

Bristol Town Administrator's Report
April 7, 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, April 8, 2024 Meeting Agenda and Materials

I. 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."

- V.3: whether this is a 6 or 7 lot water connection application will need to be clarified.
- V.5: clarify that this is a Water Commission item.

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

IV. CONSENT AGENDA.

Item IV.1 Approve grant application authorization request: Public Works Department for a VTrans Class 2 Roads grant for paving Monkton Road. [Online is a grant summary document](#) outlining the upcoming grant round for the VTrans Municipal Highway Grants program. We propose to apply for \$200,000 for paving approximately one mile of Monkton Road beginning at the town line with Monkton. A 20% match is required. The Public Works Department estimates the project would include approximately \$41,000 in local time and materials. With [Pike's paving estimate](#) of \$340,872, the total project is estimated to be about \$382,000. The \$141,000 balance would come from the Capital Roads Paving Reserve Fund.

RECOMMENDATION: Approval.

Item IV.2 Approve letter of intent to participate in the FY2025 VTrans Municipal Roads Grants-in-Aid Program. Online is the [annual letter of intent](#) VTrans asks municipalities to complete for participation in their grants-in-aid grant program. Each year funds get allocated to municipalities to assist with the implementation of best management practices (BMPs) for compliance with the Municipal Roads General Road Permit. Bristol is currently schedule to receive \$8,000. With the \$2,000 match, which is usually in-kind time and materials, this would amount to a \$10,000 project.

RECOMMENDATION: Approval.

Item IV.3 Approve use of parking spaces on Park Place for ELP Clothing Swap on the Town Green for Friday, April 12 and Saturday, April 13. [Online is a permit issued](#) by the Recreation Department to the Extended Learning Program (ELP) for a clothing swap event at the Town Green on Saturday, April 13 from 8:00am to 4:00pm (and breaking down to 8:00pm), with set up the day before, Friday, April 12, from 3:00pm to 8:00pm. This is on the agenda because they have requested the use of up to six parking spaces on Park Place to set up their trailer and for a vendor to provide rainbow ice. The vendor's window would be at the curb facing the park. Unfortunately, I somehow did not see Meredith's e-mail when she first asked about this in mid-March.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS.

Item V.1 Basin Street Improvement Project presentation of alternatives. [Online is a presentation](#) prepared by DuBois & King summarizing the information and recommendations to date for improvements the Basin Street area. Issues confronting the area include the steep grade (20%) of the roadway and intersection with Main and East Streets;

stormwater management and erosion issues; and sloughing of the wooded slope, at times bringing down the sidewalk and mailbox platform.

Their presentation focuses on two alternatives: (1) elevating the roadway in its current alignment and (2) moving the intersection with Main Street approximately thirty feet to the west.

We had the opportunity to meet with many of the property owners in person and via Zoom on Thursday, March 21 and discussed the options in detail.

Surprisingly, the projected cost estimates for construction are remarkably close:

(1) [On-alignment alternative](#): \$1,110,940

(2) [Realignment alternative](#): \$1,035,020

The above cost estimates were prepared in February 2024, may not reflect adjustments following the March 21 neighborhood meeting, and will certainly change over time. These do not include expenses for right-of-way or easement acquisition, legal expenses, or other soft costs.

To recap where we are:

ORIGINAL PROJECT BUDGET		
Based on 2020 GME Report	\$700,700	
Clean Water Initiative	<u>\$33,000</u>	
Subtotal Original Budget	\$733,700	
GRANTS		
VTrans Transportation Alternatives Program (TAP)	\$300,000	
Downtown Transportation Fund (DTF)	\$200,000	
Clean Water Initiative (CWI) tied to the DTF grant	<u>\$26,400</u>	
Subtotal Grants	\$526,400	71.75%
Local Balance	\$207,300	28.25%
CURRENT CONTRACTS		
DuBois & King Engineering (D&K)	\$246,763	
Greenman-Pederson International (GPI)	<u>\$34,577</u>	
Balance Current Contracts	\$281,340	
Available for Construction, Etc.	\$452,360	

The DTF grant is on a stricter timeline than the TAP grant and will need a time extension. A request will be submitted this coming week.

Now that we are closer to a preferred alternative and have numbers to work with, we will be in a better position to apply for additional funds. Options for additional funding:

- (1) apply for more grants (may or may not get them);
- (2) capital budgeting among different reserve funds (sidewalks, roads, paving);
- (3) ARPA funds;
- (4) borrowing/bonding; and/or
- (5) a combination of the above.

Next steps for funding options:

1. Apply to be on the ACEDC [Addison County Regional Priority List](#). Applications can be submitted any time, but the deadline is the last Friday in October each year. Getting on this list, particularly among the top ten projects for the region will enable the project to be included in a consolidated statewide list submitted to the Agency of Commerce, who will share it with other funders to be used by state and federal funders when making funding decisions.
2. Apply to the [Northern Boarder Regional Commission](#).
3. Apply to the Congressionally Directed Spending through Senator Welch's office: <https://www.welch.senate.gov/services/cds-requests/>
4. Apply to the Congressionally Directed Spending through Senator Sanders' office: <https://www.sanders.senate.gov/congressional-directed-spending-requests/>.
5. Apply for amendments to existing grants.
6. Keep our eyes peeled for additional options.

RECOMMENDATION: Determine if additional information is needed. Select preferred alternative to proceed through the process.

Item V.2. Consider grinding and paving quote from Pike Industries, Inc. and schedule for Pine Street and Lincoln Road projects. [Online is a quote from Pike](#) for grinding both Pine Street and Lincoln Road this year. Pine Street would also be paved; Lincoln Road would be paved after the riverbank repair has been completed.

This Lincoln Road paving project is tied to two separate VTrans grants: (1) FY2022 Lincoln Road Riverbank repair project, \$175,000, which already has a one-year extension to 12/31/2024; and (2) FY2024 Lincoln Road paving project, \$200,000, with an end date of 12/31/2025.

There is no grant funding for the Pine Street paving, so that is all a local expense. The Pine Street project may still have some open-ended elements. For example, are we including drainage improvements (e.g. dry wells)?

The Lincoln Road project needs to move forward this year for a number of reasons, including:

- The FY2022 VTrans Structures Grant funding time limit;
- We have a contract commitment with Masterson to start after July 2024;
- It needs to be done. Continued delays threaten to result in more undermining of the riverbank, which could lead to a catastrophic undermining of Lincoln Road and more expensive, emergency response.

Eric is planning to be on hand to discuss the logistics in more detail. Updated information regarding the Capital Paving and Capital Roads Fund balances is expected to be available in time form Monday's meeting.

RECOMMENDATION: Determine if more information is needed. Determine final details. Approval.

Item V.3. Water Commission: Consider water connection request by the Heffernan Family Trust for new water connections for seven new residential units off of Jay Drive. Online is a [water connection application](#) from the Heffernan Family Trust to serve a new residential subdivision off of Jay Drive. They intended to [include reference to the proposed site plan](#) showing the site and connection details. The site plan also relates to the next agenda item regarding new road names requests.

It is not clear whether this will be a new connection for six or seven new residential lots. The [allocation letter references six lots](#), but the application references seven lots. The site plan also clearly depicts seven new residential lots.

Based on the drawings submitted for the proposed water connections, it does appear to be seven new homes—two with curb stops from the existing Plank Road right-of-way and the other five will need a 4" line tapped into the main on Plank Road and extended up Jay Drive to serve the other five lots.

RECOMMENDATION: Clarify the number of new residential units proposed. Based on the recent preliminary approval of similar proposal, consider the following proposed conditions of preliminary approval:

1. All costs associated with the installation of waterlines are to be borne by the Developer/Owner.
2. If paid now, the fees for **the six or seven** new water connections are \$500 for each new residential unit (**\$500 x 7 = \$3,500 in connection** fees) plus the actual costs of the meters, appurtenances, and direct costs incurred by the Water Operator at the time of installation. If paid later, the fees will be based on the fee structure and rates at that time.

