

**Bristol Town Administrator's Report**  
**October 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](http://bristolvt.org/meeting-minutes) in the **Selectboard** section. Live links are provided throughout this report to those documents when possible, as well as to outside sources. This report is also intended to provide information to Town officials and the public about other Selectboard activities and Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

REMOTE MEETING: This meeting will be conducted through the **Zoom** remote meeting on-line platform. See the connection information below. If you intend to join the Zoom meeting and have never used Zoom before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur.

CALL-IN: People without a computer or other device can call in from the number below and enter the meeting ID from the phone keypad.

TO JOIN THE ZOOM MEETING:

<https://us02web.zoom.us/j/87912810018?pwd=WFdGNUtJYWx1eHMrenpqTkZmUUNGZz09>

Meeting ID: 879 1281 0018

Passcode: 619003

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

**Monday, October 28, 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). The purpose of this agenda item is to discuss personnel compensation.

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

Item III.1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A). Among the amendments to the open meeting law that took effect July 1, 2014 is a requirement that "an item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting."

- Item VI.10 below should be a Water Commission item.

**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 Continued consideration of access permit application #2024-04DA for Stan Livingston, Devino Lane. Online is [an application](#) to install a new driveway on Devino Lane. The installation would include cutting branches of some trees and having a power pole set with an anchor. Initially, Public Works Foreman Eric Cota recommended approval with the following conditions:

1. The branch cutting was discussed.
2. A culvert may be needed at a later date at the owner's expense.
3. The sight distance is good.
4. The driveway is to be level at the road height for seventeen feet (17') back from the road.
5. The driveway is to be constructed with twelve inches (12") of crushed gravel for a width of thirty feet (30') x seventeen feet (17') back from the road.

At the previous meeting we were made aware of a neighbor's [concern about flooding](#) that occurs in that area. The application was tabled pending consideration of potential options. The following is a proposal to manage the flooding: that a trench be dug across the yard where the ditch is now and filled with stones to allow the water to seep in.

RECOMMENDATION: Discussion. Determine if additional information is needed. Approval per the DPW Foreman's recommendations and proposed approach.

Item VI.2 Consider request to plant a memorial tree on the Town Green in the place of a dying ash tree. [Online is a request to plant a memorial tree](#) on the Town Green in place of a dying ash tree that would be removed. It is not yet known what type of tree is proposed to be planted or whether some form of memorial plaque is proposed. Meredith plans to attend the meeting to answer any questions. Since this would be replacing an existing tree, it would appear to not be on conflict with the Selectboard's [policy about new installations on the Town Green](#).

RECOMMENDATION: Determine if any other information is needed. Approval.

Item VI.3 Consider appointment of two candidates to fill two Library Trustee vacancies: Darren Klinefelter and Elianne Klinefelter. There are two vacant seats on the Lawrence Memorial Library [Board of Trustees](#). Two candidates would like to be considered for appointment: [Darren Klinefelter and Alianne Klinefelter](#). The appointment(s) would be until the next election (March 2025 Town Meeting), where they would need to petition to be on the ballot to be elected to fill out the remainder of three-year terms. Darren and Alianne intend to be present at the meeting to answer any questions.

RECOMMENDATION: Approval.

Item VI.4 7:00pm – Special Town Meeting public information meeting re: proposed amendments to the Unified Development Regulations (UDR) and bond vote for the Bristol West Waterline Replacement Project. Online on both Bristol's [Home page](#) and the [Voting in Bristol page](#) are documents associated with the proposed Unified Development Regulations amendments and the West Street bond vote, as well the [Town Meeting warning](#) and [sample ballots](#). The information is also repeated below on page 6 of this report.

This will be the first of two public information meetings on Bristol's two Australian ballot items. The second will be Monday, November 4, 7:00pm, at Holley Hall and via Zoom.

RECOMMENDATION: Discussion. No action is required.

Item VI.5 Selection of Tyler Technologies for town-wide reappraisal consultant and authorization to proceed: Mark Bouvier, Listers. Online is the [Request for Proposals](#) the Listers issued seeking candidates to conduct a town-wide reappraisal. Three responses were received (!) by the Sept. 19 deadline. [Online is a memo](#) prepared by the Listers outlining their review process, considerations of each proposal, and why they are ultimately recommending that [Tyler Technologies](#) be selected. Mark Bouvier and other Listers intend to be present at the meeting to answer any questions.

As of June 30, 2024, the Reappraisal Reserve Fund had a balance of more than \$224,000, with an additional \$15,000 projected to be added each year over the next five years.

RECOMMENDATION: Vote to select Tyler Technologies to conduct the town-wide reappraisal and authorization to proceed.

Item VI.6 Presentation of proposed consolidations and other adjustments to Bristol's accounting structure and budget process: NEMRC and Kris Perlee. Online are two budget status reports representing the consolidated and reorganized NEMRC ([New England Municipal Resource Center](#)) budget accounts: one reflects [EXPENSES](#) and the other reflects [REVENUES](#). These were provided Friday, and I have had only a brief time to review

either of them. I expect we will have a lot of questions and perhaps requests and/or recommendations for adjustments.

We need to keep in mind this is the ***first run and review*** of this major reorganization, which is still a work in progress. So yes, there will be some loose ends and odd ball things to sort out. The reports can be produced in various ways. The expenses and revenues were separated in this way for the purpose of this review. Darlene from NEMRC plans to attend the meeting (via Zoom) to walk us through the adjustments and hear our feedback.

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

Item VI.7 Consider rescheduling the Nov. 11 Selectboard meeting due to the holiday and adjusting other meeting dates in November and December. The Selectboard approved a regular meeting schedule of the second and fourth Mondays some years ago. While this avoids many Monday holidays, it does not avoid them all. The Selectboard's next regular meetings would fall on Nov. 11 and Nov. 25. However, Nov. 11 is the Memorial Day holiday, the Town Office will be closed, and we do not to repeat the Oct. 14 holiday meeting mistake (my bad).

It turns out the Selectboard is having a special meeting on Nov. 4, the primary purpose of which was expected to be to host the pre-Town Meeting Australian ballot public information meeting. However, a number of items that were originally intended to be on this Oct. 28 agenda got moved over to that agenda, so the scope of it has evolved into more of a regular meeting. Given the continued pressure on the Selectboard's agendas, I do not believe this can be in lieu of the Nov. 11 meeting. The Nov. 11 meeting cannot be moved to the next day, Tuesday, Nov. 12 because a Development Review Board (DRB) meeting is already scheduled.

I propose moving the Nov. 11 meeting to Nov. 18 and bypassing the Nov. 25 meeting. In light of December holiday schedules, budget season pressures, and to avoid three weeks between meetings, I also propose moving the Dec. 9 and Dec. 23 regular meetings to Dec. 2, Dec. 16, and Dec. 30. At that point, the Selectboard will be able to assess if additional meetings will be needed in January for budgeting and 2025 Town Meeting preparations.

RECOMMENDATION: Discussion. Agree on an updated meeting schedule through November and December.

Item VI.8 Finalize Town Administrator job description update, job announcement. [Online is the Town Admin job description](#) version from the Oct. 21 Selectboard meeting. I do not yet have a job ad drafted but hope to before Monday's meeting. Part of the executive session at the beginning of the meeting is to consider what the salary range should be, which we would have decided for this item.

It occurred to me to check out other recent Vermont Town Administrator job descriptions, which, until now, I had no reason to do. I was surprised by the wide range of scopes. They illustrate that every community has different needs, capacities, and expectations. It is ultimately up to the Selectboard's discretion. For example:

- [Town of Georgia](#)
- [Town of Rutland](#)
- [Town of Shaftsbury](#)
- [Town of Starksboro](#)
- [Town of Waitsfield](#)

RECOMMENDATION: Determine if more information is needed. Finalize the job description and at least the basis for the job ad.

Item VI.9 Finalize Planning & Zoning Administrator job description update. [Online is the Planning & Zoning Administrator job description](#) version from the Oct. 21 Selectboard meeting. Fortunately, this does not require a corresponding job announcement. Though no formal action was taken, continued review of this item is based on the presumption the Selectboard supports the proposal to expand the position to full-time (32-40 hrs/wk). One of the substantive changes from Oct. 21 meeting was reassigning issuance of water allocation letters, which the Town Administrator currently handles. Brilliant.

RECOMMENDATION: Determine if more information is needed. Finalize the job description.

Item VI.10 [Water Commission:] Consider request to abate one water connection fee for the 68 Pine Street subdivision project: Bouvier. Joel Bouvier is [requesting, on behalf of T & M Bouvier, LLC](#), that one of the four new water connection fees (\$500) related to the 68 Pine Street subdivision project be abated or credited because one of the sites, lot #2, was previously connected to the system from the old Pine Street watermain and presumably paid a connection fee at that time. Lot #2 is now connected to the water system from the new distribution main under the new subdivision road.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item VI.11 Review of meeting minutes. Online are the reviewed [Augst 12, 2024](#) and [September 23, 2024 minutes](#). Others are in the process of being reviewed and will be posted when available. In the meantime, original draft (not reviewed) minutes are posted on the Web site.

