

Bristol Town Administrator's Report
MAY 12, 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, May 13, 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."

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 use of up to \$1,000 from the Technology Reserve Fund to purchase a new computer, monitor, and Web cam for a new Assistant Town Clerk/Assistant Town Treasurer workspace. With the new Deputy Zoning & Planning Administrator (ZPA) on board, who may ultimately serve as the officially appointed ZPA, Kris will be transitioning over to fully focus on Assistant Treasurer and Assistant Clerk duties. Because both will often be in the office at the same time, this will require a new work station, which is proposed to be located in the Treasurer's office. Consequently, a new Office 365 subscription will also be needed, which would come from the general fund. And because it will not make sense for him to continue to use the zoning@bristolvt.org e-mail address, a new e-mail address assignment will also be needed, which is currently proposed to be atc@bristolvt.org. I wish we had thought of that earlier because there have often been communications among Sharon, Justin (or previously, Anthony), Kris, and myself regarding Treasurer, budget, audit, personnel, or other specific matters that would not be necessary for others to see. For that reason, we are not proposing to share the town@bristolvt.org e-mail address, which is more specific to the Administrative Assistant and Town Clerk and captures a broad range of types of e-mails.

Quotes:

Desktop	\$826.61
Monitor	\$89.99
Web Cam	\$30.00
TOTAL	\$946.60

RECOMMENDATION: Approval.

Item IV.2 Approve the Bristol Rescue Squad's Coin Drop application for July 3, 2024 in the vicinity of 63 East Street, vicinity of 76 West Street, and 45 Monkton Road per the Police Chief's condition. Online is Bristol Rescue's [coin drop application](#) at three locations on July 3, 2024: in the vicinity of 63 East Street, vicinity of 76 West Street, and 45 Monkton Road. Police Chief Nason recommends that appropriate reflective clothing be worn while in the roadway for visibility.

RECOMMENDATION: Approval per the Police Chief's condition that appropriate vest be worn and signage be in place while in the roadway for visibility.

Item IV.3 Approve grant application authorization request from the Recreation Department to the Vermont Community Foundation for a \$3,000 request to support the Elder Eagles. [Online is a grant application authorization request](#) from the Recreation Department to the Vermont Community Foundation to apply for \$3,000 to support the Bristol Elder Eagles (BEEs). Funds would be used to support the staff time for their weekly activities and for food. No match is required and the BRD was invited to apply.

RECOMMENDATION: Approval.

Item IV.4 Approve grant authorization request from the Town Administrator to the VTrans Bicycle and Pedestrian Program for up to \$48,000 to conduct a West Street sidewalk scoping study from South Street to the Creeme Stand at Maple Street. [Online is a grant application authorization request](#) from your grants administration team to apply to VTrans for a scoping study for realigning, widening, and extending the West Street sidewalk from South Street to the Creeme Stand at Maple Street. A 20% match is required. The last Bike Ped grant through VTrans was in 2021 for the Munsill Avenue Sidewalk Scoping Study, which totaled about \$43,000. The West Street study may be more complicated, so we would apply for the upper threshold of \$48,000 in grant funds with a \$12,000 match that would come from a combination of cash from the Sidewalks Reserve Fund and in-kind administrative time.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS.

Item V.1 Consider request to install two banners on Main Street to promote Fourth of July celebrations, one between Cubbers and the Bobcat Café and one between Snap’s and Kimball’. Online is a [proposal from the Fourth of July Committee](#) to install two banners on Main Street to promote their Independence Day celebrations. This is the first I am aware of two banners proposed on Main Street. One banner was installed last year at the west end of Main Street and was installed and removed without any known complications. One or more members of the FoJ Committee will be present to answer any questions.

RECOMMENDATION: Approval with or without adjustment.

Item V.2. Consider bids and total project cost for Pine Street stormwater drainage improvements and authorization to proceed. Following up from the previous meetings’s deliberations, below is a summary of the bids received to install new stormwater management infrastructure on Pine Street prior to the paving:

Bidder	Quote	Schedule
802 Excavating	\$49,330	Mid-May start
Atkins Property Services	\$42,500	Late-July start
Driscoll Brothers	\$36,200	Early-August start
Masterson & Son	\$75,000	?
Materials (SD Ireland)		
Dry Wells	\$3,960	
Culverts	\$23,442	
Stone	\$2,000	
Other	\$5,040	
TOTAL MATERIALS	\$34,442	

Also included are the quotes from S.D. Ireland for the stone, pipe, and structures, as best as I could decipher from their quote. Paving is not included.

These quotes are in line with what was discussed at the April 22, 2024 Selectboard meeting.

RECOMMENDATION: Determine if more information is needed. Select the lowest responsible bidder that meets the project timeline.

Item V.3. Water Commission: Update on efforts to address private water line concerns and water line extensions outside of public rights-of-way, including discussion of the School Street water line repair. When this agenda item was first slotted, I expected there would be more to report or discuss at this stage. There is not. Much is still in progress. While our focus has been on addressing new water connections outside of the public right-of-way, we recognize that will not be adequate to address existing private water lines outside of the public right-of-way and separate considerations will be needed.

... Which brings us to the conundrum regarding the private School Street connections and the water leak that needs to be addressed sooner rather than later. There have been various discussions regarding the significant water leak associated with the service line to 17 School Street. While this is an urgent situation, it may also be an example for other, similar situations.

When this was brought to our attention last year, more focus was on the Buffalo box and other unknowns associated with repairing this line rather than responsibilities associated with this particular repair. It appears to be more complicated than we first knew or had considered at the time, such as:

- This was former school property, though is now privately owned.
- There is an old oil tank near the premises.
- There may be other legal issues at play.
- We do not know to what degree the other property owners know they are part of a private water system.
- And more.

RECOMMENDATION: Determine what additional information is needed and next steps.

Item V.4. Water Commission: Continued consideration of loan documents for DWSRF loan RF3-477-3.0 related to the Pine Street waterline replacement project and review of draft letter to Governor Scott and his administration. This item is continued from the April 8 and April 15 Selectboard/Water Commission meetings. A letter has been drafted to Governor Scott and his administration for review. No other new information is

available at this point. We will need to decide soon [whether to accept the loan offer](#) as presented or wait to see if there is any response to our comments.

RECOMMENDATION: Discussion. Determine next steps.

tem V.5. Water and Sewer Commission: preparations for the upcoming annual Water and Sewer Annual Meetings, including budget preparations, ordinance revisions, and schedule. When this agenda item was first slotted, I expected there would be more to report or discuss at this stage. As with the V.3 Water Dept. item, there is not (it has been a very busy time for everyone). We have a lot to discuss on these topics. I expect we will need to plan for one more special meetings between now and the water and sewer districts' annual meetings.

The [merger document](#) requires that the water and sewer district annual meetings be published in the newspaper of record. Because *The Addison Independent* is published once a week on Thursdays, the notice would need to be published three weeks in advance. A hearing on June 10, for example, would require the notice to be published in the May 23 issue of *The Addison Independent*, which would have an ad deadline of May 20.

RECOMMENDATION: Discuss timelines, next steps. If it jives with Selectboard members' schedules, I recommend we plan to meet on Monday June 3, June 17, and if needed, June 24.

Item V.6. Continued review of updated and revised Revolving Loan Fund policies, guidelines, and application materials. 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](#)

Michelle spearheaded moving these documents forward and they have been vetted by a number of people. Some questions remain that Michelle is planning to present to discuss.

Other recommendations received so far:

- use ACCT's new name: Addison Housing Works
- include the definition in Guidelines document: "Low- and moderate-income" is defined as a household income that is 80% or less of the area median income for a household of that size. In Addison County, the median family income will be determined by the Addison Housing Works"

RECOMMENDATION: Discussion. Determine if additional information is needed. Approval.

Item V.7. Consider an alternative date for the Selectboard's next meeting, currently scheduled on Memorial Day, May 27, 2024. The next regular Selectboard meeting lands on the Memorial Day holiday.

RECOMMENDATION: Consider rescheduling it Tuesday, May 28, 2024 or another date if that one does not work for a majority of the Board.

Item V.8. Review and approval of the February 12, February 26, April 1, April 8, April 15, and April 22, 2024 meeting minutes. Review of the February 12, February 26, and April 22, 2024 minutes is in progress. The original drafts are posted online. They will be posted to the Web site and e-mailed when completed. The [April 1](#), [April 8](#), and [April 15](#) minutes have been reviewed.

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 \$94,791.26, 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.

- [Bristol Fire Station Annual Inspection and Compliance Report VTM 2024-05-03.pdf](#)
- [Lincoln Seth Hill Waterworks change of appraisal notice 2024.pdf](#)
- [Certificate of Highway Mileage Bristol approved Purinton Road map update.pdf](#)

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 May 13

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

Tuesday: In the office.

Wednesday: **Working from home.**
10:00am – Monthly Hazard Mitigation Plan Update meeting.
1:00pm – Med. appt. CVMC, Berlin

Thursday: In the office.
9:00am – Bristol CORE

1:00pm – Med. appt. Waterbury
Friday: In the office.

Week of May 20

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Upcoming Meetings

- [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.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., May 23, 7:00pm, via Zoom.
- [Selectboard](#): Mon., May 27, 7:00pm, Holley Hall and via Zoom. >> to be rescheduled.
- [Planning Commission](#): Tues., June 4, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., June 11, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., June 13, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- 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.
- 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.
- 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