3. All materials shall be AWWA certified and approved for use by the Town, including saddles (where necessary) pipe material, meter pits, and appurtenances.
 - a. Material certifications and submittals shall be provided by the Developer/ Owner or his/her representative for review by Bristol's Water Operators (Jill or Cyrus Marsano) and Town Engineer (Steve Palmer, P.E.) and receive approval prior to installation. Current materials shown on the plan are 4" blue brute and Type K copper for smaller diameter lines.
 - b. Piping between the existing water main and curbs/meter pits shall be Type K copper and meet AWWA standards.
4. All waterlines must be buried six feet (6') or deeper and bedded in four inches (4") of sand below and twelve inches (12") of sand above.
5. Bristol's Water Operators and Town Engineer must be consulted regarding the construction details for the meter pit it will need valves on either side of the 4" Sensus meter and enough space for water department personnel to enter, access, and maintain the meter, structure, and appurtenances.
 - a. The meter pit for the five (5) connections off Jay Drive must be located in the green belt in the Town's right-of-way on Plank Road with a watertight cover at finish grade. This is not yet represented on the drawings. The may need to move over for the pit placement to be in the greenbelt and not in the middle of the road on Jay Drive.
 - b. The meter pit from the four inch (4") tap on Jay Drive is to be installed in the right-of-way on Plank Road to serve the 5 single family homes.
 - c. The (2) services on Plank Rd utilizing the two existing curbs must be verified in working order and not leaking before connections can be made. If any previously installed piping or curbs are not in working order and free of leaks, they must be replaced.
 - d. The Developer/Owner must call the Water Operator to request meter sets for the one four-inch (4") meter pit and two single family homes prior to the desired installation dates.
6. The T on the eight-inch (8") water main on Plank Road must be performed by an licensed and insured contractor. If this is not a wet tap, this must be scheduled well in advance as a shut down of this segment of the watermain will be needed.
7. The Water Operator must be contacted at least one (1) week in advance of the planned connection/installation for each location. They can be contacted at (802) 377-2316 or info@vtums.com.

8. The Water Operator must be present to witness the installation and connection to the Town's water system at all locations and are the only ones permitted to turn the water services on/off. If installation of the four-inch (4") tap is not done live and includes a shut off of the waterline on Plank Road, this will incur costs for water shut off and boil water notices to be delivered in advance to users in that area and water testing to lift the boil water notices for the depressurized segment of the water system.
9. After all conditions are met and the waterline construction is completed, the waterline from the tap at each water main on Plank Road including two (2) curbs and one (1) meter pit, will be considered the property of the Town of Bristol Water Department. The copper single services leaving the curbs and 4" waterline leaving the meter pit and beyond shall be considered privately owned and must be maintained, billed to and paid for by the Developer/Owner and future heirs and assigns.
10. The Developer/Owner shall confirm these details in items 1-8 above with the Water Operator and Town's Engineer prior to any work being completed.
11. Work in the Right-of-Way permits from the Public Works Department will be required prior to working in the right of way at each location and will need to be coordinated with the Public Works Foreman. The Foreman must be contacted before digging in the road is commenced. Contact: (802) 453-4707 or bristolhighway@gmavt.net.
12. A new driveway access approval may be required from the Public Works Foreman and Selectboard.
13. A revised submittal for final approval will be needed.
14. DIG SAFE will need to be contacted by calling 811 or going to DigSafe.com with plenty of lead time given their longer response times and the sites must be cleared/marked prior to any excavation. Bristol is not a member of Dig Safe, so the water and sewer utility will need to be contacted directly to mark out the any public water or sewer lines in the area. Please call VTUMS at (802) 377-2316.

Item V.4. Consider road name requests for two new roads off of Jay Drive: Russell Drive and ~~Mason~~ Sisters Way. Online is the [residential subdivision site plan](#) related to the agenda item above with the proposed new street names of Russell Drive and Sisters Way.

RECOMMENDATION: Approval, pending receipt of any concerns raised by Listers about potential confusion with similar road names.

Item V.5. **Water Commission:** Consider approval of the loan documents for DWSRF loan RF3-477-3.0 related to the Pine Street waterline replacement project. Online and at the Town Office for Selectboard/Water Commission members to sign is [the long-awaited loan document](#) for the Pine Street waterline replacement project.

It is difficult to know where to begin to put this perspective. In a nutshell: the outcome is far from what we expected—and not in a positive way. Since the effort began, we were all under the firm belief the Pine Street waterline replacement project would be eligible for 50% loan forgiveness. The project appeared to check all the boxes for eligibility and ranked #2 in the State Intended Use Plan.

