

**Bristol Town Administrator's Report**  
**March 2, 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, March 4, 2024 Meeting Agenda and Materials**

**I. 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."

**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. 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](#)

#### **IV. REGULAR BUSINESS.**

Item IV.1 Authorization request to submit a grant application to the Vermont Department of Libraries U.S. Treasury Capital Projects Fund. [Online is a grant application authorization request](#) to apply to the Vermont Department of Libraries [U.S. Treasury Capital Projects Fund](#). A goal of this program is to address critical building improvements to ensure Vermonters have continued access to high-speed Internet to directly enable work, education, and health monitoring at their local public libraries. The Department anticipates issuing grant awards between \$300,000 to \$1.5 million *per approved project*. Applicants were advised to “think big.” We are exploring a number of projects to include for the Lawrence Memorial Library: slate roof repair and replacement; replacement of rotted wood; HVAC upgrades as needed; ADA-compliant entrance improvements (handles, signage, etc.); life-safety items from building assessment (e.g., downstairs door being fire code compliant); front porch replacement; and/or repainting of the entire building. Budget figures are in the process of being developed, so a firm application amount is not yet available. No match is required. The application is due March 12 and will require letters of support from the Library Trustees and Selectboard.

RECOMMENDATION: Approval. Authorize me to prepare the letter of support on behalf of the Selectboard.

#### **V. OTHER BUSINESS.**

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

- [Bristol Allocation Letter VTM Eng Heffernan Family Trust Jay Drive 2024-02-29.pdf](#)
- [E-mail 2023 VCGP Grant Application Notification 2024-02-29.pdf](#)
- [Bristol to weigh land purchase at town meeting Addison Independent 2024-02-29.pdf](#)
- [2024 Town Meeting Day ACSWMD Talking Points.pdf](#)

#### **VI. ANNUAL TOWN MEETING: 7:00 P.M.**

The annual Town Meeting is actually not a Selectboard meeting per se; it is a meeting of the townspeople managed by an elected Moderator. Selectboard agendas of prior years that coincide with the annual Town Meeting have approached this differently from year to year: some included it on the agenda and some did not. It is included on this agenda primarily to

acknowledge that a quorum of the Selectboard will be present; however, no action will be taken other than responding to questions and engaging in discussions.

- [March 4, 2024 Town Meeting Warning](#)
- [2023 Bristol Town Report](#)
- [Bristol to weigh land purchase at town meeting Addison Independent 2024-02-29.pdf](#)

### **New Town Treasurer Hired**

At their meeting on February 26, the Selectboard voted to offer the position of Town Treasurer to Justin Bouvier, which he has accepted. Many area residents may know Justin from having been raised in Bristol and from his tenures in the Mount Abraham Union School District and the Bristol Rescue Squad. Justin begins his new chapter as Town Treasurer on March 11.

### **New Deputy Zoning Administrator Hired**

At their meeting on February 12, the Selectboard voted to appoint Timothy Loucks as Deputy Zoning Administrator. He initially applied for the Zoning & Planning Administrator position but would not be able to begin until May. This way had can get oriented just a few hours a week and decide if he is interested in the full appointment. Appointment of new Zoning Administrator requires the person to be recommended by the Planning Commission in accordance with 24 V.S.A. §4448.

### **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 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.

#### **Week of March 11**

Monday: In the office.  
10:00am – FEMA check-in  
7:00pm – Selectboard meeting.

Tuesday: **Working from home.**

Wednesday: In the office.  
9:00am – *tentative* -- Eclipse event preps: Bristol emergency responders.

12:00pm – Addison County EMDs: eclipse planning preps at ACRPC  
Thursday: In the office.  
11:00am – Steve & Jill: water line projects check-in  
Friday: In the office.

### **Upcoming Meetings**

- [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**

- 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