Item VI.12 Authorize accounts payable warrant and any liquor or tobacco licenses. Online is the [accounts payable warrant](#) in the amount of \$111,769.04.

## VII. OTHER BUSINESS.

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

- [Letter DR-4474-VT 138248 PW236 Bristol Time Extension Approval.pdf](#).

- [BRD Programs and Events 2024-10-23.pdf](#).

### **North Street Road Closure Monday, Oct. 28?**

I received late-breaking word that North Street in the area of 92 North Street is expected to be closed to traffic much of the day Monday, Oct. 28 for the purpose of a new water line connection the distribution main. It is also expect to be closed to traffic Tuesday, Oct. 30 to allow for repaving.

### **Lincoln Road and Eagle Park Projects Completed: Next Steps**

It is with great pleasure I can announce that the long-awaited projects on Lincoln Road have been completed: Eagle Park universal fishing platform (UFP), Lincoln Road/New Haven River riverbank repair, and Lincoln Road paving. Wow! Final walk-throughs of the riverbank repair and UFP projects have not been arranged yet.

Regarding the Eagle Park UFP, the plan is to close it to the public during late fall/winter/spring flooding seasons and temporarily remove the railings to prevent future damage to the facility. Many thanks to Randy Sargent for working with us through this complicated process. More notice will be provided when the UFP is actually expected to be closed.

### **November 5 Election(s)**

Online is the [warning](#) and [sample ballot](#) for the upcoming November 5 general election, which will be by Australian Ballot on Tuesday, November 5, 2024, upstairs at Holley Hall from 7:00am to 7:00pm. The State of Vermont took responsibility for mailing Absentee ballots to every registered voter. Voters who have not received their ballots yet should visit the Secretary of State's My Voter Web site: <https://mvp.vermont.gov/>.

Also on November 5 is a Special Bristol Town Meeting local election to vote on two Australian ballot items:

- (1) updates to [Bristol's Unified Development Regulations](#), and
- (2) Bond vote for the Bristol West Waterline Replacement Project.

### **[Warning](#) • [Sample Ballot](#)**

Voters will need to request a separate Absentee ballot from the Town Clerk's Office. Or voters can cast their Australian ballots on Tuesday, November 5 at Holley Hall.

Two public information meetings have been scheduled:

**Monday, October 28, 2024, 7:00 p.m.**

<https://us02web.zoom.us/>

Meeting ID: 879 1281 0018

Passcode: 619003

Phone in: 1 (646) 558-8656

**Monday, November 4, 2024, 7:00 p.m.**

<https://us02web.zoom.us/>

Meeting ID: 879 1281 0018

Passcode: 619003

Phone in: 1 (646) 558-8656

### **TA Schedule**

I generally plan to get in the office around 9:00am most days. I plan to still work remotely one day a week, most often on Tuesdays. On the remote days I can be reached by phone and by email at [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org). Messages left to (802) 453-2410 ext. 1 are forwarded to me by e-mail. I will respond either by phone or by e-mail.

#### **Week of October 28**

Monday: In the office.  
10:00am – FEMA Zoom/Teams check-in  
3:45pm – Briggs Hill Road closure property owner Zoom meeting  
6:00pm – Selectboard

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.

Friday: Possibly out of the office or a short day.

#### **Week of November 4**

Monday: 10:00am – FEMA Zoom check-in?  
6:30pm – Selectboard.

Tuesday: **Working from home.**

Wednesday: In the office.

Thursday: In the office.

Friday: Possibly out of the office or a short day.

### **Upcoming Meetings**

- [Selectboard](#): Mon., Oct. 28, 6:30pm, Holley Hall and via Zoom.
- [Selectboard](#): Mon., Nov. 4, 6:30pm, Holley Hall and via Zoom.
- [Selectboard Special Public Info Meeting](#): Mon., Nov. 4, 7:00pm, Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Nov. 12, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Nov. 14, 6:00pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Nov. 19, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Nov. 20, 7:00pm, via Zoom.
- [Bristol Equity Committee](#): Weds., Nov. 27, 7:00pm, at Holley Hall and via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): **Thurs., Nov. 28?**, 7:00pm, via Zoom.

### **Upcoming Agenda Items**

- ARPA Funding allocations.
- Tree planting bid review for fall planting.
- Water Commission: water connection application(s).
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- 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?
- Firehouse Drive CDBG funding public hearing.
- Consider whether to participate in the VT 250th Anniversary statewide celebrations initiative.
- Budget, budget, budget.
- Appoint new Bristol representative to the ACEDC.
- 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.
- Consider whether to become a Certified Local Government.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator