

Bristol Town Administrator's Report
June 9, 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=WFdGNUtJYWx1eHMrenpgTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

Join meeting by phone: 1 (646) 558-8656

Monday, June 10, 2024 Meeting Agenda and Materials

I. Call to Order: 6:30 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."

- Add Bristol CORE's request to agenda item IV to close Main Street on August 17, 2024, from 1:00pm to 9:00pm, for the annual Pocock Rocks celebration.

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.

NOTE: Because two different public hearings have been published for approximately 7:00pm and 7:30pm respectively, a **Department Heads Roundtable** is not included on this agenda.

III. REGULAR BUSINESS.

NOTE: Regular business would ordinarily follow the 7:00pm and 7:30pm public hearings, but because the meeting is now starting at 6:30pm, regular business will start then and be resumed after the public hearing matters are concluded.

Item III.1 Continued consideration of quote from Sargent's Welding & Crane Service for installation of moveable rails on the universal fishing platform at Eagle Park. This item is continued from the May 28 meeting to consider the [proposal](#) from Sargent's Welding to fabricate and install moveable rails on the universal fishing platform. Project engineer Roy Schiff, P.E. will be on hand to discuss the plan and details. We received an extension from FEMA until September 30, 2024 to accommodate this last piece of the project.

RECOMMENDATION: Determine if additional information is needed. Determine next steps. Accept this or a modified version of the proposal.

Item III.2 Water Commission: Water service connection application, 29 Ezra's Way: Jeffrey Lunstead. [Online is an application](#) for a new residential water connection at 29 Ezra's Way. Ezra's Way is a private road off of Fitch Avenue. There is a curb stop at the junction of Ezra's Way and Fitch Avenue and the water line runs along and under Ezras Way. The connection is proposed to be made using 1" Type K copper water line per their state permit #WW-9-1123-1.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item III.3 Set date for annual Public Works road trip. This annual adventure has traditionally been planned for an off-Selectboard afternoon in June, but at this point we are looking into July and possibly August depending on peoples' schedules. Last year it was on [May 24](#) and we called it a Capital Projects tour. The year before, the road trip was on [July 14](#).

RECOMMENDATION: Discussion; set date.

Item III.4 Review and approval of the February 12, February 26, and May 28, 2024 meeting minutes. Review of the February 12, February 26, and May 28, 2024 minutes is in progress. 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 III.5 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable [warrant is in online](#). The amount is currently \$106,913.46, which could change by Monday's meeting. There are currently no liquor or tobacco license applications.

RECOMMENDATION: Determine if additional information is needed. Approval.

IV. PUBLIC HEARING: DOWNTOWN DESIGNATION RENEWAL APPLICATION.

- Courtney Radford, Bristol CORE Executive Director.
- Other updates.

As noted in the [public hearing notice](#), Bristol has been in the [Designated Downtown program](#) for eighteen (18) years. Over that time, renewal has changed from every five (5) years to every eight (8) years. The previous renewal was in 2016—so here we are.

Bristol CORE is the nonprofit entity that is directly related to maintaining Bristol's Downtown Designation. Courtney Radford, Bristol CORE Executive Director, will be on hand to provide an update on the [benefits of the designation](#) and present Bristol CORE's [request to close Main Street](#) on August 17, 2024, from 1:00pm to 9:00pm, for the annual Pocock Rocks celebration.

RECOMMENDATION: Approval.

V. PUBLIC HEARING: WATER AND SEWER DISTRICT ANNUAL MEETING.

- Review and approval of operating budgets, capital budgets.
- Preliminary discussion of alternative rate structures.
- Bristol waterline replacement schedule review.
- Bristol West waterline replacement project 60% design plans review.
- Preliminary discussion of water line extensions outside the public right-of-way.
- Other updates or issues.

There is a lot to cover and some information is still coming together.

Online are the budget status reports through May 31, 2024 for the [Water Department](#) and [Core Area Sewer](#). This represents about 92% through the budget year.

[Proposed Bristol Water District Budget](#) highlights:

- The admin expenses have been updated from the previous meeting.
- Some "actuals" are still in the process of being sorted out.
- I recommend removing the "Water Service Connection Fees" from the revenues and automatically apply them to the Capital Reserves Fund.
- The budget suggests an increase in water rents by almost 15% will be needed.
- How the actual rates are to be adjusted needs to be discussed.
- The Water Department Capital Equipment Fund Long Range Plan is in the process of being updated to include the 1905 water line replacement projected expenses and revenue sources. This is expected to be available in time for Monday's meeting. We may need to take another look at the FY2025 contribution to the Capital Reserve Fund.

Proposed Bristol Sewer District Budget highlights:

- The admin expenses have been updated from the previous meeting.
- A \$12,000 loan is paid off with this budget year. The value of that last payment, \$11,690. is proposed to be reallocated to the Capital Reserve Fund.
- The proposed budget results in the need for a 2.4% increase in user fee revenue.

This is how administrative compensation (wages, benefits) are apportioned between the water and sewer departments:

Who	Water	Sewer
Town Admin	4%	2%
Treasurer	10%	2%
Clerk	7%	1%

Discussion of alternative water rate structure: We are making progress evaluating a new rate structure based on equivalent units (EUs) or equivalent residential units (ERUs). We (me, Steve, Jill, and Kevin) will be proposing to follow the [State’s method for calculating ERUs](#)—based on dwelling units, where each dwelling unit is equal to one ERU, regardless of the number of bedrooms. We will need to sort out how that applies to non-residential accounts. A next step will be to determine what the value per ERU should be. We are still gathering data to run some scenarios. This is not expected to be available for Monday’s meeting.

Review of preliminary Water Use Ordinance revisions. Jill (VTUMS), Steve (VTM), Kevin (Langrock), and I met last week to discuss private water lines outside the public right-of-way and other matters. We came around to agree that it would be in the entire Bristol water system’s (BWS) interest to be able to control and manage access to and repair of distribution lines connected to the public water system *regardless whether they are located within or outside of a public ROW*. Below is an excerpt of a summary of our deliberations:

- The private road part should not matter. That they are connected to the BWS is what matters. The Home Owners’ Assn (HOA), if there is one, can deal with access maintenance (plowing, grading, mowing, etc.) or other property matters for their own convenience—or not. But the BWS should not rely on HOAs to manage their sections of the public water system. There is too much at stake if, for whatever reason(s), they fail to do so.
- The BWS should not rely on residents in a private HMO to step up to do required repairs when the time comes. The administrative effort to coordinate among those stakeholders would be an expense and burden to the Town and/or BWS.
- New construction would need to meet BWS requirements and be paid by the developers. A one-year warranty should be required.
- New construction of this sort, if done according to plan, should not require any significant maintenance or repair for many years. It should just be planned for in the asset management plan, with budgets and rates planned accordingly.

- Equity: Property owners on a private road connected to the BWS would be paying the same rates, etc. as someone in the village. Is it fair they should be expected to cough up potentially thousands of dollars at some time in the future to repair a problem that could affect the entire system just because they are located off a private road?
- Approval of water line extensions outside the public ROW would require a (standard?) utility-type easement. Kevin will be working on a boilerplate easement document that can be included in a new Appendix D that addresses relevant matters.
- New ordinance provisions to address these situations would be for going forward and not be retroactive in any way. Existing arrangements outside the public ROW are what they are until and unless the Water Commission agrees to some new agreement in the future on a case-by-case basis.

There was also agreement that all hydrants, regardless of whether located on a private road, should be under the sole jurisdiction of the of the BWS, Water Operator, Fire Department, or others with specific BWS authorization.

We will be meeting again this week to continue our review of revisions and updates to the Water Use Ordinance. I do not expect we will have anything more to provide in time for Monday's meeting.

RECOMMENDATION: Determine what more information is needed. The hearing may need to be continued to another meeting.

VI. OTHER BUSINESS.

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

- [Bristol Budget Status Report thu 2024-05-31.pdf](#).
- [Letter Governor re Bristol DWSRF loans 2024-06-03.pdf](#).

Misc. Updates

- A major water leak on South Street is scheduled to be repaired on Tuesday, June 11. See the notice below prepared by Jill. I will posting it to Front Porch Forum, Facebook, and Instagram.
- I will be working with Freeda on putting together a draft Capital Improvement Plan that can hopefully be reviewed by the Planning Commission at their June 18 meeting. This would lay the groundwork for a Selectboard public hearing in July.
- The RHR Smith Audit team plans to be at the Town Office all day Wednesday, June 26 to work on the FY2023 audit.

South Street Road Closure Tuesday, June 11 for Water Line Repair

What: Road Closure Planned for Water Leak Repair

When: Tuesday, June 11, 2024, 8 am to 6 pm

Where: From 9 South St. to 36 South St. Bristol, VT

Why: Water main leak repair in the middle of South Street. Barricades will be placed at 9 South Street at the intersection of Cain Hill Road and 36 South Street before the Lumber Mill. No through traffic will be permitted because the road will be cut open at the center to expose the waterline, find the waterline break, and make the needed repairs.

Water Interruption: Once the break in the waterline is exposed, water system valves will be exercised to the off position and there will be no water to the area above and below this repair while the repair is being performed. This water shut off area could potentially include South Street below the bridge to the Mill. Cain Hill and Pump House Road could also be impacted. Water service will be restored as soon as possible. Once repairs are completed and the dig is backfilled, the barricades will be removed and the road re-open. Until then, please utilize upper South Street and Hewitt Road as temporary detours.

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 June 10

Monday: In the office.
6:30pm – Selectboard
Public Hearing: Bristol Downtown Designation Renewal application
Public Hearing: Annual Water & Sewer District budgets, ordinance updates discussions, Bristol West update

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.
11:00am – Monthly water meeting with VTUMS, VTM S and with Kevin Brown.

Friday: In the office.

Week of June 17

Monday: In the office.
9:00am – 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
In the office around 11:00am.

Friday: In the office

Upcoming Meetings

- [Selectboard](#): Mon., June 10, 6:30pm, 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.
- Bristol Equity Committee: Weds., June 26, 7:00pm, at Holley Hall and via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., June 27, 7:00pm, via Zoom.

Upcoming Agenda Items

- Compensation adjustments.
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Plan of action for replacement of the School Street water line.
- Fire Department presentation on new OSHA proposed rule.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck.
- Bristol Unified Development Regulations revisions public hearing.
- Capital Improvement Plan 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.
- Continued Personnel Policy review and updates.
- Class 4 highways and private roads maintenance policy.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator