

**Bristol Town Administrator's Report**  
**April 20, 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, April 22, 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."

- Hardscrabble (Varney) Cemetery cleanup inquiry: next steps?
- I recommend postponing agenda item V.5 (RLF documents review).

**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 Curb Cut/Driveway Access Permit #2024-01DA for 34 Orchard Terrace Park (James Amblo) per Public Works Foreman's recommended conditions. This is an [application for a new thirty-foot \(30'\) wide driveway access](#) off of Lovers Lane to allow for construction vehicles to access the property at 34 Orchard Terrace from there for a ditching project rather than from Orchard Terrace, which is obstructed from there with the site's septic system. It is intended to be temporary for this project, but may be used in the future for other construction activity on the site.

DPW Foreman Eric Cota notes that the sight distance is good looking down Lovers Lane, but does not have the full distanced looking toward Route 116. The landing is good. He recommends approval with the following conditions:

- That the access is not for regular vehicular use.
- A fifteen-foot (15') x thirty-foot (30') culvert is needed. If a used culvert is installed, the owner will be responsible for purchasing a new one when it needs to be replaced.

The [right-of-way use approval](#) issued on 08/22/2023 by DPW Foreman Eric Cota included the following conditions:

- Need to have eighteen inches (18") of shoulder level with the road.
- Anything over twelve inches (12") deep must be stone-lined with four-inch (4") crushed stone.
- Under twelve inches (12") deep must be grass seeded and mulched.
- Shoulder material will be one-inch (1") to one and one half-inch (1 ½") crushed gravel.
- If any equipment will be in the road, traffic control and appropriate signage following the MUTCD standards will be required.
- Any damage to the Town highway shall be repaired by the applicant.

RECOMMENDATION: Approval per the DPW Foreman's recommendations.

Item IV.2 Approve Gran Fondo request for use of Bristol roads for annual bicycle event Saturday, June 29, 2024, beginning 6:00am from the Bristol Recreation Field. [Online is the Gran Fondo's request](#) to use Bristol roads for their Saturday, June 29 event. Bristol is one of 22 towns through which ~450 cyclists will pass over an eight-hour timeframe. Cyclists will depart from the Bristol Rec Field between the hours of 6:00am and 10:00am.

Depart:

- Start on Airport Drive turning left onto West St/ Rt 17(controlled)
- Through Bristol center
- Right to Lincoln Road, heading into Lincoln

Return:

- to Bristol via Route 17 from New Haven
- Turn left onto Burpee Rd at the Rt 17/116 intersection
- Turn right onto Plank Rd
- Turn right onto North St
- Turn right onto Pine St
- Turn left onto Liberty St
- Turn right onto West St
- Turn right onto Airport Dr. Finish.

Gran X Return:

- arrive from Lower Notch Rd & South St
- Turn left onto West St
- Through Bristol Center
- Right onto Liberty St. to Finish

Proof of insurance will be provided. The route will be signed. The Sheriff Department, Vermont State Police, and Vermont flaggers will be used to manage major intersections.

RECOMMENDATION: Approval as proposed.

Item IV.3 Approve road name request for two new private roads off of Harvey Road: Whitetail Lane and Ruffed Grouse Lane. [Online is a map](#) showing the location of two new private roads off of Harvey Road and the proposed names of Whitetail Lane and Ruffed Grouse Lane.

RECOMMENDATION: Approval.

Item IV.4 Approve use of Park Place for use of Bristol Youth Sports car wash fundraiser on Sunday, May 5, 2024, 3:00pm – 5:00pm. [Online is an application](#) through the Bristol Recreation Department for use of Park Place on Sunday, May 5, from 3:00pm to 5:00pm by Bristol Youth Sports (now part of the BRD) for a car wash fundraiser. Water and electricity from the park would be used.

RECOMMENDATION: Approval.

Item IV.5 Accept the resignation of Firefighter Randy Disorda. [Online is an e-mail](#) from Fire Chief Brett LaRose conveying Firefighter Randy Disorda's resignation letter, with his recommendation to accept it.

RECOMMENDATION: Accept the resignation with regret and appreciation for his service.

**V. REGULAR BUSINESS.**

Item V.1 Consider proposal to replace the bandstand with an alternative design: Rec Director Meridith McFarland. Online is a proposal from Recreation Department Director Meridith McFarland to essentially replace the current bandstand with one that meets the following goals:

1. Increase the area under the roof to reduce crowding of band members.
2. Lower the platform to allow easier access for all.
3. Provide breaks in the railing around the perimeter to allow for easier loading and unloading and for speaker placement.
4. Provide chair storage inside the benches.
5. Improve lighting and controls.
6. Match materials, colors, and ornamental features of the current bandstand.

Goals 1 through 5 would also serve to provide greater flexibility for public uses other than band performances.

Meridith intends to be present to provide more information, such as where they are in the process, cost estimates, potential funding sources, timeline, fate of the current bandstand, and more.

RECOMMENDATION: Determine if additional information is needed. Authorize proceeding with fundraising and other logistics to advance the proposal.

Item V.2. Consider grinding and paving quotes from Pike Industries, Inc. and schedule for Pine Street and Lincoln Road projects. This item is a continuation of the discussion from the April 8 meeting. More information was requested regarding adjustments to the scope of work and a summary of available funding sources. Online are updated quotes from Pike for the [Pine Street and Lincoln Road paving projects](#) and the [Monkton Road paving project](#).

I am working through the prospective funding options and expect to have updated funding information in time for Monday's meeting.

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

Item V.3. Consider authorization for the Public Works Department to shift to four 10-hour days starting the first week of May. Public Works Department Foreman Eric Cota is requesting authorization for the Department to shift to summer hours of four 10-hour days (Monday through Thursday) beginning the first week of May.

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

tem V.4. Review and approval of the 2024 Local Emergency Management Plan. [Online is a redacted version](#) of an updated Local Emergency Management Plan (LEMP), with private contact information removed for many people listed.

- Section 2: The Town Office is listed as the primary Emergency Operation Center (EOC) , which makes sense, and the Police Station on Munsill Avenue is listed as a secondary EOC. No doubt that made sense before the new Fire Station on West Street was completed. I do not recall why it remains as the secondary EOC and recommend we consider the Bristol Fire Station at 79 West Street as the secondary EOC.  
Proposed equipment notes: generator, conference room, kitchen facility, Wi-Fi, phones, computers, printers.
- Section 4: I recommend removing Twitter as a media source and adding Front Porch Forum/Bristol. I also recommend removing Martin's Hardware as an official posting location. No offense to them; it is logistically difficult to accomplish on a regular basis.
- Section 8. We have acknowledged for some time that the section on shelters needs more work to sort out the details and logistics. Meridith and I continue to have a goal to meet with MAUSD representatives to address these questions. Mount Abe High School is listed as the primary shelter and Bristol Elementary School is listed as the secondary shelter. Contact information for the appropriate representatives needs to be updated. We also need to include planning for Holley Hall as a warming and/or cooling shelter.

RECOMMENDATION: Discussion. Determine if more information is needed. Adjustments where needed. Approval

Item V.5. Tentative: Continued review of updated and revised Revolving Loan Fund policies, guidelines, and application materials. This agenda item may be a bit premature because some additional information is pending and I have not had a chance to review these most recent iterations. At the same time, we are eager to move this forward and off our plates.

Online are the following Bristol Revolving Loan Documents:

- [FINAL BRLF Guidelines revised 12-22-2023.pdf](#)
- [FINAL BRLF Information for Applicants and Application Form.pdf](#)
- [FINAL BRLFC Checklist Revised 12-22-2023 checkboxes.pdf](#)
- [FINAL Personal Financial Info.pdf](#)

These documents are the product of reviews from longtime RLF Chair Fred Baser, Michelle Perlee, Selectboard members, longtime RLF member Theresa Gile, and me over a period of time longer than any of us expected. Ian Albinson took the early redlined versions and reformatted them into clean versions.

If not taken up at this meeting, this may provide an opportunity for folks to get a jump on it for when it is on an upcoming agenda.

RECOMMENDATION: Consider postponing, unless Selectboard members feel prepared to review and take action.

Item V.6. 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:

Bicycle & Pedestrian Advisory Committee: Brad Cameron  
Revolving Loan Fund Committee: Jen Myers

We also learned [John Merriman will not be seeking reappointment](#) to the Conservation Commission when his term is up next year.

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

Item V.7. Review and approval of the February 12, February 26, April 1, and April 8, 2024 meeting minutes. Review of the February 12, February 26, April 1, and April 8, 2024 minutes is in progress. They will be posted to the Web site and e-mailed when completed.

