



Town of Bristol
Town Administrator
1 South Street
P.O. Box 249
Bristol, VT 05443
(802) 453-2410 ext 1
townadmin@bristolvt.org
www.bristolvt.org

MEMORANDUM

TO: Addison County Regional Planning Commission
FROM: Bristol Selectboard
DATE: April 8, 2024
RE: Municipal Small Grant Request: Digital Message Board Proposal

Thank you for the March 15, 2024 invitation to apply for up to \$10,000 in small grants on a first come first served basis. We understand funds would need to be obligated by June 30, 2024 and spent within six months and that a one-page final report would be required discussing the results of the project and any plans or other tangible information produced.

Proposal / Request

The Town of Bristol requests up to \$10,000 in funding to 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.

LEGISLATIVE BODY

_____ Joel Bouvier, Chair	_____
_____ Michelle Perlee, Vice Chair	_____
_____ Ian Albinson	_____
_____ John "Peeker" Heffernan	_____
_____ Jessica Teets	_____

Attest: _____

From: [Brett LaRose Fire Chief](#)
To: [Bristol Town Administrator](#)
Cc: [Ian Albinson \(ianalbinson+sb@gmail.com\)](#); [Kris Perlee](#)
Subject: Re: Kiosk
Date: Friday, April 5, 2024 3:15:44 PM

I am not opposed to installing a kiosk on the front lawn of the fire station as I believe it could be a useful tool for municipality business (e.g., upcoming meeting announcements, taxes are due, dog licenses are due, employee/volunteer recruitment announcements, high fire danger and red flag warnings, road closure, cooling or warming center open/closed, etc.). I am opposed to having a kiosk on the front lawn that would be used for soliciting, civic group announcements (e.g., pancake breakfast fundraiser, raffle ticket sales, etc.). A Town of Bristol kiosk use policy would be needed.

As far as ownership, maintenance, and operation, I am of the opinion this would be a Town of Bristol asset managed by the Town Office Administrative Staff.

As far as what it would look like, I would defer to the persons who have a professional eye for such projects which if not done correctly, could be an eye sore for everyone entering the Town of Bristol.

Something else that should be considered at this location is the multiple distractions in this area already. Again, I am in support of a message board but we must think about this location, the electronic speed sign and LED pedestrian crosswalk sign, the West Street/Airport Drive intersection and the MAUSD electronic sign across the street.

Those are just a few initial thoughts of mine on the idea of installing a kiosk in front of the fire station.

Thank you,
-Brett

Brett LaRose
Chief
Bristol Fire Department
802-453-3201 - BFD Voicemail
802-798-2673 - Mobile

Please note that this email message, along with any response or reply, is considered a public record, and thus, subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

From: Ian Albinson <ianalbinson@gmail.com> **On Behalf Of** Ian Albinson

Sent: Friday, April 5, 2024 2:25 PM

To: Brett LaRose Fire Chief <bristolfiredepartment@gmail.com>; Bristol Town Administrator <townadmin@bristolvt.org>; Kris Perlee <zoning@bristolvt.org>

Subject: RE: Kiosk

Correct! It was #20 on the list.

- E-ink/LCD Message Board (Fire Station or at Walgreens/Shaw's sign)

– Ian

Ian Albinson, Selectboard Member
Town of Bristol

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On Apr 5, 2024 at 2:23 PM -0400, Kris Perlee <zoning@bristolvt.org>, wrote:

I believe that the ARPA Committee recommended applying funds for this project.

Kris Perlee
Zoning Administrator
Town of Bristol
802-453-2410

From: Ian Albinson <ianalbinson@gmail.com> **On Behalf Of** Ian Albinson

Sent: Friday, April 5, 2024 2:10 PM

To: Brett LaRose Fire Chief <bristolfiredepartment@gmail.com>; Bristol Town Administrator <townadmin@bristolvt.org>

Cc: Kris Perlee <zoning@bristolvt.org>

Subject: RE: Kiosk

As far as I'm aware, there isn't a proposed design for that location.

In April 2017, the Selectboard discussed the potential for a kiosk directly in front of Holley Hall. This became a contentious issue with the public, including myself, since the main part of the kiosk was to be a large illuminated display, similar to the High School's sign on Airport Drive. The SB decided not to pursue the project in the end.

The Fire Station is a different location, though, and could be a suitable place for a messaging board. We'd want to explore what kind of messaging device would be suitable there, how large it would need to be, who would have access to it, how messages would be posted to it and how frequently, what's on it when there isn't a message, etc. What the yearly expenses and maintenance costs would be, and who's budget that would come from.

– Ian

Ian Albinson, Selectboard Member
Town of Bristol

On Fri, Apr 5, 2024 at 1:49 PM Bristol Town Administrator <townadmin@bristolvt.org> wrote:

H Brett,

Do we have any information about a proposed design or cost estimates? Do we know if it would require an Act 250 permit amendment? Attached is info about a current potential funding opportunity that IS on Monday's agenda. We could add this as a proposal. I would frame it as being for emergency management and incident response messaging, for example, "Notch Road Closed April 8 ...," "Warming/Cooling Shelter is Open at Holley Hall," "Route 116 Closed Due to Flooding," or community events such as, "5-Town Food Drive This Weekend."

Just some thoughts.

--Valerie

Valerie Capels, Town Administrator
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Tw: @BristolTownAdm

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From: Brett LaRose Fire Chief <bristolfiredepartment@gmail.com>
Sent: Friday, April 5, 2024 1:34 PM
To: Bristol Town Administrator <townadmin@bristolvt.org>; Ian Albinson
(ianalbinson+sb@gmail.com) <ianalbinson+sb@gmail.com>
Subject: Kiosk

Hello Valerie and Ian,

Has there been conversation at the "Town" level about revisiting the idea of installing a kiosk? It has been brought up to me personally on two separate occasions this week. When I speak about the idea of installing a kiosk, I am referring to the front lawn of the fire station and not Town Hall. When the fire station was constructed, power for a future message board was installed underground.

I am not pursuing this personally as a SB agenda item, just bringing your attention to it as the topic has resurfaced and those questions may find their way to you.

Thank you,
-Brett

Brett LaRose
Chief
Bristol Fire Department
802-453-3201 - BFD Voicemail
802-798-2673 - Mobile

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