Long story short: we were too effective at keeping costs low and did not spend enough to qualify for the 50% forgiveness. Yes, we, too, are having a hard time having that sink in.

To add insult to injury, the Step II planning loan, which was applied for in **June 2022**, was supposed to be 0% interest, 0% admin “fee,” and deferred for five years. That would have been very nice. However, since the DWSRF crew was not able to process it in an even remotely timely manner, it is now *required* to be wrapped into the construction loan at 2% interest over 30 years. [I tried to keep it separate](#).

We also are annoyed that what is promoted as a 2% “administrative fee,” which one would expect to be a one-time type of expense, is actually an annual interest rate that adds multi-thousands of dollars over the life of the loan. If one has the time to study all of the IUP and other guidance documents available online, it is disclosed there, so no one can claim it is a bait and switch.

All efforts to push back on this outcome, and there were many, ended up going nowhere—except apparently into some trash can in a cold, dark corner. Had we known what the metrics were going to be ahead of time, we could have added more to the project scope.

RECOMMENDATION: Determine if more information is needed. Authorize execution of the loan documents.

Item V.6. Review and approval of the ACRPC municipal mini-grant proposals. This is a much lighter agenda item than the heavy one above. As noted at the previous Selectboard meeting, the Addison County Regional Planning Commission (ACRPC) issued an [invitation to apply for up to \\$10,000 in grant funds](#) on a first come first served basis and must be spent by the end of the year. Eligible activities include:

- engage with consultants, engineers, architects, grant writers or other professionals to help plan for municipal infrastructure, recreation, transportation, governance or other planning improvements; and/or

- provide local municipal volunteers with instate training opportunities to help them fulfill their responsibilities as members of Selectboards, Planning Commissions, Development Review Boards, etc.

The funds must be obligated by June 30, 2024 and spent within six months, which may limit many options. The invitation did not limit it to one application or request per municipality and there is not a specific application form. Consequently, we have come up with the following four different proposals in the form of memos:

- (1) [Bristol "Branding" Consultant and Design Process](#). Hire a consultant to lead community stakeholders through a design process to develop a unified logo, imaging, messaging theme, or "branding" of Bristol's downtown and recreational assets. The end product would be a logo and messaging package that could be used under subsequent initiatives on such things as wayfinding signage throughout the town, kiosks, letterhead, merchandise, and more to provide a cohesive image of the community with the downtown as a centerpiece. Waterbury, Burlington, and Stowe are examples of successful branding.
- (2) [Feasibility Study for Re-Use of Vacated DPW Facility](#). Hire a consultant to conduct a feasibility study of the potential for re-use of the current Public Works Department facility at 80 Pine Street for Recreation Department or other purposes. The Town is in the process of purchasing a 4.7 acre vacant site on Rout 116 for the purpose of constructing a new Public Works facility. Once vacated, what other uses can the current facility at 80 Pine Street be put to use for? Are they adaptable? The Recreation Department has a number of programmatic goals for which they would want a large building for indoor music events and other activities. The Hub Teen Center building off of Airport Drive is also nearing the end of useful life without substantial improvements. Could either or both the vacated DPW buildings be adapted for a new Hub Teen Center or multi-generational Community Center? The end product would be a scoping study of the potential re-use opportunities, estimated costs, and other factors. This information would also be helpful for the public discussions of a bond for the new DPW facility.
- (3) [Design and Installation of Electronic Message Board at Fire Station](#). Hire a consultant to assist local officials in the appropriate design, selection, purchase, and installation of a new outside digital message board to be located in the front yard of the Bristol Fire Station at 79 West Street. The message board would be used for a wide range of public notification purposes, such as emergency warnings, road closures, warming or cooling shelter availability, red flag burning warnings, and other relevant public announcements. Permits will be necessary. Though actual installation

might not be possible by December 31, 2024, the final product would at least be the chosen product specifications, design plans for installation, permit applications, and a commitment of other resources for installation.

- (4) [Redesign of Bristol's Website](#). Hire a consultant to lead community stakeholders through a redesign process to update the Town's municipal Website. Bristol's Website is dated, cumbersome, and does not meet current accessibility and security standards. Updating the Website with a modern design, intuitive navigation, and responsive layout will provide visitors with a safer and more productive experience when accessing information and services. A goal is for an updated Website to be more navigable for people with different modalities and improve language and representation so that diverse communities feel welcome.

Other ideas?

RECOMMENDATION: Adjust or edit the proposals and descriptions as needed. Decide which one(s) to submit or submit them all and see which one(s) the ACRPC selects to fund. Sign the form(s).

Item V.7. Continued appointment and/or reappointment of Town officers or representatives. [Online is an updated table listing Town officer positions](#) whose terms are up this year. The green shaded cells indicate the following who have expressed interest in being reappointed:

Planning Commission: Bill Sayre
ACRPC Delegate (June 2024): Bill Sayre
Green Up Day Coordinator: Carolyn Dash

I still believe the Revolving Loan Fund Committee appointment dates got out of sync at some point, but have stopped trying to unravel it. Instead, accepting that four members' terms are up this year, I reached out to Fred, Jen, Carol, and Dan to see if they are interested in being reappointed.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions.

Item V.8. Review and approval of the February 12, February 26, March 4, March 11, March 25, and April 1, 2024 meeting minutes. The reviewed draft [March 11](#) minutes are posted online. Review of the February 12, February 26, March 4, March 25, and April 1, 2024 minutes is in progress. They will be posted to the Web site and e-mailed when completed. Meanwhile, the original drafts are posted online.

RECOMMENDATION: Adjustments as needed. Approval.

Item V.9. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The amount is currently \$156,564.06, which could change by Monday's meeting. Also included are the following liquor and tobacco license requests:

1. Tillerman First Class, Third Class, and Outside Consumption Licenses – no town conditions.
2. Hogback Mountain First Class and Outside Consumption Licenses – no town conditions.
3. South Mountain Tavern First Class, Third Class, and Outside Consumption License – Town Conditions (current):
 - a. Cannot serve alcohol on the porch outside after 10:00pm;
 - b. The establishment must close by midnight with customers out.
Exception: New Year's Eve can stay open until 1:00am; and
 - c. The overhead door must be closed by 10 pm if there is music.

Public Works Foreman Eric Cota recommends that a restriction be included that there be no area for outside consumption on the Main Street sidewalk from November 1 to May 1. The obvious reason for this is winter maintenance. Tables and chairs in the path of the sidewalk plow can make quite a mess. The only Main Street businesses affected by this recommendation would be Cubbers, the Mini Factory Bakery, Snaps, and the Bobcat Café.

The Selectboard clearly has jurisdiction over use of the public right-of-way in which the sidewalks are located. Whether such a restriction requires an *ordinance* provision of adoption of a *policy* is not yet clear.

Since outside seating is not necessarily tied to alcohol consumption, this recommendation would not be restricted to alcohol license approval. Also, separate outside alcohol consumption permits are required, which is where this condition would be a good fit.

RECOMMENDATION: Motion to approve the licenses, with or without adjustments.

VI. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2024-03-31.pdf](#)
- [E-mail Letter VTrans FY2024 Town of Bristol TAP Grant Award PCF 2024-03-25.pdf](#)
- [Act250 Jurisdictional Opinion 9-089 Town of Bristol 2024-03-29.pdf](#)
- [E-mail and ACRPC New Haven River RFP review 2024-03-21.pdf](#)
- [VTM Engineering Annual Fire Station Stormwater Inspection Agreement 2024 signed.pdf](#)
- [VTM Engineering Annual Landfill Inspection Agreement 2024 signed.pdf](#)
- [VTM Engineering Annual Wastewater Inspection Agreement 2024 signed.pdf](#)
- [Bristol Allocation Letter Ladue 51 Devino Lane 2024-03-27.pdf](#)

- [Letter RCAP Solutions Digital Wastewater Training Resources Guide 2024-03-28.pdf](#)
- [BRD Newsletter 2024-04-07.pdf](#)

Eclipse Preparedness

The following information has been posted to Bristol's Front Porch Forum, Facebook, and Instagram pages:

- MAUSD schools will be closed.
- Mountain Terrace will be CLOSED to local traffic only (residents and guests) to discourage use of the Bristol Cliffs trail during this time. Unauthorized vehicles parked there will either be ticketed or towed.
- Residents and visitors are strongly advised to stay off of trails. Conditions could be icy, muddy, and slippery resulting in injuries.
- Residents and visitors are encouraged to view the eclipse either from home, place of work, or the Bristol Recreation Field off of Airport Drive.
- DO NOT LOOK DIRECTLY AT THE SUN without solar eclipse glasses specifically designed to protect your eyes.

A lot of information is posted online. For example, www.vermont.gov/eclipse is the state resource for eclipse information that includes an events calendar, viewing etiquette, and links to traffic and other information.

If you are travelling:

- Plan for what could be historic traffic volumes.
- Visitors are encouraged to stay in Vermont extra days or just be patient driving home.
- Motorists should have a full tank of gas, snacks, and water in the event they are stuck in traffic for what could be hours.
- Though the weather forecast is for a clear day (yay!), temperatures will be expected to drop, so bring sufficient layers of clothing.

Coincidentally, NOTCH ROAD WILL BE CLOSED APRIL 8 to allow for extensive ditching and road maintenance.

New Airport Drive Sidewalk TAP Grant Approved

We [received word that Bristol's VTrans Transportation Alternatives grant](#) for a new sidewalk on Airport Drive was approved for the full amount! That is truly awesome news for this long-overdue project. We will need to wait until we receive the grant agreement to see all of the final

terms and conditions before going further. This is the same program providing funds for the Basin Street project, which includes many layers of process.

Hewitt Road Property/Future DPW Facility

The closing on the Lathrop's 4.7 acre Hewitt Road/Route 116 site is currently scheduled for April 23. We received the welcomed news that the site is [NOT subject to Act 250 jurisdiction](#). We are awaiting information about the details of the current informal lease arrangement between the Lathrops and Four Hills Farm and whether this is something the Town would consider continuing.

I recommend we proceed with hiring an engineer/design team soon to begin the site analysis and preliminary design process, which could involve temporary site disturbances to test for water supply, septic capacity, soil conditions, etc. However, I do not expect we will see actual development of the site for at least a year, possibly two or three, while the project goes through the design, voter approval, and permitting processes and, ultimately, bidding for construction.

I hope to have a draft RFP scope of work for the engineering/site analysis work ready for the next Selectboard meeting.

MAUSD Budget Revote

The [revote on the Mount Abe Union School District budget](#) is scheduled for Tuesday, April 16, 7:00am to 7:00pm upstairs at Holley Hall. Absentee [ballots](#) are available by contacting the Town Clerk or requesting one through the Secretary of State's [myvoter Web page](#).

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 April 8

Monday: [Working from home.](#)
7:00pm – Selectboard meeting (Zooming in).
Tuesday: In the office.
11:00am – Monthly water project meeting w/ Steve & Jill
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.
11:00am – Library HVAC and front porch replacement scoping
2:00pm – Accessible Parks Design project kickoff meeting (via Zoom)

Week of April 15

Monday: In the office.
10:00am – FEMA check-in
Tuesday: [Working from home.](#)

Wednesday: In the office.
10:00am – Hazard Mitigation Plan Update Committee

Thursday: 7:30am – ACEDC Board meeting
9:00am – Bristol CORE
Not sure of my in the office schedule.

Friday: Out of town.

Upcoming Meetings

- [Selectboard](#): Mon., Apr. 8, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Apr. 9, 7:00pm, Holley Hall and via Zoom (if needed).
- [Conservation Commission](#): Thurs., Apr. 11, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Apr. 16, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Apr. 17, 7:00pm, via Zoom.
- [Bristol CORE](#): Thurs., Apr. 18, 9:00am, via Zoom.
- [Selectboard](#): Mon., Apr. 22, 7:00pm, Holley Hall and via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Apr. 25, 7:00pm, via Zoom.

Upcoming Agenda Items

- Approve updated Local Emergency Management Plan (LEMP).
- Review draft RFP/scope of work for the Hewitt/Route 116 DPW site analysis.
- Continued review and update of the Revolving Loan Fund documents.
- 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.
- Continued Selectboard decisions for use of ARPA funds.
- Web site improvement options.
- Continued consideration of Police District expansion.
- Continued consideration of Police Station alternatives.
- 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.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator