

**Bristol Town Administrator's Report**  
**June 3, 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=WFdGNUtJYWx1eHMrenpgTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

**TUESDAY, June 3, 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. REGULAR BUSINESS.**

Item II.1 Update on the School Street water line investigation and consideration of next steps. The VTUMS team and Steve Palmer spent time on May 14 [investigating the location, size, and materials of the water service lines](#) in the School Street area. They found the curb stop that provides service to the St. Ambrose is a buffalo box and a 1 ¼" copper line. They also found the smaller line on School Street north of Park Place to be a 1 1/4" galvanized waterline.

Steve [updated his survey of the Bristol West phase 2 waterlines](#) as the adjoining lines to be replaced will need to be connected to them.

There are at least three questions to be explored:

1. Install a valve at the School Street/Park Place intersection to allow for turning off the School Street extension water supply for the repair without compromising the water supply of a broader area?
2. Replace the galvanized line and any other galvanized service lines now, along with the associated buffalo boxes or bundle it with the Bristol West project or service line inventory project?
3. How will the costs of the repair be determined among the affected property owners?

RECOMMENDATION: Determine if additional information is needed. Determine next steps.

Item II.2. Preparations for the June 10 annual Water District and Sewer District annual meeting public hearing. The surprise Pine Street DWSRF construction loan outcome resulting in a new 30-year \$34,003 annual loan payment and recent discussions regarding the extension of new water lines outside of public rights-of-way have presented several challenges for this annual meeting. The purpose of this special meeting is to begin discussions and hopefully be prepared with solid recommendations for the June 10 meeting.

**Preliminary budget information:** 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.

Online is a [draft FY2025 Sewer Department budget](#). No increases in the budget or rates are proposed. A \$12,000 loan is paid off with this budget year. A portion of that payment is proposed to be reallocated to the Capital Reserve Fund.

A [draft FY2025 budget for the Water Department](#) proposes a 14% increase in the budget, but also a restructured billing rate based on equivalent units (EUs) as a base rate. I believe some corrections need to be made to some of the "actuals" line item allocations.

**Discussion of alternative water rate structure:** We are in the process of exploring the development of a new water rate structure that is more predictable than the current system, along with some potential policy changes. The handout "[How to Calculate Your Water Bill](#)" was drafted in 2017 and may not reflect current practice. But it does illustrate that the billing structure is not particularly straightforward, either for the customer or for budgeting. We would like to propose establishing a flat base rate based on equivalent units (EUs) or equivalent residential units (ERUs).

One policy change would be that water customers who have water turned off for the winter would be expected to continue to pay the base rate all year, not just when their water is turned on.

**Review of preliminary Water Use Ordinance revisions to address private water lines and other updates:** This has been especially tricky and, unfortunately, Jill (VTUMS), Steve (VTM Engineering), Kevin (Langrock) and I have not been able to sit down together to discuss the details. I am not certain what level of review will be available for tonight.

RECOMMENDATION: Determine if more information is needed.

Item II.3. Continued review of draft letter to the Governor and follow-up to the DWSRF RF3-477.3.0 loan offer. An updated draft letter has been sent to Selectboard for review.

RECOMMENDATION: Determine if more information is needed.

### III. OTHER BUSINESS.

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

- I expect to ask the Selectboard if you would be willing and available to meet on June 10 beginning at 6:30pm to continue the review and discussion of the Eagle Park universal fishing platform removeable rail proposal. Project Engineer Roy Schiff will be available.

#### 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 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, ordinance updates  
discussions, Bristol West update

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](#): 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.
- Continued Personnel Policy review and updates.
- Class 4 highways and private roads maintenance policy.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator