

TOWN OF BRISTOL, VERMONT

CAPITAL IMPROVEMENT PLAN

2025 to 2030

Adopted by the Bristol Selectboard

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Town of Bristol, Vermont
CAPITAL IMPROVEMENT PLAN
FY2025 – FY2030

TABLE of CONTENTS

I. PUPRPOSEX

II. PROJECT SCHEDULING AND CHOICE OF FINANCINGX

III. BRISTOL TOWN PLAN HIGHLIGHTSX

IV. RECENT CAPITAL IMPROVEMENTS AND INVESTMENTSX

V. PROJECT DESCRIPTIONSX

FIRE DEPARTMENTX

GENERAL MUNICIPAL FACILITIESX

PARKS & RECREATION DEPARTMENTX

POLICE DEPARTMENTX

PUBLIC WORKS DEPARTMENTX

SEWER DEPARTMENTX

WATER DEPARTMENTX

VI. IMPACT ON MUNICIPAL TAX RATESX

TABLES

- Table 1. Capital Projects and Funding Sources
 - Table 1.A. Financed by Reserve Funds
 - Table 1.B. Financed by the General Fund
- Table 2. Contributions to Reserve Funds
- Table 3. Debt Payments
- Table 4. Police Department
- Table 5. Water Department
- Table 6. Sewer Department

APPENDICES

- APPENDIX 1 – Town Report Capital Plan Excerpts
- APPENDIX 2 – Bristol 2020 Town Plan Implementation Summary Table
- APPENDIX 3 – Vehicle and Equipment List
- APPENDIX 4 – Three-Year Tax Rate Comparisons

Town of Bristol, Vermont
CAPITAL IMPROVEMENT PLAN
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I. PURPOSE

The Capital Improvement Plan (CIP) is a schedule for the expenditure of municipal funds for capital projects over a six-year period. It consists of two components: a capital budget for the current year (FY2025) and a capital program, which lists and describes the capital projects proposed to be over the next five years (FY2026-FY2030).

Municipalities are authorized to adopt capital budgets and programs under [24 V.S.A. §4430](#). The purposes of the Capital Improvement Plan (CIP) are to maintain a stable tax rate; to plan for orderly growth and development consistent with the Town’s fiscal ability to provide facilities and services and in accordance with the Town Plan; and to anticipate facility and service needs and develop funding plans to address them.

According to [24 V.S.A. §4430](#), “A capital budget shall list and describe the capital projects to be undertaken during the coming fiscal year, the estimated cost of those projects, and the proposed method of financing. A capital program is a plan of capital projects proposed to be undertaken during each of the following five years, the estimated cost of those projects, and the proposed method of financing.

“A capital project is any one or more of the following:

- (1) Any physical betterment or improvement, including furnishings, machinery, apparatus, or equipment for that physical betterment or improvement when first constructed or acquired.
- (2) Any preliminary studies and surveys relating to any physical betterment or improvement [and/or]
- (3) Land or rights in land.”

Capital projects are often further defined as an expense of \$10,000 or more with a useful life greater than ten years. Bristol’s auditor, RHR Smith & Company, defines a capital asset or project as being an expense of \$5,000 or more. They also provide the following guidance regarding capitalization thresholds and expected useful lives:

Investment	Capitalization Threshold	Estimated Service Life
Land	\$10,000	NA
Building and Improvements	\$20,000	40 years
Machinery and Equipment	\$2,000	7 to 15 years
Vehicles	\$2,000	5 to 10 years
Infrastructure	\$20,000	40 years
Distribution and Collection Systems	\$10,000	40 years

The CIP is a planning tool. The expenditures listed in the CIP are not binding on the Town until adopted by voters as part of an annual budget.

This is the Town of Bristol's first Capital Improvement Plan to be proposed and adopted in accordance with [24 V.S.A. §4443](#). Prior to this, Bristol's capital budgets and programs have been incorporated in each year's annual Town Reports, annual budgets, and various other documents. This CIP attempts to bring those as well as other capital initiatives together in one document. Some projects are still evolving and not all information is currently known.

II. PROJECT SCHEDULING AND CHOICE OF FINANCING

Capital projects should be programmed according to the expected timing of their need. The method of funding for the projects (outright purchase, short-term notes, reserve fund, bonding, etc.) should be based upon municipal financial practices and the ability of the annual general budget to absorb expenditures. If a project would result in a major increase in the tax rate for one year, phasing of the expenditure either by funding through a loan or reserve funds should be considered. The objective is to have an even distribution of annual expenditures and a stable tax rate.

Vermont municipalities require voter approval to borrow in most cases and can borrow for a period of up to five years with short-term notes. 19 V.S.A. § 304(a)(3) and 24 V.S.A. § 1786a(b) allow municipalities to borrow without voter approval for the purchase of tools, equipment, and materials necessary for the construction, maintenance, or repair of highways and bridges so long as the term is five years or less. Borrowing for longer than five years requires bond vote in accordance with 24 V.S.A. Chapter 53 and allows for borrowing for up to 20 or 30 years.

III. BRISTOL TOWN PLAN HIGHLIGHTS

The Bristol Town Plan was updated in 2020 and approved by voters at the March 2, 2021 Town Meeting. Below are excerpted highlights that relate to Bristol capital planning and improvements:

Municipal Facilities and Lands

Goal 1. Bristol will support and maintain the community facilities that have a positive impact on residents' quality of life.

Policies:

- Encourage the development of and improvements to community facilities, utilities, and amenities that enhance the quality of life for residents and increase opportunities for economic gain while decreasing inefficient energy use.
- Maintain the long-term view, rather than short-term, in evaluating whether to increase or reduce Town holdings.
- Develop long-term plan for major renovation (if needed) of all the Town-owned buildings (e.g. the Town Garage, Shed, and Dog Pound) including schedule and possible funding sources.

Economic Development

Goal 1. Bristol will attract and retain businesses that are consistent with the town to provide a balanced economic base while ensuring the economic stability of Bristol residents.

Policies:

- Provide infrastructure that supports businesses in appropriate areas, including support for modern communication infrastructure initiatives for businesses and residences.

Goal 2. Bristol will achieve and maintain 100% business occupancy in the downtown business district and add a net minimum of one large-scale employer (10+ employees).

Policies:

- Facilitate public improvement projects that will promote economic development.

Goal 3. Bristol will provide a favorable climate for light industry development that is appropriate for, beneficial to, and acceptable by the community.

Policies:

- Provide the infrastructure necessary for the development of a light industry industrial park.

Recreation and Healthy Living

Goal 1. The town will continue to provide quality facilities, both public and private (with permission of the property owner), and programs to facilitate recreation and healthy lifestyles for citizens of Bristol.

Policies:

- Support the improvement and/or development of facilities for cultural organizations, including program performance and exhibition space, workshops, teen center, and artists' studios.

Utilities

Goal 1. Invest in septic, stormwater and water utility systems to meet town needs in the future.

Policies:

- Encourage utility development projects to work with affected landowners and the Bristol Town government to mitigate aesthetics and other impacts.
- Reduce the visual impact of energy transmission and distribution lines, telephone lines, and other communication lines when economically practical (e.g. by placing underground or collocating in the same corridor and/or on the same infrastructure).
- Assure that new water and sewage uses meet state-approved safe water standards and sewage disposal standards.
- Review and propose ordinances that address mitigation of natural and human-caused disasters, ensuring that controls are in place to lessen as much as possible the results of such occurrences.
- Ensure that all public infrastructure meets standards for resilience.

Transportation

Goal 1. Provide a safe, integrated, economical and environmentally friendly transportation system to move people and freight within and through the town.

Policies:

- Provide transportation system maintenance and improvements that prioritize safety and hazard mitigation.

Goal 2. Reduce single-occupancy vehicle use in order to decrease environmental impacts.

Policies:

- Support the development of infrastructure that will promote and enable the use of the most efficient transportation means feasible.

- Provide designated public parking areas.
- Coordinate further public transportation options with surrounding towns

Goal 3. Develop an infrastructure for alternatives to traditional motor transportation including, but not limited to, safe walking and bicycle routes.

Policies:

- Encourage bicycle use and walking by developing sidewalks, pedestrian and bicycle lanes, and wider shoulders within the rights-of-way where appropriate.
- Encourage accessible sidewalks, traffic calming elements, and traditional neighborhood design principles in new and existing developments.

Energy

Goal 1. The Town of Bristol will be committed to energy efficiencies and conservation, in order to save town financial resources, to provide for a more sustainable and self-reliant future, and meet Vermont’s 90 by 50 goals (having 90% of the energy used in Vermont obtained through renewable sources by 2050).

Goal 2. Work towards achieving goals for Thermal Energy, Electrical Use, Transportation, and Renewable Energy Generation as outlined in the Enhanced Energy Plan.

Public Health and Safety

Goal 1. Bristol will facilitate quality public health access for all town residents.

Policies

- Support agencies and organizations that provide healthcare and human services to the town and its residents.
- Support the development of safe and affordable childcare and eldercare facilities.

Goal 2. Bristol will provide high-quality fire, police, and rescue service for town residents.

Policies

- Support maintenance of public safety equipment and infrastructure.

Goal 3. Bristol will prepare for and lessen the impact of natural and anthropogenic disasters.

Policies

- Mitigate financial losses incurred by municipal, residential, industrial, agricultural and commercial establishments due to disasters.
- Reduce the damage to public infrastructure resulting from all hazards.

The Environment

Goal 1. Conserve the natural features and resources that provide a significant benefit to the general public and protect rare, threatened, and endangered species, significant natural communities, and existing wilderness areas.

Policies:

- Encourage management of natural resources for the benefit and enrichment of the entire community.

Flood Resilience

Goal 2. Bristol will mitigate risks to public safety, critical infrastructure, structures, and municipal investments.

Policies:

- Maintain and consider upgrading Town road infrastructure to withstand potential flood events.
- Continue maintenance of road infrastructure in compliance with Vermont Agency of Transportation Town Road and Bridge Standards.

Goal 4. Protect water quality, both in surface water and groundwater.

Policies:

- Identify, manage, and protect the quality of public surface water, groundwater, and wetland resources, and encourage private property owners to adopt compatible practices.

Land Use Planning

Goal 2. Bristol will maintain and enhance a Village Planning Area, defined by the historic village settlement, the commercial and social center of the town, comprised of high-density residential, business, light industry and municipal services, surrounded by rural countryside.

Policies:

- Maintain a pedestrian-friendly compact downtown with pedestrian and road traffic patterns that encourage the use of the downtown area as the focus for business and municipal activities.
- Support Bristol CORE’s work of enhancing the downtown by increasing pedestrian safety, organizing seasonal events, improving streetscape aesthetics and strengthening local businesses.
- Preserve the Town Green as an important recreational and social open space for town residents and visitors.
- Continue to support traffic calming, an increase in parking spaces, mixed-use development and public transportation.

A table of the 2020 Town Plan Implementation Strategies is in Appendix 2.

IV. RECENT CAPITAL IMPROVEMENTS AND INVESTMENTS

The lists below are not intended to be exhaustive compilations of the Town’s capital investments; rather, they reflect examples of intentional capital investments in relatively recent years.

Fire Department

Year	Description	Cost	Funding Sources
2016	New facility at 79 West Street	\$2,946,000	Bond
2016	Fire Station epoxy floor	\$56,000	
2019	17 Scott air pack units w/ cylinders	\$132,725	AFC grant?
2021	Portable radios	\$7,712	
2023	Compressor	\$43,305	
2021	Turnout gear	\$6,595	

2023	HME pumper	\$621,280	Cap. Veh. Res. Fund
2024	Battery powered cutter, spreader, ram, charger	\$44,330	

Police Department

Year	Description	Cost	Funding Sources
2020	Ford F-150	\$34,272	Cap. Vehicle Fund
2022	Dodge Charger	\$36,876	Cap. Vehicle Fund
2023	Dodge Durango	\$39,685	Cap. Vehicle Fund
Ongoing	Police Dept. facility feasibility study	\$18,000	

Public Buildings

Year	Description	Cost	Funding Sources
2017	Holley Hall soundproofing & new audio system		
2018	Bandstand painting		Cap. Bldgs. Res.
2019	Howden Hall painting	23,435	Cap. Bldgs. Res.
2021	Holley Hall roof replacement/repair	\$7,980	Cap. Bldgs. Res.
2021	Holley Hall bell tower repair	\$14,000	Cap. Bldgs. Res.
2022	Holley Hall roof repair	\$XX,000	Cap. Bldgs. Res.
2022	Lawrence Library roof repair & snow guard	11,500	Cap. Bldgs. Res.
2023	Holley Hall porch/stairs replacement	\$9,908	Cap. Bldgs. Res.

Public Works

Year	Description	Cost	Funding Sources
2019	Maple Street sidewalk replacement	\$41,424	Sidewalks Res. Fund
2019	West Street sidewalk replacement	\$66,157	Sidewalks Res. Fund
2020	Main Street sidewalk & lighting replacement	\$458,000	VTrans/Sidewalks Res. Fund
2020	Mountain Street sidewalk replacement	\$27,560	Sidewalk Res. Fund
2020	Stoney Hill sidewalk scoping study	\$15,000	ACRPC
2021	Lincoln/Briggs Hill Road/Bartlett Falls study	\$20,000	ACRPC
2021	Goosen Bail Chopper	\$7,995	Vtrans grant
2021	International HV507 dump truck w/ plow	\$153,308	Cap. Equip. Fund
2022	Airport Drive sidewalk scoping study	\$15,000	ACRPC
2022	East Street Sidewalk Replacement	\$61,300	Sidewalk Res. Fund
2022	Firehouse Drive/Stoney Hill Business Park	\$1.2 mil	NBRC/SHP
2019	School Street & Elem. School stormwater infiltration chambers design	\$31,100	Clean Water Block Grant
2022	School Street & Elem. School stormwater infiltration chambers final design	\$19,200	Clean Water Block Grant
2023	Munsill Avenue sidewalk scoping study	\$39,680	VTrans/Sidewalks Res. Fund.
2024	Purchase of 4.7 Hewitt Road property	\$170,000	Cap. Bldgs. Res./10-yr mortgage

2024	Basin Street Improvement Project	\$50,000	VTrans TAP
2024	Tree removal, trimming, replacement	\$50,000	VT Forest Parks

Sewer Department

Year	Description	Cost	Funding Sources
2018	System Upgrade Prelim. Engineering Report	\$28,000	CWSRF
2024	Composite Tester for BOD testing		Sewer Budget

Water Department

Year	Description	Cost	Funding Sources
2017	West Street Stormwater and Water Line		USDA Rural Devel.
	Pump house generator replacement		Cap. Res. Fund
	High lift pump replacement		
	Low lift pump replacement		
2023	Pine Street water line replacement	\$780,000	DWSRF
ongoing	Service line inventory		DWSRF
2024	Bristol West Waterline design		DWSRF/Cap. Res. Fund

V. PROJECT DESCRIPTIONS

1. FIRE DEPARTMENT

A. Building and Facilities

The Fire Station at 79 West Street, built in 2016 through an innovatively complicated arrangement with Stoney Hill Properties, replaced an historic Fire Station located on Fitch Avenue. Built in c. 1898, it was too small to meet modern needs, in addition to a slew of other deficiencies.

The N.H. Munsill Hose & Ladder Company is a non-profit organization whose mission is to provide financial support to the Bristol Fire Department.

The Fire Department (BFD) leases space on a large radio communication tower in a building located at 569 Monkton Road in Bristol for its repeater and antenna. The Town's current 5-year lease agreement with InSight Towers is financially unsustainable in the long-term. The BFD pays around \$4,500 a year to lease space on the tower with a 3% to 4% annual increase. This cost does not include the physical space required to house the repeater system. The Town of Bristol owns a small concrete building at the base of that tower which houses both the BFD and Bristol Rescue Squad repeaters. Rescue has a separate lease agreement with InSight Towers to attach their antenna to the tower.

The BFD has been exploring long-term sustainable options for relocating the communications facilities. Working with their two-way radio communications equipment vendor, the BFD came up with a design that called for a 100-foot antenna behind the Fire Station and total project cost of approximately \$130,000. However, there were at least three obstacles:

1. Zoning - Bristol's Unified Development Regulations do not allow a tower to be erected in this zoning district where the Fire Station is located.
2. Funding - there is not an identified funding source to support this project.
3. FCC - there is FCC red tape that would need to be addressed.

B. Vehicles and Equipment

The Town maintains two capital reserve funds to support the Fire Department: a Capital Apparatus (Vehicle) Reserve Fund and a Capital Equipment Reserve Fund. The capital plans can be found in Table 1 and Appendix 1.

C. RECOMMENDATIONS

1. Continue annual contributions to the two reserve funds, with occasional infusions from unassigned fund balances.
2. Continue to explore options for developing a long-term sustainable solution for relocating the communications tower and repeater. Conduct a feasibility study of possible options. Consider amending the Unified Development Regulations to allow communications towers as a conditional use.

2. GENERAL MUNICIPAL FACILITIES & SERVICES

A. Holley Hall

Holley Hall, located at the corner of West and South Street, was built in 1884 and is an iconic building in the village with a clock and bell tower and broad main entrance and is on the National Register for Historic Places. The upper level houses a major meeting and performance space and the administrative office of the Bristol Recreation Department. The lower level houses the Bristol Town Office and underwent a major renovation in 2011. The renovated included installation of energy efficiency measures including heat pumps, programmable thermostats, and improved office spaces. An ADA lift from the West Street side entrance provides access to the upper level meeting and performance space. However, the upstairs meeting and performance space remains without adequate heating and cooling.

It is also Bristol's emergency operation center (EOC), an emergency shelter, and is supported with an exterior generator. Prior to the renovation, the Police Department and Bristol Historical Society were also located there.

In recent years the following work was accomplished:

- Major clock and bell tower repairs
- Slate roof repairs and installation of snow guard(s)
- Replacement of front porch and stairs

However, the building is still in need of other major repairs, including the slate roof, upper balcony, brick walls, and windows. Damages to the slate roof from various storms have resulted in lost and broken slate shingles and interior water damage that also need to be repaired.

B. Howden Hall

Howden Hall was constructed in 1842 and houses the Bristol Historical Society and their vast collection of artifacts on the upper level. The lower level provides a meeting space. This Greek Revival building was originally the Congregational Meeting House. The coach on display was used from the 1880s to 1920s to transport guests between the railroad station on North Street and the Bristol House Inn downtown. Howden Hall received a major paint job in 2019. The coach house and the bell display structure are in need of new paint.

C. Lawrence Memorial Library

The Lawrence Memorial Library, located at 40 North Street, is a classical revival style building constructed in 1911. It is a single-story wood-frame structure, with a hipped, clear span roof of slate shingles, wood clapboarded exterior, and stone foundation. It has a full basement and modern rear addition which includes vertical circulations components of stair and lift. An interesting account of its history can be found on the [Lawrence Memorial Web site](#).

The Town applied to the Vermont Department of Libraries Capital projects Fund for a \$483,00 grant to renovate an existing storage area into a “Quiet Room” for private access of online services in a private, soundproofed, and secure location; retrofit other areas of the building to accommodate storage; replace an extraneous door with a window; install efficiency and ventilation improvements; repair the slate roof; replace rotted wood, and improve Internet capacity. If funded, no municipal match is required.

D. Sidewalks

There are more than ten miles of sidewalk in the village.

[DRAFT]

E. Stormwater Management

[DRAFT]

F. Cemeteries

[DRAFT]

Briggs Hill Cemetery

Greenwood Cemetery

Meehan Cemetery

Varney Cemetery

G. Townwide Reappraisal

[DRAFT]

H. RECOMMENDATIONS

[DRAFT]

3. PARKS AND RECREATION DEPARTMENT

A. Holley Hall

The administrative office of the Bristol Recreation Department (BRD) is located on the upper level of Holley Hall. The upper level meeting space is regularly used for special events, classes, performances, meetings, private events, and more.

[DRAFT]

B. Hub Teen Center

The Hub Teen Center is a single-story structure rented from the Bristol Recreation Club (BRC). Since its inception in 1998, the Hub has operated as a drop-in center for youths ages 12 to 19 years. The Hub is adjacent to Mt. Abraham High School and within walking distance to the village center. The location gives access to skate park, pump track, basketball courts, ice skating rink, and tennis courts at the Recreation Park. Aptly named, The Hub is not only a safe, substance-free gathering place for young people after school, it is also a focal point of the greater community's care and concern for adolescents.

The Hub's physical structure is in poor condition. Despite regular maintenance efforts, it is increasingly difficult to keep the building up.

[DRAFT]

C. Pottery Studio

The Pottery Studio (also referred to as the Clay Studio) is a fully-equipped pottery studio with classes for youth and adults located in rented space at 27 Main Street. A Town-owned kiln is housed in a separate structure at the rear of the building. The program has been run for many by Artist in Residence Matlak Mayforth.

D. Relationship with Bristol Recreation Club

The Bristol Recreation Fields and most of the structures are owned and maintained by the Bristol Recreation Club, a private, non-profit membership organization. These include the ball fields (softball, baseball, football, and soccer), the “Big Red: grandstand, snack shack, tennis courts, ice rink and warming hut, Hub Teen Center, pavilion, and pump track. Adjacent to the ballfield is a horse ring off of Liberty Street owned and maintained by the Town.

E. Skate Park

The skate park is on land owned by the Recreation Club but maintained by the BRD.

[DRAFT]

F. Town Green Bandstand

{DRAFT}

G. Vehicles and Equipment

With the help of approximately \$45,000 in ARPA funds, the BRD purchased a 15-seat van.

H. RECOMMENDATIONS

1. Continue to explore options to develop a multigenerational community center.
2. [DRAFT]

4. POLICE DEPARTMENT

The boundaries of the Police District correspond to the former Village boundaries prior to the Town and Village merger—approximately one square mile. The budget is funded by taxes assessed on properties within the Police District, special detail charges (e.g., special events), special agreements (e.g., MAUSD), and grants when possible. The general fund also provides revenues to cover out-of-district calls for service and Dog Warden responsibilities.

The Bristol Police Department is currently comprised of one Police Chief, three full-time Officers, two part-time officers, and a part-time office assistant.

A. Current Police Station Facility

Since August 2013, the Bristol Police Department has been located in 2,250 square feet of rented space at the Bristol Works! campus on Munsill Avenue. The triple-net lease expense per year is adjusted based on BW's actual the taxes, utility, maintenance, and other expenses. The FY2025 facility expense is budgeted at \$55,000. The space does not meet the operational needs of the Department.

Bristol's Police Station is located in an increasingly cramped 2,250 square foot rented space at Bristol Works! on Munsill Avenue. The lease agreement was renewed in October for another three years, after which the fate of the Station is uncertain. The current rent is \$3,662 per month, or more than \$43,900 per year, which would be roughly equal to a bond payment on a new facility.

B. New Police Station Facility Analysis

Now that co-locating a new Police Station with a new Public Works facility is off the table, the Selectboard resumed its attention to the vacant Town-owned site behind the Fire Station on Firehouse Drive. In October 2022, Cushman Design Group was hired to conduct a site feasibility analysis, develop schematic designs, and prepare cost estimates for selected options for a new facility there. They developed two schematic designs: a one-story structure that would accommodate up to nine people (approx. 4,050 sf) and a two-story structure that could accommodate up to twelve people (approx. 5,575 sf). Each design provides a physical connection to the Fire Station and shared access to some interior facilities. In either scenario, space at the Police Station is often needed by outside agencies for various reasons.

However, before decisions can be made about which schematic design to pursue, the question needs to be settled regarding whether they are designing for a Police District-only facility or a townwide facility. The Selectboard expects to put this question to Town and District voters in the coming year.

A new facility needs to be built regardless whether for a town-side or village-only district. The prospective annual bond payments could be in the same expense ballpark as the annual rental payments.

C. Vehicles

The Police Department maintains three police cruisers: a 2020 Ford F-150, a 2022 Dodge Charger, and a 2024 Dodge Durango. They are on a 3-year replacement plan with the goal to minimize repair expenses and maintain trade-in value. The Selectboard approved spending an allocation of ARPA funds toward a new Community Resource Specialist vehicle.

D. RECOMMENDATIONS

1. Conduct an updated analysis of the opportunities and impacts of expanding the Police District townwide. Then put the question to Police District and Town voters whether the Police District should be expanded townwide.

2. Depending on the outcome of a townwide vote, determine which schematic facility design to move forward through additional design development and permitting.
3. Ultimately seek voter approval to bond for construction of a new facility on Firehouse Drive.

5. PUBLIC WORKS DEPARTMENT

A. Current Public Works Facility

The Bristol Town Garage at 80 Pine Street is a complex of seven buildings on 14.7 acres of land that have evolved in function over time. The site includes a municipal landfill, which was closed in 2016. The facility is increasingly deficient to meet the day-to-day and long-term needs of the Public Works Department.

Town Garage. The 64' wide x 40' deep (2,560 sf) wood-framed "gray barn" is the former Village garage, built in the late 1980s or early 1990s on a concrete slab. It has two bays and is where trucks #3 and #4 are stored. It is heated with propane fuel. This building was built on fill material.

The 70' wide x 40' deep (2,800 sf) wood-framed "green barn" is the Town garage, built in the 1960s on a concrete slab. It has five bays and is where the grader, loader, and trucks #1 and #2 are stored. It is heated with a combination of used oil and heating fuel.

In between the gray and the green barns are the following buildings:

- 16' wide x 24' deep (384 sf) storage building
- Metal fuel tank for used oil storage
- 12' wide x 20' deep (240 sf) dog pound

Other buildings include:

- Scale house and scale
- 8' x 19' waste oil collection building

Salt Shed. The salt shed and sand storage area is located on an adjoining 2.4 acres. The 40' wide x 60' deep (2,400 sf) enclosed metal salt shed was built in 2010 a concrete foundation. A 20' wide x 60' deep (1,200 sf) enclosed shed roof addition was built in 2012 for equipment storage.

B. New Public Works Facility Analysis

Bread Loaf Construction was hired in 2020 to explore the feasibility of constructing a new facility at the 80 Pine Street location in addition to co-locating a new Police Station there. Detailed programmatic studies were done and conceptual designs were developed. A subsurface soil investigation found that the soils on the former landfill site would need to be either replaced or structurally stabilized at a cost of several hundred thousand dollars. Rather than spend that amount of money on just dealing with soils before anything else can happen, further

consideration of the site was suspended and the Selectboard shifted its attention to considering other options.

C. Purchase of Hewitt Road Property

The Selectboard ultimately approved a purchase and sale (P&S) agreement in January 2024 with Thomas and Pamela Lathrop to purchase their undeveloped 4.7-acre lot at the corner of Hewitt Road and Route 116 for a purchase price of \$170,000 to be paid over ten years. At the March 2024 Town Meeting, voters authorized Article 23 to purchase of this property for the purpose of constructing a new Public Works facility. A downpayment of \$17,000 (10% of the \$170,000 purchase price) was paid from the Capital Building and Maintenance Reserve Fund and the \$153,000 principal balance would be paid over a 10-year period at a 6% simple interest rate, with annual payments of approximately \$24,000.

D. Vehicles

The Town maintains a Capital Equipment Reserve Fund to plan for scheduled—and sometimes unscheduled—equipment and vehicle purchases. See Appendix 3 for a list of vehicles and primary equipment. Annual taxpayer contributions have trended at \$135,000 per year. See Table 1.A. for the proposed vehicle replacement plan.

E. Roads and Bridges

The Town maintains approximately 29 miles of paved roads and 13 miles of gravel roads. According to the 2020 Bristol Town Plan, there are 13 bridges in the VTrans state inventory for the Town of Bristol: four 6 to 20 foot “short structures” and nine ‘long structures’ over 20 feet long. In the 2012 version of the Town Plan, four long structure bridges were identified as structurally deficient. To date only bridge #20, over Little Notch Brook, is identified as needing repairs. There are no covered bridges in Bristol.

However, Harvey Road, which is a Class 4 road, is seeing significant residential and other development that may prompt review whether the road and bridge need to be upgraded.

The Town maintains two different reserve funds to support roads, bridges, and related elements, such as stormwater infrastructure and even sidewalks: a Capital Roads Reserve Fund and a Capital Paving Reserve Fund.

F. Sidewalks

The Town plows and maintains more than ten miles of sidewalks in village with a Kabota sidewalk tractor. A Sidewalks Capital Reserve Fund was established many years ago to dedicate resources every year to replace existing sidewalks or construct new ones. Annual taxpayer

contributions have trended at \$40,000 per year, with occasional additional infusions from unassigned fund balances.

A 10-year sidewalk replacement plan was developed in 2017 (See Table 1.A), with minor modifications since then. With the assistance of Middlebury College student interns, Addison County Regional Planning Commission Planner Maddison Shropshire developed a detailed [sidewalk inventory map](#) and [spreadsheet](#) in 2023 that identified the condition and ranked sections for priority replacement.

G. Municipal Gravel Pit

The Town owns a 3.7 acre site off of Stoney Hill Road/Route 116 between Greenwood Cemetery to the west and the Mount Abraham High School campus to the east. The Town of New Haven owns a section of the site to the south, both of which are accessed from Route 116. Conservative estimates indicate Bristol's share of the site will be able to provide gravel for another two to three years. Once exhausted, the site will need to be restored. The Town will need to find a new gravel supply location or plan to obtain future supplies from private sources. Bristol is renown for sitting on large deposits of gravel throughout the town. The current Bristol Town Plan and the Unified Development Regulations do not provide for mineral extraction in any zoning district.

H. RECOMMENDATIONS

1. Select a design and engineering team to conduct a site feasibility analysis of the Hewitt Road/Route 116 site, develop conceptual plans, and develop projected cost estimates for site development and building construction. The process should include extensive public involvement to help define the desired characteristics and features of a new facility. Ultimately seek voter approval to bond for a new facility. Funding source: Capital Buildings Reserve Fund.
2. Explore alternative uses for what would become the former DPW facility at 80 Pine Street.
3. Explore options for new gravel supply resources. Consider re-evaluating whether there may be one or more suitable sites in town for a new municipal gravel source.
4. Update the 2017 sidewalk inventory priority list with the information provided in the 2023 sidewalk inventory. In the planning and design for new or upgraded sidewalks, the width, where possible, be five feet and accessible for all users. Where possible, roadside space should be allocated for trees, landscaping, and/or planted swales to provide a buffer between the roadway and sidewalk and facilitate stormwater management through bioretention.
5. Explore whether Harvey Road and bridge should be upgraded and reclassified as Class 3.

6. SEWER DEPARTMENT

The Bristol “core area” sewer (septic) system has been collecting and treating wastewater from approximately thirty-four (34) individual commercial and residential properties within the “core” business district since 1993--more than thirty years. It is governed by Indirect Discharge Permit number 9-0208 issued by the State of Vermont that sets limits on its capacity and requires regular inspections by a professional engineer.

A. Current Facility

The system does not have any spare capacity to allow for new or increased volume connections due to the volume of high strength wastes that have a high biological oxygen demand (BOD) content, high total suspended solids (TSS) content, and high fats, oils, and grease (FOG) content. This material increases maintenance costs for all ratepayers and is a threat to the system’s longevity.

The system is comprised of three major components:

- 1) a wastewater collection system comprised of collection manholes, grease traps and piping;
- 2) a septic tank, splitter box and dosing siphons; and
- 3) eight separate wastewater disposal fields.

The original wastewater system design envisioned four of the eight disposal fields being in operation at any given time. The original design envisioned a flow of 5,000 gpd maximum capacity to each of four operating fields (20,000-gallon total hydraulic capacity). Later permit amendments also applied biological loading criteria limitations including total suspended solids (TSS) and biological oxygen demand (BOD).

B. Management of Grease, Fats, Oils

The system does not have any spare capacity to allow for new or increased volume connections due to the volume of high strength wastes that have a high biological oxygen demand (BOD) content, high total suspended solids (TSS) content, and high fats, oils, and grease (FOG) content. This material increases maintenance costs for all ratepayers and is a threat to the system’s longevity.

MORE ...

C. RECOMMENDATIONS

1. Develop a capital improvement plan specifically to plan for the system’s long-term capital needs.
2. Evaluate and update the rate structure to provide revenues necessary for ongoing operational needs and needed capital investments.

3. Apply for CWSRF funds to update the Preliminary Engineering Report that was completed in 2018 to examine pretreatment options to manage the fats, oils, and grease (FOG).
4. MORE

7. WATER DEPARTMENT

Bristol's municipal water system was established in the early 1900s—more than 120 years ago. The original water source was from the Seth Hill Water Works property in the town of Lincoln.

The water source now comes from a groundwater spring along the New Haven River in Bristol (Source WL002) and is subject to the State of Vermont Water Supply Division permit #WSID 5002 at 568 gallons per minute (GPM). This equates to an average daily water demand withdrawal volume equal to 408,960 gallons when the source is being operated for 12-hours.

Land uses within two hundred feet (200') of the source and source recharge area are subject to a source protection plan (SPP) approved by the State every three years. The [current SPP](#) was approved in October 2023. The next SPP is due by September 24, 2026.

According to the 2023 SPP prepared by Sprague GeoScience LLC, of Huntington, “[t]he spring emanates from a deltaic sand and gravel deposit which extends upgradient along the New Haven River to the east. Recharge to the New Haven Spring is thought to be from both the New Haven River itself, as well as the bedrock aquifer south of the river. According to information available from the State of Vermont Natural Resources Atlas, the New Haven Spring was constructed in 1994 and has a permitted yield of 568 gallons per minute. It is 9 feet deep, with a casing depth of 8 feet.”

The municipal water system is maintained by Vermont Municipal Utility Services (VTUMS) through a three-year contract funded through the operating budget.

A. Pump House / Pump Station

There is one pump station located along the New Have River off of South Street and Pump House Road. The spring pump house utilizes two centrifugal booster pumps which draw water from the [CT Vessel \(contact tank?\)](#), through distribution and into the Reservoir. System pressure is regulated by the level of water in the Reservoir which floats on distribution.

B. Reservoir

The water system is supported by one 610,00 gallon steel storage tank. Float indicators alert operators when the storage volume is at or below [XXX,000](#) gallons.

Transmission and Distribution Mains

According to the permit to operate, the distribution system is comprised of 2-inch galvanized iron; 4-inch, 6-inch, 8-inch, and 10-inch cast iron; 6-inch and 8-inch ductile iron; and ¾-inch copper piping. A 2021 preliminary engineering report completed by Green Mountain Engineering identified approximately 30,000 linear feet of 1905 water line that should be replaced.

The water system provides for fire protection through at least 90 fire hydrants.

C. Hydrants

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D. Meter Reading System

The water system's meter reading system is archaic, inefficient, and results in under-billing of many customer accounts. The current Sensus meters have about a ten year (10-year) useful life and many vendors no longer carry it. The meter reading process requires the Water Operator to physically walk onto each property and connect with a touchpad installed somewhere on the property. The touchpad is not always accessible. This is done four times per year (four quarters) and takes several full-time days to accomplish, depending on the weather and other factors.

Other meter reading systems exist where the meter reading can be done remotely and the software can perform a wide range of diagnostics and analysis. The transition to such a system is likely to be expensive and may need to be phased in. It would also require new meter reading equipment and training.

E. RECOMMENDATIONS

1. The water system pump house spring box should be monitored during storm and high water events. An emergency response plan should be developed to prevent contamination during high water events.
2. Plan for a complete changeover to remote radio read digital meter reading technology and begin implementing it as soon as possible. Investigate what the most appropriate combination of hardware, software, and tech support is appropriate for Bristol's scale. Seek various sources of funding. If necessary, phase in implementation among the outermost water meter accounts—those that cannot easily be included in the meter reading walk-about.
3. MORE

VI. IMPACT ON MUNICIPAL TAX RATES

Grand List and Municipal Tax Rate

For the FY2025 budget, the Bristol Grand List was \$3,647,739. One penny on the tax rate would raise \$36,477.

In FY2025, the total tax contribution to reserve funds (\$582,000) and debt service (\$245,677) amounted to \$827,677, or approximately 0.2269 cents on the tax rate. See Appendix 4 for a comparison of tax rates from FY2022 to FY2024.

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