RECOMMENDATION: Adjustments as needed. Approval.

Item V.8. Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The amount is currently \$ 96,307.88, which could change by Monday's meeting. There are currently no liquor or tobacco license applications.

## **VI. OTHER BUSINESS.**

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

- [E-mail and Letter RHR-Smith client pricing increase 2024-04-09.pdf](#)
- [Vermont River Conservancy Fuller easement monitoring 2024-04-01.pdf](#)
- [Vermont River Conservancy Saunders easement monitoring 2024-04-01.pdf](#)
- [E-mail VLR VTrans Bike Ped grant announcement 2024-04-17.pdf](#)

### **Accessible Design for Bristol's Town Parks**

The kick-off meeting for this local initiative was held Friday, April 12 via Zoom. Dan Mallach of Dubois & King introduced the project team and discussed logistics for moving forward. A regular meeting schedule is in the process of being arranged.

### **Eagle Park UFP and Flood Recovery**

The new split rail fence has been installed at Eagle Park, which completes the contracted site work.

Conservation Commission members will be making time to reestablish the perennial garden along the slope. An alternative proposal is being considered from Sargent's Welding for the railing replacement.



New split rail fence at Eagle Park (Photo: Underwood)

### **Closing on the Lathrop 4.7 acre, Hewitt Road, Future DPW Property**

The closing on the Lathrop, 4.7 acre, Hewitt Road property is scheduled for Tuesday, April 23, 10:00am at the BPD office in Monkton. It is not yet known if the Selectboard will need to add anything to Monday's agenda in advance of this.

The Four Hills Farm currently has a lease with the Lathrops to use that parcel, among others elsewhere for their agricultural operation. The details are in the process of being identified. The Selectboard may be asked whether they would agree to continue some form of lease arrangement for the foreseeable future.

### **Misc. Updates**

- The mini grant proposals we sent off to the ACRPC following the Selectboard's April 8 meeting were a day late and a dollar short. All of the grant funds had already been allocated. However, Transportation Planner Mike Winslow took notice of our interest in having a guardrail study done and he will see what can be done to help support that.
- I have been hitting a posting limit with Bristol's Front Porch Forum page over recent months. I was not aware there was one until I kept reaching it. This month I reached it with still half the month left to go. I contacted FPF and was able to increase the monthly limit of postings from 10 to 15. I do not know yet whether that applies to just me or all of us in the Bristol Government category.

### **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 April 22**

Monday: In the office.  
10:00am – FEMA check-in  
10:30am – ZPA candidate interview.  
5:30pm – Resilience Implementation Strategy Kick-Off Meeting.  
7:00pm – Selectboard meeting.

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Tuesday: In the office.  
10:00am – Closing on the Lathrop/Hewitt Road property at BPD office.

Wednesday: In the office.  
8:00am - Library HVAC contractor pre-bid consultation

Thursday: 9:15am – Med. appt.  
In the office.  
12:00pm – WLG prof. devel. meeting.  
1:00pm – Bristol CORE ED meet up.

Friday: In the office.

### Week of April 29

Monday: Out of the office.

Tuesday: Out of the office.

Wednesday: Out of the office.

Thursday: Out of the office.  
9:00am – Bristol CORE

Friday: Out of the office.

### Upcoming Meetings

- [Selectboard](#): Mon., Apr. 22, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Apr. 23, 7:00pm, Holley Hall and via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Apr. 25, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., May 7, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., May 9, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., May 13, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., May 14, 7:00pm, Holley Hall and via Zoom (if needed).
- [Hazard Mitigation Plan Update Committee](#): Weds., May 15, 10:00am, via Zoom.
- [Bristol Energy Committee](#): Weds., May 15, 7:00pm, via Zoom.

### Upcoming Agenda Items

- Continued review and update of the Revolving Loan Fund documents.
- Consider the creation of a Bristol Equity Committee.
- Water Commission: Review of updated policies and criteria for water line extensions into non-public rights-of-way.
- Continued consideration of the Pine Street waterline replacement DWSRF loan documents.
- Review draft RFP/scope of work for the Hewitt/Route 116 DPW site analysis.
- 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.
- Presentation of the FY2022 audit report by RHR Smith.



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- 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