

Bristol Town Administrator's Report
November 2, 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, November 4, 2024 Meeting Agenda and Materials

I. 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."

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 Consider adoption of ARPA allocation resolution; update and guidance on final allocations: Assistant Treasurer Kris Perlee. This item follows up on the discussion begun at the Oct. 14 Selectboard meeting. Documents from that discussion:

- [Memo Perlee ARPA funds guidance 2024-10-11.pdf.](#)
- [Katie Buckley ARPA Emails 2024.pdf.](#)
- [Bristol ARPA Resolution DRAFT 2024-10-11.pdf.](#)
- [Obligation Interim Final Rule Quick Reference Guide 2023.pdf.](#)
- [Bristol ARPA approved funding requests 2024-10-11.pdf.](#)
- [Bristol Resolution for ARPA Funding Allocation 2023-08-14 signed.pdf.](#)

[Online is an updated resolution.](#) Kris forwarded it to our auditors but we have not heard back. It is nearly identical to a resolution the Town of Waitsfield adopted last month. They applied theirs retroactively to FY2024 and specified the allocation to their highway department payroll. We have been advised by VLCT that is not necessary. Since our FY2024 books are still open and have not been audited yet, retroactive allocation could also be an option.

I included the WHEREAS from a previous resolution memorializing that the Selectboard voted waaaay back in March 2022 to opt for the revenue replacement standard allowance for the entire amount. It seems relevant.

Regardless which period of time the funds get allocated to, the key factor is they cease to be ARPA funds and become part of Bristol's "undesignated fund balance," that amount the budget at the end of each left over after all revenues and expenses have been accounted for. The Selectboard traditionally allocates portions of the amount to bolster existing reserve funds. Funds not spent or allocated in a prior year cumulate into subsequent budget years; in other words, they add up.

RECOMMENDATION: Clarify the relevant numbers; vote to approve the resolution.

Item IV.2 Continued consideration of funding requests: Peace Garden renovation; Farmers' Market support; additional funds for Libanus Lodge elevator. This item is also continued from the Oct. 14 Selectboard meeting. The ARPA allocation resolution had not been approved and the Selectboard requested additional information on some topics. Below are updated requests for a portion of Bristol's undesignated fund balance:

1. [Request for contribution toward renovation of the Peace Park](#), 10/16/2024. Phoebe Barash reported they received \$2,493 from the 100 Women of Addison County organization following the Selectboard's meeting and are now **requesting an appropriation of \$10,000** toward the Peace Park renovation.

2. [Libanus Lodge Elevator](#), 2024/10/21. In May, 2023, the Selectboard approved an appropriation of \$52,000 for construction of an elevator inside the Libanus Lodge to provide ADA access to their popular services for the area's seniors. They are **requesting an additional \$7,500** to address unexpected complications with the construction.
3. [Farmers Market Multi-Year Support](#). At their meeting on March 25, 2024, the Selectboard voted to allocate \$10,000 to this year's Farmers Market and earmarked \$20,000 to be applied over the next two years. We subsequently learned the funds must actually be spent (the Town cuts the check) by December 31, 2024. [Online is a report](#) from Farmers Market Manager Sarah Stillman with a summary of this year's Market metrics. The Farmers Market is administered through Bristol CORE. This **request is to appropriate \$20,000** to Bristol CORE for the specific purpose of supporting the 2025 and 2026 Farmers Markets.

Representatives may be present to further explain their requests.

As for two of the other topics from the Oct. 14 meeting, the Selectboard approved an appropriation of \$50,000 to support the Library outdoor function space and the Bristol Elder Eagles position evolved into a different proposal that was addressed through the Recreation Department budget.

RECOMMENDATION: Discussion. Determine if additional information is needed. Approve the requests.

Item IV.3 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. This will be the second of two public information meetings on Bristol's two Australian ballot items.

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 5 of this report. Information regarding the bond vote was also recently [posted to Front Porch Forum](#).

RECOMMENDATION: Discussion. No action is required.

Item IV.4 Consider request by Brendan Coyle to name a driveway access off of Sunwood Lane to as "Sweetness Lane". [Online is a request](#) from Brendan Coyle to name the access to his property "Sweetness Lane," where a new home is expected to be under construction. The access is a private road extending from Sunwood Lane to the north. Because Sunwood Lane takes a sharp turn to the south near the intersection, providing a separate name for this access will enable the issuance of an E-911 address and should

help eliminate confusion for emergency responders and deliveries about the site's location.

