

Bristol Town Administrator's Report
September 21, 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 23, 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. 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. REGULAR BUSINESS.

Item IV.1 Deputy Town Health Officer candidate: Grace Williams. [Online is Grace William's e-mail](#) expressing interest in serving as Bristol's Town Health Officer (THO). However, since the Deputy THO position is vacant and the THO position is not, Grace is also interested in serving in the Deputy THO position. The Selectboard does not make the appointment directly. The [recommendation is forwarded to the Vermont Department of Health](#), which makes the final determination.

RECOMMENDATION: The Selectboard may wish to deliberate in executive session. Recommend appointment.

Item IV.2 Review of Holley Hall energy efficiency improvement options for the Municipal Energy Resilience Program (MERP) grant application: Ashar Nelson, Vermont Integrated Architecture, et al. The Addison County Regional Planning Commission (ACRPC) hired [Vermont Integrated Architecture, PC](#), to work with the Bristol Energy Committee on translating the energy assessment reports recently completed for Holley Hall, Howden Hall, and the Lawrence Memorial Library into a fundable implementation grant of up to \$500,000. The funds can be used on just one building or divided among all three or two. The timeline is short: the deadline has been extended to Sept. 27. Given that and various other factors, the group's consensus was to focus on Holley Hall.

Ashar Nelson with VIA will be present to explain the two options they are focusing on for Holley Hall: (1) [Option A](#) follows the MERP report more closely and just dense-packs the walls, and (2) [Option B](#) removes the finishes and installs better control layers and is better in terms of efficiency and durability of the wall system.

Related to this overall MERP initiative, [online is a letter](#) received from a citizen concerned about continued use of fossil fuels.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.3 Public Hearing -- Bristol Waterline Replacement Project; Bristol West 90% Design Plans review: Steve Palmer, VTM Engineering. The following summary, prepared with substantial assistance from Steve Palmer, will be posted on Front Porch Forum to help set the context for this hearing as well as the upcoming bond vote:

PUBLIC HEARING - BRISTOL WATERLINE REPLACEMENT PROJECT

Much of Bristol's water distribution system was installed in or around 1905—almost 120 years ago. Those parts of the water system have exceeded their life expectancy, resulting in extremely high water losses each year. This results in increased operational costs, expensive emergency repairs, service interruptions, reduction in fire flows, as well as an increased risk of contamination. The

emergency repairs have the additional impact of leaving a patchwork of pavement along village streets.

The Town places safe and affordable drinking water as one of the highest priorities for our community. The Selectboard, in its capacity as the Water Commission, hired Green Mountain Engineering (GME) in 2021 to conduct a study of Bristol's entire water distribution system. The study identified replacing the nearly 30,000 feet of 1905 waterline as a high priority. Needless to say, this is a very large and costly undertaking for a small community such as Bristol.

The Bristol Water Commission evaluated several approaches and ultimately decided to break the larger project into the following four distinct phases:

Phase 1 – Pine Street

Phase 2 – Bristol West (includes some or all of Munsill, Maple, Pleasant, Church, Elm, Taylor, West, Park, and School Streets)

Phase 3 – Bristol East (includes some or all of Mountain, Fitch, East, North, Main Streets and Pumphouse Road)

Phase 4 – Rockydale (includes a cross-country line from the water tower to East Street as well as a cross-country line from the water tower to Rockydale (east side of town)).

Phase I (Pine Street) was completed in 2023. Phase 2 (Bristol West) is currently in the final design and review stages. Once the design is approved and complete, the Town will work with the Federal Environmental Protection Agency (EPA) and the State of Vermont to fund the project. Our goal is to obtain 50% of the funds necessary to complete the project through programs administered by the State and Federal government. However, we will still need to pass a bond to finance the project. If project financing is approved, our current schedule anticipates constructing Phase 2 over two consecutive construction seasons beginning in 2026.

This type of project will require excavation along village streets that will be disruptive and may impact trees and landscaping in the public right-of-way. The large equipment required to do this work will require trimming (and in some cases removal and replacement) of a number of trees along the impacted streets.

The Selectboard will be hosting a public hearing on Monday September 23 to review and accept comments on the 90% design. While the meeting starts at 6:00pm, this agenda item is estimated to begin around 7:00pm.

Residents who live along any of these streets and others who want to learn more about the project are encouraged to attend the meeting on Monday either in

person downstairs at the Bristol Town office or via Zoom. The [current design plans are posted on Bristol's Web site](#) and are available to review at the Town Office. For more information.

The Engineers [Opinion of Probable Cost](#) for the Bristol West project construction is \$2,966,540.00. It includes a 7% contingency. Field work, [including soil borings](#), is scheduled for the first week in October.

The Total Engineers [Opinion of Probable Project Costs](#) for the entire project, including construction, design and permitting, legal services, construction engineering services, and administration is \$3,589,190.00. This equates to roughly \$380/ft.

The Bristol West project will have additional cost items we did not have with the Pine Street project, such as sidewalks, curbs, trees, etc. Also, some areas within the Bristol West project require larger (more expensive) 12" water line rather than the 8" waterline used on Pine Street. The costs also factor in two to three years of additional inflation on materials and salaries.

Steve Palmer will be present to review information about Bristol West and the other phases in more detail.

RECOMMENDATION: Discussion. Receive feedback. Review next steps.

Item IV.4 Bristol West Waterline Replacement Project Necessity Resolution for Nov. 5 bond vote. Online is a [draft necessity resolution](#), which is a prerequisite for supporting a bond vote on the Bristol West project. It was modeled on the Pine Street necessity resolution before having the updated Bristol West cost figures. Since this was posted, we received [feedback and guidance](#) from Bond Counsel Brian Monaghan. In addition to some procedural recommendations, he offered an [amendment to a paragraph on the second page](#) of the draft resolution.

RECOMMENDATION: Update the draft resolution to include Bond Counsel's edits and to reflect the updated total project cost.

Item IV.5 Review and approval of the Nov. 5 Special Town Meeting warning for the Bristol Unified Development Regulations (UDR) amendments and Bristol West bond vote. [Online is a draft warning](#) for the special Town Meeting planned for the November 5 election. Like the necessity resolution, it was modeled on the Pine Street bond vote warning. It will need to be updated to at least reflect the updated information regarding the bond vote.

RECOMMENDATION: Update the draft warning as needed. Approve and sign the warning.

Item IV.6 Consider adoption of the proposed Bristol Capital Improvement Plan, with or without adjustments. [Online is the most current version](#) of the Bristol Capital Improvement Plan. Though some sections remain a bit incomplete, I believe it is still a useful document based on all the information that is represented. It does not necessarily expire and can be updated and readopted any time.

RECOMMENDATION: Discussion. Update and/or adjust as needed. Adopt the CIP.

Item IV.7 Review of meeting minutes. All original draft (not reviewed) minutes are posted on the Web site. Reviewed minutes will be posted when available.

Item IV.8 Authorize accounts payable warrant and any liquor or tobacco licenses. The [accounts payable warrant is online](#). The amount is currently \$105,727.51.

V. OTHER BUSINESS.

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

- [Letter NEPBA Open Negotiations BPD 2024-09-19.pdf](#).
- [Letter Orvis re Varney Cemetery maintenance 2024-09-16.pdf](#).
- [E-mail LocalRoads DigSafe Changes 2024-09-18.pdf](#).
- [E-mail BRD Newsletter 2024-09-19.pdf](#).
- [E-mail BRD Newsletter 2024-09-10.pdf](#).

Downtown Designation Renewal

Bristol CORE Executive Director Courtney Radford and I will be meeting with the Vermont Community Reinvestment Board Monday, Sept. 23, at 1:00pm in Montpelier to make our Designated Downtown renewal application presentations. This has been a long work in progress.

I encourage Selectboard members and others to review the information being presented regarding Bristol's downtown and Bristol CORE. They are pretty impressive:

- [DCHA Staff presentation to the Vermont Community Investment Board](#).
- [Bristol CORE's presentation to the Vermont Community Investment Board](#).

Miscellaneous

- The next Selectboard meeting (three weeks away instead of two) turns out to be on a holiday. Oops. The Town Office will be closed that day but will be open in the evening for the meeting. Staff presence will be limited.
- Work has begun on the lower Lincoln Road riverbank repair and, weather permitting, may be completed by the end of the coming week.
- The Autumn Equinox begins Sunday morning. Goodbye summer.

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 23

Monday: Working from home in the morning.
Montpelier w/ Courtney for Downtown Designation renewal.
In the office around 4:00pm.
6:00pm – Selectboard

Tuesday: Working from home.
11:30am – FEMA re COVID closeout.

Wednesday: In the office.
1:30pm – Mountain Community Health with AZ

Thursday: In the office.

Friday: In the office.

Week of September 30

This week will be a combination of working from home and time off. I will be out of the office and intend to use this time to catch up on minutes and requisitions.

Monday: Working from home.
10:00am – FEMA Zoom check-in

Tuesday: Working from home.

Wednesday: Working from home.

Thursday: Working from home.

Friday: Working from home.

Week of October 7

Monday: In the office.

Tuesday: Working from home.

Wednesday: In the office.

Thursday: In the office.
11:00am – Monthly water meeting with Steve and Jill.

Friday: In the office.

Upcoming Meetings

- [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.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Sept. 26, 7:00pm, via Zoom.
- [Development Review Board](#): Tues., Oct. 8, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Oct. 10, 6:00pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Oct. 14, 6:30pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Oct. 15, 7:00pm, Holley Hall and via Zoom.

- [Bristol Energy Committee](#): Weds., Oct. 16, 7:00pm, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): Thurs., Oct. 24, 7:00pm, via Zoom.
- [Bristol Equity Committee](#): Weds., Oct. 23, 7:00pm, at Holley Hall and via Zoom.

Upcoming Agenda Items

- Bristol Unified Development Regulations revisions public hearing.
- Review Townwide Reappraisal bids, select consultant.
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- ARPA funding request for Peace Park renovation.
- ARPA funding request from Library for outdoor classroom.
- ARPA funding request for Elder Eagles support.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck?
- Consider whether to adopt a Livestock Running At Large ordinance (Jessica prepared a draft).
- Consider whether to develop and adopt a Noise Ordinance.
- Consider whether to develop and adopt a Sidewalk Obstruction Ordinance or amend an existing nuisance ordinance?
- Consider whether to participate in the VT 250th Anniversary statewide celebrations initiative.
- 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