

Bristol Town Administrator's Report
MAY 26, 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

TUESDAY, May 28, 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. REGULAR BUSINESS.

Item IV.1. Bristol Fire Department: Fire Chief Brett LaRose and Firefighter candidate Tyler Hebert. Fire Chief Brett LaRose will be present to introduce new Firefighter candidate Tyler Hebert.

RECOMMENDATION: Appointment. Add his entry to the historic Fire Department roster when the opportunity allows.

Item IV.2. Consider formation of a Bristol Equity Committee and potential appointment of candidates. Online is [one of several ads](#) that were posted to solicit interest in whether to form a new Bristol Equity Committee. We received [expressions of interest from six citizens](#): Betsy Blair, Elissa Cobb, Ainaka Luna, Darla Senecal, Krista Siringo, and Trevor Wilson. Most, if not all, of the candidates plan to be present either in person or via Zoom to meet with the Selectboard. Porter Knight will also be present to help set the stage for next steps.

RECOMMENDATION: Determine if more information is needed. The Selectboard may wish to deliberate in executive session regarding appointments.

Item IV.3. Consider ARPA funds allocation request of \$12,000 to support EV charger grant application. Following up on recent discussions about Level 2 and Level 3 electric vehicle (EV) charging station options, online is a [request to allocate \\$12,000 in ARPA funds](#) to support installation of a Level 3 charging station on the [property of Tom and Carol Wells](#) on Mountain View.

Ian explained at a previous meeting that the Town agreed months ago to engage in this project and the Energy Committee tasked Norwich EV with handling the [application](#). The grant provides for vendors to work with private property owners for installation. The next step would be for Norwich EV and Green Mountain Power to work with the property owners for installation. [Four new spaces](#) would be created through this effort. The [application is due June 1, 2024](#).

Because this project will not be using Town-owned land, the Town has minimal involvement, apart from the request to use ARPA funds to support the project. The dollar figure represents a license fee to use the Wells' land for the charging infrastructure. It amounts to \$50 per space per month (\$2,400 per year for four spaces), totaling \$12,000 over the 5-year Level 3 charger contract.

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

Item IV.4. Review of annual Fire Station annual stormwater inspection report: Steve Palmer, P.E., VTM Engineering, PLC. Online is this year's [annual inspection](#) of the Fire Department stormwater system, as required by the facility's stormwater permit. The

inspection found the system at the Bristol Fire Station appears to be functioning as designed.

RECOMMENDATION: No action is necessary.

Item IV.5. Review of annual landfill and stormwater inspection reports: Steve Palmer, P.E., VTM Engineering, PLC. Online are the annual inspection draft reports for the Bristol [landfill cap](#) and [solar field stormwater](#) systems, as required by their respective permits. The reports identify the need for regular mowing and that some areas continue to lack some vegetative cover.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item IV.6. Review of annual wastewater system inspection report: Steve Palmer, P.E., VTM Engineering, PLC. The draft inspection report is in the process of being updated and is expected to be available before the meeting. The main issues are maintenance of the 31-year old system and improved monitoring and control of the grease, fats, and oils entering it.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item IV.7. Update on preparations for the June 10 annual Water Dept. and Sewer Dept. annual budget meetings. This item is a placeholder to provide any updates in advance of June 3 special Selectboard/Water Commission/Sewer Commission meeting.

RECOMMENDATION: No action is needed.

Item IV.8. 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."

- Discourage use of balloon payments in loan terms.

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

Item IV.9. Consider grant application authorization request from the Energy Committee to the Municipal Energy Resilience Program (MERP) for \$4,000 to support energy efficiency public outreach. Online is a [grant summary document](#) for authorization to apply to the [Municipal Energy Resilience Program](#) for a \$4,000 capacity mini grant on behalf of the Energy Committee. \$ 2,000 is proposed to be provided to the Climate Economy Action Center (CEAC) to support their Navigator Project in Bristol and \$ 2,000 is proposed to go to the Bristol Energy Committee to facilitate their work in promoting energy efficiency and greenhouse gas reductions for the Town of Bristol and its residents. The funds would be posted to a new Energy Committee account for grant and donated funds that will accrue from year to year and be used to offset costs incurred for such things as printing, signage, public meeting supplies demonstration supplies, and honoraria for speakers and workshops. No match is required.

RECOMMENDATION: Approval.

Item IV.10 Consider acceptance of quote from Sargent's Welding & Crance Service for installation of moveable rails on the universal fishing platform at Eagle Park. Previous efforts to work with Dock Doctors to fabricate the moveable rails for the universal fishing platform (UFP) at Eagle Park has not worked out due to their workload and schedule resulting in ongoing delays and uncertainty. Sargent's Welding and Crane Service provided a quote of \$6,875.00 to fabricate and install galvanized rails to match the existing rails that can be repositioned to be out of harm's way during storm seasons and serve as a barrier to the platform when it is closed to the public in the winter. The quote is within the FEMA hazard mitigation budget, and we received an [extension from FEMA](#) to September 30, 2024 for the installation.