RECOMMENDATION: Approval.

Item IV.5 Consider acceptance of quote(s) from Boro Hill Nursery for tree planting: Josh Bouhanek. [Online is a quote from Boro Hill Nursery](#) for trees to be planted this fall in response to a request for bids Ad hoc Tree Committee member Josh Behounek issued last month. It was the only bid received. The bid amounts to \$13,755 for planting approximately 30 trees.

This is as part of the broader initiative funded with a \$50,000 grant through the Vermont Department of Forests Parks and Recreation to remove, replace, and trim trees on municipal properties, including roadsides, parks, and cemeteries. What does not get planted this fall will be planned for spring 2025. Tree removal and trimming are being completed under a separate contract.

The term of the grant goes through June 30, 2026, and a new request for bids will be issued next year for additional trees are planned for planting, trimming, and removal. Josh is working with Public Works Foreman Eric Cota, Tree Warden John Swepston, Water System Engineer Steve Palmer, Water Operator Jill Marsano, and Recreation Director Meredith McFarland to identify appropriate trees for removal, trimming, and replacing.

Josh, and perhaps other members of the committee, plans to attend to address any questions.

RECOMMENDATION: Approval. Authorization to proceed.

Item IV.6 Accept resignation of Firefighter Eric McDonnell. [Online is notice](#) of Firefighter Eric McConnell's resignation from Bristol Fire Department.

RECOMMENDATION: Accept with regret.

Item IV.7 Review of meeting minutes. There is a chance the Oct. 14 draft minutes will available for Monday's meeting, but they are not available yet. Others are also 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 IV.8 Authorize accounts payable warrant and any liquor or tobacco licenses. An accounts payable warrant will be provided prior to the meeting.

V. OTHER BUSINESS.

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

- [E-mail Young possible violation on Masterson property 2024-10-25.pdf](#).
Shared with the Selectboard as requested. A notice of violation has been issued, but not for the noise complaint. The Selectboard has no role in permit administration or enforcement except to the extent legal services are requested or warranted.
- [E-mail Scout Troop543 annual Cleanup and Veteran Recognition November11.pdf](#).
This is an annual Memorial Day event.
- [E-mail Final message on MERP from Maddi and update 2024-11-01.pdf](#).
This is likely to be on an upcoming agenda.
- [E-mail VLCT Dues Notice for Dues Year 2025-2026 2024-10-31.pdf](#).
This will be useful information for the upcoming budget season.

Daylight Saving Time Ends This Weekend



Daylight Saving Time (DST) ends on Saturday night/Sunday morning. Remember to “fall back” by setting your clocks behind one hour and enjoy that extra Sunday hour!

Revised Selectboard November and December Meeting Schedule

The Selectboard's regular meetings are ordinarily the second and fourth Mondays of the month. However, in light of the various upcoming holidays and budget season, the Selectboard agreed at its Oct. 28 meeting to the following revised schedule for November and December:

- Monday, Nov. 4
- Monday, Nov. 18
- Monday, Dec. 2
- Monday, Dec. 16
- Monday, Dec. 30

Start times are expected to be 6:30pm unless otherwise adjusted.

November 5 Election(s)

Online are 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/>.

Voters are urged NOT TO MAIL their General Election ballots at this time and plan to either bring them with them to the polls on Tuesday, Nov. 5 at Holley Hall, deliver them to the Town Office during regular business hours before the election, or drop them in the Absentee Ballot Drop Box outside the Town Office door.

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](#)

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

Updated Water District Fee Schedule and New Connection Form Online

The updated [Schedule of Rates and Charges](#) of the Water Use Ordinance Appendix B is now available online. Also available online is an [updated application form](#) for new water connections.

November Audit Work

A team of our auditors from RHR Smith & Company will be camped out at Holley Hall Wednesday and Thursday, Nov. 20 and Nov. 21 to begin their FY2024 audit field work.

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 November 4

Monday: 10:00am – FEMA Zoom check-in
6:30pm – Selectboard.
Tuesday: **Out of the Office (medical).**
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of Nov. 11

Monday: Veterans Day Holiday – Town Office will be closed.
Tuesday: In the office.
Wednesday: In the office.

Thursday: In the office.

Friday: Working from home/Out of the Office.

Upcoming Meetings

- [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.
- [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.
- [Development Review Board](#): Tues., Nov. 26, 7:00pm, Holley Hall and 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

- 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