-year period is erosion control and maple sugaring. Although more could be added, he feels the plan, as proposed, is simple, doable, and good for the health and productivity of Bristol's Town Forest. The Bristol Conservation Commission has expressed interest in being involved in future iterations of the plan.

RECOMMENDATION: Determine if additional information is needed. Vote to approve the plan. Authorize the Town Administrator to sign the signature page on behalf of the Selectboard.

Item VII.5 Preparations, logistics, and other details for the in-person March 4 annual Police District and Town Meetings with Moderator Jennifer Wagner. Online are the [Police District Annual Meeting warning](#) and Bristol's [Annual Town Meeting warning](#). Moderator Jennifer Wagner will be present to review the articles and discuss various preparations for the March 4, 2024 Annual Town Meeting.

RECOMMENDATION: Discussion. No specific action is necessary.

Item VII.6 Consider selection of consultant team for the Bristol Accessible Recreation Town Parks project and allocation of ARPA funds for it. Online is the [request for proposals \(RFP\)](#) seeking a design team to complete the proposed Bristol Accessible Recreation Town Parks project. Six proposals were received by the Weds., Jan. 10 deadline. The plan was to [review and rank the technical proposals](#) first and only then factor in the cost proposals to come up with a recommendation. The reason for this type of process is that the least cost proposal is not always the best choice (although sometimes it is).

We ended up needing more time to go through this review process because of the thoughtful quality of the proposals. We also brought on additional reviewers to help us narrow the choices, which resulted in the selection to the following two finalists:

- [CRO Technical Proposal for Town Parks Accessible Recreation Design.pdf](#)
- [D-K Technical Proposal for Town Parks Accessible Recreation Design.pdf](#)

Even with additional reviewers, a final recommendation is not yet available. The [CRO cost proposal](#) is a lump sum \$50,000. The [DuBois & King cost proposal](#) is \$42,681 reflecting their estimated allocation of resources.

This project was initiated as the result of a grant through the Vermont Department of Health (VDoH) Health Equity and Community Design Technical Assistance (TA)

Pilot Project. Back in August 2023, Porter Knight [presented results of that study](#) that recommended increasing physical and social accessibility to Bristol's municipal parks through design. This part of the project is proposed to be funded through ARPA funds and the Selectboard supported moving forward. This is solely a local initiative with no specific deadlines or requirements.

Reviewers included Porter Knight, myself, John Merriman, Kristen Underwood, Scott Hamshaw, Katy Raycroft-Meyer, and Ian Albinson.

RECOMMENDATION: Receive additional information at the meeting. Determine if more information is needed. Or flip a coin (just kidding).

Item VII.7 Consider additional allocations of ARPA funding. This agenda item is a placeholder to coincide with the previous item and to follow up on previous conversations about other potential uses for Bristol's remaining ARPA funds. No new information is currently available.

RECOMMENDATION: Receive updated information, if any. Determine if additional information is needed.

Item VII.8 Consider retroactive grant authorization request from the Hub Teen Center to the Vermont Afterschool Vermont Youth Project. Online is a [grant authorization request](#) from the Hub Teen Center to accept a \$6,250 grant offered to them by the Vermont Afterschool Vermont Youth Project. No match is required.

RECOMMENDATION: Approval.

Item VII.9 Review and approval of the January 8, January 15, January 29, February 1, and February 12, 2024 meeting minutes. The [January 8](#) and [January 15](#) minutes are posted online. Review of the draft January 29 minutes is in progress. The February 1 and February 12 minutes have not yet been reviewed.

RECOMMENDATION: Adjustments as needed. Approval.

Item VII.8 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable warrant is not yet available and will be provided at or before the meeting and will be posted online when available.

## **VIII OTHER BUSINESS.**

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

- [Letter Moore re Bristol DWSRF loans delay 2024-02-21.pdf](#)
- [E-mail Kamman response re Town of Bristol DWSRF loan delays 2024-02-22.pdf](#)
- [VLCT Response to Renegade Horse Inquiry AI84393 2024-02-15.pdf](#)

- [Letter JGHS thank you 2024-02-14.pdf](#)
- [E-mail Lister S160 Act82 Municipal Reimbursement 2024-02-15.pdf](#)
- E-  
[mail DHCA Seekinginput DRAFT Vermont Recovery Housing Program Plan Amendment 2024-02-13.pdf](#)

### **Dog Ordinance Violation: Continued Public Hearing**

Since none of the parties involved were able to attend, the hearing originally scheduled for February 12 has been rescheduled to the Selectboard's March 11, 2024 meeting, almost exactly one year after a hearing was held on this same matter in March 2023.

### **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.

#### **Week of February 26**

Monday: In the office around noon.  
5:45pm – Selectboard meeting.

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

#### **Week of March 4**

Monday: In the office.  
6:30pm – Selectboard meeting.

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.  
9:00am – Bristol CORE  
10:00am – Eclipse Planning Check-in

Friday: In the office.

### **Upcoming Meetings**

- [Selectboard](#): Mon., Feb. 26, 6:30pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Mar. 4, 6:30pm, Holley Hall and via Zoom.
- [Bristol CORE](#): Thurs., Mar. 7, 9:00am, via Zoom.
- [Selectboard](#): Mon., Mar. 11, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Mar. 12, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Mar. 14, 6:00pm, Holley Hall and via Zoom.

- [Planning Commission](#): Tues., Mar. 19, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Mar. 20, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Mar. 21, 9:00am, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Mar. 28, 7:00pm, via Zoom.

### **Upcoming Agenda Items**

- Police District information sessions.
- Town Meeting!
- Selectboard annual organizational meeting.
- Town Officer appointments.
- Consider Zoning Administrator candidate.
- 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 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