

Bristol Town Administrator's Report September 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=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

Monday, September 9, 2024 Meeting Agenda and Materials

I. CALL TO ORDER: 6:30 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."

- Although approval of [this time extension request for the Accessible Town Parks design project](#) is probably something that can be administratively approved, it is included here in part for the Selectboard's and public's information and to be added to the Consent Agenda.

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. CONSENT AGENDA.

Item IV.1 Approve minor change in the recently approved property tax rate due to a change in the grand list. [Online is an e-mail update](#) from Town Clerk/Town Treasurer Sharon Lucia reporting that the previously approved tax rate needs to be adjusted due to a subsequent change in the Grand List.

The previous approval from Aug. 26:

“Michelle made a motion to set Bristol’s tax rates as follows: Homestead rate of \$2.8037, non-residential rate of \$2.7547, Police District (PD) rate of \$0.3255 – leading to a homestead rate in the PD of \$3.1292 and a non-residential rate in the PD of \$3.0802. The motion was seconded by Peeker and passed unanimously.”

Proposed adjustment: Homestead rate of \$2.8045, non-residential rate of \$2.755 Police District (PD) rate of \$0.3263 – leading to a homestead rate in the PD of \$3.1308 and a non-residential rate in the PD of \$3.0818.

This results in an overall municipal property tax rate increase, not including the Police District, of 2.41% rather than 2.31%

RECOMMENDATION: Approval.

Item IV.2 Approve authorization to apply to the Vermont Division for Historic Preservation for a 50/50 grant of up to \$20,000 for renovations to Holley Hall. [Online is a grant application authorization request](#) to apply to the Vermont Division for Historic Preservation for a 50/50 grant of up to \$20,000 for overdue renovations to Holley Hall. The matching funds, if awarded, would come from the Capital Buildings Reserve Fund.

RECOMMENDATION: Approval

Item IV.3 Approve and sign the “Municipal Letter of Attestation” for the Downtown Vibrancy Fund grant. Online is a “Letter of Attestation,” a new annual procedure to acknowledge that Bristol supports the work of Bristo CORE “... to further the development and success of our downtown.” Bristol CORE will receive \$25,000 in State funding through the Downtown Vibrancy Fund program to complete projects aligned with the Main Street 4-point approach: economic vitality, promotions, design, and organization. In part, related to the Downtown Designation renewal process and in part related to the initiative of Bristol CORE Director Courtney Radford, the Bristol CORE Board developed an [updated strategic plan](#) this summer that focused on those four Main Street pillars.

Through this letter, Bristol "... acknowledges and agrees that this funding will supplement, and not supplant, any funding traditionally provided to the Downtown Organization."

RECOMMENDATION: Approval. Sign the "letter." And then do a happy dance. :)

Item IV.4 Approve the annual Harvest Festival plan on the Town Green and Stampede 2.0 5K Walk-a-thon for Saturday, September 28, 2024. [Online is information](#) related to the annual Harvest Festival which is paired again with the Stampede 2.0 5K walk-a-thon. Available information suggests all details are the same as last year. Although an updated Harvest Festival map is not available, here are links to the [festival](#) and [Stampede 2.0](#) maps approved last year.

Presuming the event follows the same format as recent previous years, the Fire Department, Public Works, and Police Departments have no concerns and support the event. Bruce indicated making sure we have two or three contacts for the events.

RECOMMENDATION: Approval.

Item IV.5 Approve access permit application #2024-03DA for T&M Bouvier, LLC at 68 Pine Street per the DPW Foreman's recommendations. [Online is a driveway access permit application](#) for T&M Bouvier at 68 Pine Street for a new access to serve three or four new residences off of Pine Street. The preliminary water connection was approved at a previous meeting. Public Works Foreman Eric Cota recommends approval with the following conditions:

- No driveway culvert is needed.
- The driveway is to pitch back away from the road 1%;
- Sight distance: need to trim the overgrown material east of the driveway and a little to the west;
- The lane is to be at least six inches (6") of gravel, twenty-two feet (22') back and twenty-five feet (25') wide for two-vehicle access.

RECOMMENDATION: Approval per the Public Works Foreman's recommendations.

V. REGULAR BUSINESS.

Item V.1 Meet with Lincoln Town officials regarding Briggs Hill Road closure coordination(s). Closure of Lincoln Road between Bristol and the Town of Lincoln has been high on our minds for many weeks. However, details of the schedule were elusive until relatively recently. Communication from the Town of Lincoln's new Town Administrator (yay!) [prompted the opportunity to arrange a conversation](#) in early August about the upcoming closure.

[Online is a notice](#) that was published in the *Addy Indy* and posted to Front Porch Forum, Facebook, and Instagram to alert community members, commuters, and others to prepare for the upcoming closure. The Bristol DPW graded the length of Atkins Road in anticipation of the increased traffic and pressure on the road.

The west end of Briggs Hill Road is compromised and needed to be limited to one lane with a solar traffic signal set regardless of the Lincoln Road detour traffic.

We recognized that Atkins Road on the Lincoln side and particularly near the West River Road intersection was also limited and so arranged to install similar one-lane solar powered traffic signals to manage one-way traffic there. [The Lincoln Selectboard has since directed that this be removed](#), which it has been. We are waiting a week before sending it back, just to be sure.

Maintaining the one-lane solar electric lights on Briggs Hill Road at \$5,500 per month is not sustainable. The stretch cannot be plowed when winter weather decides to arrive. Briggs Hill Road will then be completely CLOSED at that time.

After months of study, engineers have estimated costs to deal with the two specific slope failures from the July 2023 storm to be more than \$2.5 million (new culverts, road alterations, retaining walls, etc.). Meanwhile, the slope has continued to fail. FEMA officials have indicated that FEMA hazard mitigation funds could be used to pay for relocating the road.

Efforts to explore a potential alternative connection between Lincoln Road and Briggs Hill Road across from Eagle Park were not successful in that location.

Town [of Lincoln officials would like to meet with the Selectboard](#) to have a conversation about what to do if Briggs Hill Road is permanently closed, which is a possibility.

RECOMMENDATION: Discussion. Determine next steps.

Item V.2 Review and discussion of the Bristol Hazard Mitigation Plan draft update: Stephanie Magnan, SEAM Solutions. [Online is a work-in-progress draft](#) of the updated Bristol All Hazards Local Hazard Mitigation Plan. Bristol's plan expired in January of this year. With funding assistance from a grant through Vermont Emergency Management (VEM), Stephanie Magnan of SEAM Solutions was hired to help us with the update. A committee of several community representatives have been meeting to review and update sections of the plan. In order to be eligible for federal funding, the draft plan must be submitted to VEM within thirty days of the date of an approved disaster declaration. In this case, we are talking about [4810-DR](#), which declared on August 20, 2024. We have until September 20, 2024 to submit a draft

update to VEM. Stephanie notes that the only section that needs more work is the mitigation action section to:

1. Finalize the actions list,
2. Assign responsibility,
3. Identify funding,
4. Define timelines,
5. Rank each action, and
6. Assign a priority to the actions.

Stephanie will be present at the meeting to walk us through the updated plan and receive feedback. The committee will be meeting again on September 18. Work will continue on the draft even after it gets submitted to VEM. After we receive VEM's review, a final draft will be updated and presented to the Selectboard for final adoption.

RECOMMENDATION: Discussion. Provide feedback on the draft plan.

Item V.3 Water Commission: Consider connection application for the Thomas Planned Unit Development Subdivision off of North Street and Pine Street. [Online is an updated water connection application](#) for the Thomas Planned Unit Development. The [updated plans](#) include meter pits and other elements that were discussed when they submitted a pre-application back in March.

Water Operator Jill Marsano and Town Engineer Steve Palmer, P.E., reviewed the plan and offer the following comments:

1. All costs associated with the installation of waterlines are to be borne by the Developer/Owner.
2. All materials shall be AWWA certified and approved for use by the Town, including stainless steel saddles & bolts (where necessary) pipe material, meter pits, and appurtenances and for pressures up to 290 psi.
 - a. Material certifications and submittals shall be provided by the Developer/Owner or his/her representative for review by Bristol's Water Operator (Jill Marsano) and Town Engineer (Steve Palmer, P.E.) and receive approval prior to installation. If AWWA certified HDPE CTS is used in lieu of copper after the meter pit (as proposed), the plastic line must have a tracer wire installed the entire length into each building/service so the line can be located.
 - b. Piping between the existing water main and meter pit shall be Type K copper and meet AWWA standards.
 - c. If CTS pipe is utilized after the meter pits, connections shall be joined with stainless steel inserts and brass CTS compression fittings. If

HDPE is utilized, any joints or connection points shall be fused. No glued nor soldered joints shall exist in exterior underground potable water piping.

- d. The new lines and appurtenances shall be pressure tested and bacti tested from the corporation to the curb boxes, following the AWWA standards prior to being place in service.
3. All waterlines must be buried 6' or deeper and bedded in four inches (4") of sand below and twelve inches (12") of sand above.
 4. Bristol's Water Operators and Town Engineer must be consulted regarding the construction details for the meter pits as each will need valves on either side of the 2" Sensus meter on the outside of the structure and enough space for water department personnel to enter, access, and maintain the meter, structure, and appurtenances.
 - a. The meter pits must be located in the green belt in the Town's ROW with the watertight cover at finish grade.
 - b. The meter pit from the two inch (2") tap on North Street is to be installed in the right-of-way on North Street to serve the two duplexes.
 - c. The meter pit on Pine Street coming from the 8" Tee to 2" copper service is to be installed in the Pine Street right-of-way for the two single family homes.
 - d. The Developer/Owner must call the Water Operator to request meter sets for the two meter pits a month prior to the desired install date. 2" meters can be several weeks out and will need to be ordered in advance.
 5. The tap to the water main on North Street must be performed by an insured water tapping company, such as MACS or EJ Prescott.
 6. The Water Operator must be contacted at least 1 week in advance of the planned connection/installation for each location. They can be contacted at (802) 922-1102 or jill@vtums.com.
 7. The Water Operator must be present to witness the installation and connection to the Town's water system at both locations and are the only ones permitted to turn the water services on/off.
 8. After all conditions are met and the waterline construction is completed, the waterline from the tap at each water main (North St. and Pine St.) to the meter pits, including each pit, will be considered the property of the Town of Bristol Water Department. The 2" waterlines leaving the meter pits and

beyond shall be considered privately owned and must be maintained by the Developer/Owner and future heirs and assigns.

9. Easements must be signed giving the water system and operator permission to enter the premises and turn off the individual curbs for any reason for water shut off under the approved ordinance.
10. The Developer/Owner shall confirm these details in items 1-8 above with the Water Operator and Town's Engineer prior to any work being completed.
11. Work in the Right-of-Way permits from the Public Works Department will be required prior to working in the right of way at each location and will need to be coordinated with the Public Works Foreman. The Foreman must be contacted before digging in the road is commenced. Contact: (802) 453-4707 or bristolhighway@gmavt.net.
12. A new driveway access approval may be required from the Public Works Foreman and Selectboard.
13. DIG SAFE will need to be contacted by calling 811 or going to DigSafe.com with plenty of lead time given their longer response times and the sites must be cleared/marked prior to any excavation. Bristol is not a member of Dig Safe, so the water and sewer utility will need to be contacted directly to mark out the any public water or sewer lines in the area. Please call VTUMS at (802) 377-2316.

RECOMMENDATION: Approval per the above recommendations.

Item V.4 Water Commission: Continued consideration of adopting an updated water rate structure and other amendments to Bristol Water Use Ordinance Appendix B – Schedule of Rates and Charges. [Online is a spreadsheet](#) presenting the proposed updated fee structure based on "billing units." It is essentially the same as what was presented at the previous meeting; however, this version is interactive to allow for various rate adjustment scenarios. Assistant Town Treasurer/Assistant Town Clerk Kris Perlee will be present to provide more information and walk us through his analysis.

Also at the previous meeting, the Water Commission/Selectboard adopted the following adjustments to the Appendix B - Schedule of Fees and Charges:

- 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" residential meter @ \$1,850

- 1" residential 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
 - 8 hours of Water Operator time
- The Water Operator is authorized to issue invoices and receive payment for bulk water purchases on behalf of the Town.

We now propose the following additional adjustments:

- Remove the reference to "residential" meters
- Establish \$2,150 as the baseline application fee for meters greater than 1" with the actual costs greater than that for a 1" meter billed separately.

This would include such things as meter pits or appurtenances such as backflow preventers that larger connections may require.

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

Item V.5 Review of meeting minutes. Online are the reviewed [August 26, 2024 draft 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 \$ 141,884.86.

VI. OTHER BUSINESS.

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

- [Bristol cw to Patrick Reen Floyd Davison re School Street Waterline w attachments\(2190102.1\) 2024-08-29.pdf](#).

This is a copy of the letter Town Attorney Kevin Brown sent to MAUSD to inform them of the findings regarding the School Street extension water line ownership.

- [E-mail VFF Seth Hill Waterworks erosion control update 2024-08-29.pdf](#).
- [E-mail VFF Seth Hill Waterworks sugaring access maintenance update 2024-09-04.pdf](#).

These are updates from David Brynn about progress on the erosion control measures under way at the Seth Hill Waterworks in Lincoln.

- [Letter VTrans Notice of Scoping Study Award 2024-08-30 and signed FCF.pdf](#).

We received word that our VTrans Bicycle and Pedestrian grant application was fully funded at up to \$48,000 for a scoping study of West Street sidewalk improvements from

Holley Hall to the Cremee Stand at Maple Street. Work cannot begin until we receive the grant agreement. We still have not received the grant agreement for the new sidewalk design and construction on Airport Drive, awarded back in April.

- [Bristol sidewalks and tree trimming notice 2024-09-04.pdf](#).
This notice was posted to Front Porch Forum, Facebook, and Instagram.
- [E-mail PVR 2025 Statewide CLA Adjustment 2024-08-28.pdf](#).
This provides an update about Act 183 passed by the Legislature this year which updates the education funding formula starting with the 2025-2026 property tax year beginning on July 1, 2025.
- [E-mail BRD Newsletter 2024-08-27.pdf](#).
- [E-mail BRD Newsletter 2024-08-30.pdf](#).

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 September 9

Monday: In the office.
6:30pm – Selectboard

Tuesday: **Out of the office.**

Wednesday: In the office.
10:00am – Hazard Mitigation Plan Update Committee

Thursday: In the office.
9:00am – Accessible Parks Design Committee
11:00am – Monthly water meeting with Steve and Jill

Friday: In the office.

Week of September 16

Monday: In the office.
10:00am – TVT Bus Shelters Ribbon Cutting, Walgreens & Firehouse Drive
10:00am – FEMA Zoom check-in

Tuesday: **Working from home.**

Wednesday: In the office.
10:00am – Hazard Mitigation Plan Committee

Thursday: 7:30am – ACEDC Board.
9:00am – Bristol CORE.
In the office around 11:00am.

Friday: In the office.

Upcoming Meetings

- [Selectboard](#): Mon., Sept. 9, 6:30pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Sept. 10, 7:00pm, 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.
- [Selectboard](#): Mon., Sept. 23, 6:30pm, Holley Hall and via Zoom.
- [Bristol Equity Committee](#): Weds., Sept. 25, 7:00pm, at Holley Hall and via Zoom.

Upcoming Agenda Items

- Review Townwide Reappraisal bids, select consultant.
- Review and adoption of the FY2025-FY20330 Capital Improvement Plan.
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Preparations for Bristol West November bond vote.
- Bristol West and Bristol West design plans review.
- 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