RECOMMENDATION: Approval.

Item IV.11 Consider Lister's request for thirty-day extension for filing the Town of Bristol's Grand List. [Online is a letter](#) for the Selectboard Chair's signature on behalf of the Bristol Listers to the Vermont Department of Taxes requesting a 30-day extension to file Bristol's Grand List.

RECOMMENDATION: Approval.

Item IV.12 Review and approval of the February 12, February 26, May 1, and May 13, 2024 meeting minutes. Review of the February 12, February 26, and May 13, 2024 minutes is in progress. The [May 1](#) minutes are complete. The original drafts are posted online. They will be posted to the Web site and e-mailed when completed.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.13 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The amount is currently \$78,805.18, which could change by Tuesday's meeting. There are currently no liquor or tobacco license applications.

V. OTHER BUSINESS.

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

- [Lincoln Seth Hill Waterworks change of appraisal notice 2024.pdf](#).
The appraised value of the Town's [113-acre Seth Hill Waterworks property](#) in Lincoln increased from \$156,500 to \$217,800. If the Selectboard wishes to file a grievance, the letter or e-mail must be received by Wednesday, May 29 and hearings will be held by appointment only on May 29 and May 30 at the Lincoln Town Office.
- [Letter VT Tax Dept re current use Hewitt property 2024-05-08.pdf](#).
We received notice from the Vermont Tax Department that we will need to file to withdraw the recently-purchased 4.7 acre parcel on Hewitt Road/Route 116 from the Current Use Program. According to the [signed purchase and sale agreement](#), the Town will be responsible for paying the land use tax after filing form [LV-314](#).
- [E-mails Sayre MAUSD Community Input Forum 2024-05-17.pdf](#).
I don't know if anyone responded to Liz Sayre's messages seeking Selectboard members' input on the MAUSD budget or if it is too late. The Mount Abraham Union School District next budget revote is June 11, 2024.
- [E-mails and letter VTrans Better Roads grant application rejection 2024-05-14.pdf](#).
Our \$40,000 grant application to the VTrans Better Roads program for the Lincoln Road riverbank repair project was not funded, the main reason being that the affected section of Lincoln Road is already in compliance with the Municipal Roads General Permit (MRPG), so it did not rank as high among applications to improve noncompliant segments.
- [E-mail Bristol Rec Newsletter 2024-05-23.pdf](#).

Miscellaneous Updates

- The Mount Abraham Union School District next budget revote is June 11, 2024 by Australian ballot 7:00am to 7:00pm upstairs at Holley Hall.
- VTUMS will likely be closing South Street on Wednesday, May 29 to fix a bad water leak.

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 27

Monday: Memorial Day Holiday – Town Office closed.

Tuesday: In the office.
7:00pm – Selectboard meeting.

Wednesday: **Working from home.**
11:00am – private appt., Montpelier.

Thursday: In the office.

Friday: In the office.

Week of June 3

Monday: In the office.
10:00am – FEMA check-in
7:00pm – Special Selectboard/Water & Sewer Commission meeting.

Tuesday: In the office.
1:00pm - Town Parks Accessibility Committee parks tour.

Wednesday: **Working from home.**

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

Friday: In the office.

Week of June 10

Monday: In the office.
7:00pm – Selectboard/Water & Sewer Commission meeting.
Public Hearing: Bristol Downtown Designation Renewal application
Public Hearing: Annual Water & Sewer District budgets

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.
9:00am - Town Parks Accessibility Committee
11:00AM – monthly water projects meeting w/ VTUMS and VTM

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): TUES., May 28, 7:00pm, Holley Hall and via Zoom. >> to be rescheduled.
- [Selectboard](#): Mon., June 3, 7:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., June 10, 7:00pm, Holley Hall and via Zoom.
- **MAUSD Budget Revote**: Tues., June 11, 7:00am – 7:00pm, upstairs at Holley Hall.
- [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.
- [Planning Commission](#): Tues., June 18, 7:00pm, Holley Hall and via Zoom.
- [Hazard Mitigation Plan Update Committee](#): Weds., June 19, 10:00am, via Zoom.
- [Bristol Energy Committee](#): Weds., June 19, 7:00pm, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., June 27, 7:00pm, via Zoom.

Upcoming Agenda Items

- Water Commission: Review of updated policies and criteria for water line extensions into non-public rights-of-way.
- Plan of action for replacement of the School Street water line.
- Review and adoption of water and sewer department budgets.
- Updates from and engineering services agreement with VTM Engineering for next phases of the c. 1905 water line replacement project(s).
- Annual compensation adjustments.
- Bristol Unified Development Regulations revisions public hearing.
- 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