

Bristol Town Administrator's Report
August 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

Monday, August 26, 2024 Meeting Agenda and Materials

I. CALL TO ORDER: 6:00 P.M.

Item I.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. EXECUTIVE SESSION per 1 V.S.A. §313(a)(1)(F).

III. CALL TO ORDER: 6:30 P.M.

IV. 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.

V. 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.

VI. REGULAR BUSINESS.

Item VI.1 Consider Conservation Commission candidate: Roger Sullivan. Online is [Roger Sullivan's application](#) to serve on the Conservation Commission. He attended a recent BCC meeting and Chair [Carolyn Dash recommends he](#) be appointed. There are two vacant seats, each term of which goes to March 2027. Roger intends to be present to meet with the Selectboard.

RECOMMENDATION: Vote to appoint.

Item VI.2 Consider appointment of Library Trustee to fill a vacancy: Vicki Coyle. [Online is an e-mail](#) from Library Trustee Scott Kleuver asking that the Selectboard appoint Vicki Coyle to fill a vacancy on the Library Board of Trustees. If appointed, she would need to run for election at the next Town Meeting.

RECOMMENDATION: Vote to appoint.

Item VI.3 Set municipal tax rate. [Online is a table](#) from Town Treasurer Sharon Lucia presenting the proposed municipal property tax rate for FY2025.

RECOMMENDATION: Discussion. Approve the tax rate.

Item VI.4 Public Hearing: Bristol Capital Improvement Plan: FY2025-FY2030. This is the second of two public hearings for Bristol's first Capital Improvement Plan (CIP) The [public hearing notice](#) indicated it would be on the agenda around 7:00pm.

[Online is the most current narrative draft](#). Some progress was made since the previous hearing; however, various time bandits intervened and some sections remain to be completed. As a planning document, it is not binding; and it is OK if some parts are still evolving. I will plan to go through the highlights at the meeting.

RECOMMENDATION: Discussion. Provide feedback. Focus on the recommendations and priorities we would like to see included.

Item VI.5 Consider adoption of the proposed Bristol Capital Improvement Plan, with or without adjustments. Agenda Item VI.4 is for review and discussion of the proposed Capital Improvement Plan; this item is to actually vote to adopt a Capital Improvement Plan.

RECOMMENDATION: Vote to adopt the Capital Improvement Plan, with or without adjustments, and authorize the continued development of the narrative.

Item VI.6 Water Commission: Consider adoption of updated water rate structure and other amendments to Bristol Water Use Ordinance Appendix B – Schedule of Rates and Charges. [Online is a memo](#) from Assistant Town Treasurer/Assistant Town Clerk Kris Perlee that is recommending we move to a unit-based rate structure. He will be present to provide more information and walk us through his analysis.

In addition to a new rate structure, we are proposing other adjustments to the Appendix B - Schedule of Fees and Charges. [Online is a working draft](#) of the proposed changes. Also online for comparison is the [current Appendix B](#), which as amended on 2022 to include a fee for inaccessible touch pads. In a nutshell:

- Customers that have their water turned off seasonally would now be required to pay the base billing fee year round.
- Increase the water connection fee from \$500 + cost of the meter and cost of Water Operator time to the following flat rates:
 - 3/4" meter @ \$1,850
 - 1" meter @ \$2,150
 - The fee for connections greater than 1" will be calculated at the time of application.
- The updated flat rate fee is intended to include:
 - Review of the application
 - The meter set and appurtenances
 - 4 hours of Water Operator time
- The Water Operator can issue invoices and receive payment for bulk water purchases.

RECOMMENDATION: Discussion. Provide feedback on the proposed new unit-based rate structure. Consider approving the other updates to the Appendix B – Schedule of Rates and Charges.

Item VI.7 Water Commission: Consider construction bids for the School Street Extension waterline replacement project, possible award of a contract, source of funding, and other next steps: Steve Palmer, P.E. [Online is the bid analysis and recommendation](#) from Steve Palmer, P.E. for the School Street Ext. waterline project. He intends to be present to discuss options and timelines.

RECOMMENDATION: Discussion. Determine next steps.

Item VI.8 Preparation for final Selectboard public hearing regarding modifications to the proposed Bristol Unified Development Ordinance. Following the Planning Commission's presentation of amendments to the Bristol Unified Development Regulations to support the development of housing and specifically accessory dwelling units (ADUs), the Selectboard held a [hearing in January 2024](#) of [adjustments the Selectboard proposed](#).

The Planning Commission [provided a memo](#) at that time recommending that some of those adjustments be reconsidered. The Selectboard agreed to some, if not all of the Planning Commission's recommendations, which then requires the Selectboard to hold a final public hearing on the proposed adjustments. The Planning Commission also provided [a more recent memo](#) regarding setbacks for ADUs.

In order to be included on the November 2024 election ballot, the public hearing will need to be held on September 23, 2024.

RECOMMENDATION: Determine what final adjustments the Selectboard wishes to make to the UDR amendments.

Item VI.9 Consider Recreation Department request to apply for a Vermont Humanities Rapid Response Grant of \$1,000 to support the Bristol Theater Group. Online is a [grant application authorization request](#) from the Recreation Department to apply to the Vermont Humanities Rapid Response program for \$1,000 to support the Bristol Theater Group.

RECOMMENDATION: Approval.

Item VI.10 Authorize use of the Technology Reserve Fund to pay for replacement of the Town Administrator's laptop. Two weeks ago the Dell laptop I use for everything began misbehaving and showing signs of decline. On Wednesday, Aug. 14, most of the day was spent troubleshooting various issues and ultimately online with tech support. After nearly an hour of trying to resolve various issues, they recommended to replace it. The order has been placed for a replacement with Dell for \$2,690. It is expected to be delivered Thursday, Aug. 29. It will then need to be configured for an additional \$450.

I appreciate having been able to borrow a laptop from the Lister's Office during this time of transition. Unfortunately, it does not have some of the programs and platforms I regularly rely on. Consequently, I was not able to complete certain projects and get this Report out sooner.

RECOMMENDATION: Approval.

Item VI.11 Review of meeting minutes. Related to the previous item, I was not able to make any progress on review of minutes. All original draft (not reviewed) minutes are posted on the Web site.

Item VI.12 Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant is online](#). The amount is currently \$117,192.86, which could change by Monday's meeting.

RECOMMENDATION: Determine if additional information is needed. Approval

VII. OTHER BUSINESS.

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

- [Bristol parks accessibility project progresses-Addison Independent 2024-08-15.pdf](#)
- [E-mail MERP Implementation Grant 2024-08-23.pdf](#)

Briggs Hill Road/Atkins Road Detour Update

Lincoln Road will be closed beginning Tuesday, September 3 and Briggs Hill Road/Atkins Road will be established as a detour route. The Lincoln Road riverbank repair project is expected to take about one month to complete—providing no major rain storms interfere with the contractor's ability to access the repair areas due to high water levels or cause other forms of mischief while the sites are under construction.

Public notices and other outreach will be made in earnest this week and throughout the project to keep people informed of the road closure and detour.

Because Atkins Road narrows to nearly one lane near its junction with River Road in Lincoln, a second set of solar traffic lights will be installed there to help manage the increased traffic as a result of the Briggs Hill/Atkins Road detour while Lincoln Road is closed for the riverbank project.

Something to know about the solar street lights: vehicles with flashing lights, such as some construction vehicles, emergency vehicles, or some types of trucks, will deactivate the timer on the street lights resulting in both ends remaining red as long as the lights are flashing. This is to ensure the travel lane remains clear so emergency vehicles can go straight through.

Energy Committee Updates

Richard Butz reported that Ben Skolozdra has replaced Carl Engval as co-chair and that the committee is moving to Zoom-only meetings.

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 August 26

Monday: In the office.
3:00pm – Med. appt. in Burlington.
6:00pm – Selectboard
Tuesday: In the office around 10:00am.
Wednesday: In the office.

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10:00am – Hazard Mitigation Plan Update Committee
Thursday: In the office.
Friday: **Out of the office.**

Week of September 2

Monday: Labor Day holiday. Town Office closed.
Tuesday: In the office.
10:00am – FEMA Zoom check-in
Wednesday: In the office.
Thursday: In the office.
9:00am – Bristol CORE
Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Aug. 26, 6:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Aug. 27, 7:00pm, Holley Hall and via Zoom.
- [Bristol Equity Committee](#): Weds., Aug. 28, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., Sept. 9, 6:30pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Sept. 12, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Sept. 17, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Sept. 18, 7:00pm, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Sept. 26, 7:00pm, via Zoom.

Upcoming Agenda Items

- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Water Commission: Adam & Amber Thomas residential subdivision water connection application.
- Preparations for Bristol West November bond vote.
- Consider whether to adopt a Livestock Running At Large ordinance.
- Consider whether to develop and adopt a Noise Ordinance.
- Consider whether to adopt a Sidewalk or Road Obstruction Ordinance.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck.
- Bristol Unified Development Regulations revisions public hearing.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Continued consideration of Police District expansion.
- Continued consideration of Police Station alternatives.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator