

**Bristol Town Administrator's Report
November 17, 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 18, 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. CONSENT AGENDA.

Item IV.1 Approve Park Use application for the annual Lumen event on the Town Green for Saturday, December 14, 2024, 12:00pm to 9:00pm as per prior years. Online is [an application for the annual Lumen event](#) at the Town Green for Saturday, Dec. 14, 12:00pm to 9:00pm. The plans are the same as in previous years: fire dancers from the Vermont fire performing troupe Cirque de Fuego on the Town Green sponsored by Bristol CORE. They will be performing in the area near the fountain and the Memory Tree. Fire extinguishers will be on site. The program this year will include two food trucks located on Park Street and a wine and beer garden.

RECOMMENDATION: Require a certificate of insurance be provided with the Town listed as an additional insured.

Item IV.2 Approve the 10-year Seth Hill Waterworks Site Access Agreement with the Otter Creek Clean Water Service Provider (ACRPC) and the Vermont department of Environmental Conservation. Online is a [10-year access agreement](#) related to the water quality work completed earlier this year on the Seth Hill Waterworks property by Vermont Family Forests with funding through the Otter Creek Clean Water Service Provider (OCCWSP). The agreement is required through the OCCWSP to enable ongoing monitoring of the improvements and their effectiveness. Related docs:

- [E-mails with background](#) about the agreement.
- [VFF's Final Report](#)
- [Exhibit A – Property Map](#)

RECOMMENDATION: Approval. Sign the agreement.

Item IV.3 Approve and sign the VTrans TA-65 reimbursement request for the VTrans Grant #PO2162 for the Lincoln Road paving project. Online is a [VTrans reimbursement request form](#) related to the \$200,000 VTrans Class 2 Roads paving grant. A 20% match is required. The remainder of the grant will be drawn down next year after the top coat has been paved.

RECOMMENDATION: Approval. Sign the form.

Item IV.4 Approve and sign the VTrans TA-65 reimbursement request for the VTrans Grant # BC2106 for the Lincoln Road riverbank restoration project. Online is a [VTrans reimbursement request form](#) related to the \$175,000 VTrans Structures grant related to the Lincoln Road riverbank repair. A 20% match is required for that one, too, which has been far exceeded.

RECOMMENDATION: Approval. Sign the form.

V. REGULAR BUSINESS.

Item V.1 Consider request for the Dan Visco (Lyons) Food Truck to occupy two parking spaces on Main Street across from Town Green Mondays, November 2024 through May, 19 2025.

This application has evolved from [a few miscommunications last week](#). When Meridith and I first talked about it, I was under the impression it was for one day—the same day of the Selectboard meeting--because [I had not yet seen the attachments in her e-mail](#). I was inclined to “administratively approve” it and plan to have a conversation with the Selectboard about a process for administratively approving these things if they met certain criteria. That then led to a conversation about the time having come to develop a Vendors Ordinance. Some reasons to consider a Vendors Ordinance:

- Vendors using public space to conduct a business means that specific space is not available to the public, e.g., parking spaces, areas of a park.
- It would provide a method for applying “guardrails” to vendor activities to protect public interests and provide a method for enforcement/compliance.
- It would provide a modest source of revenue, particularly to offset use of electricity or water.
- It would help level the playing field (at least a little) with bricks and mortar establishments that pay rent or property taxes, utilities, and other overhead expenses that mobile vendors do not have.
- It could provide for an administrative process to issue approvals without taking up the Selectboard’s time and include provisions for when Selectboard review would be required.
- There currently is not a clear process for reviewing vendor requests.

That does not help us with this request. However, Meridith’s Nov. 13 communication with Daniel Lyons did include some of the things she and I talked about.

RECOMMENDATION: Determine if additional information is needed.

Item V.2 Consider accepting the Bristol Hub Skatepark design proposal from Nor’Easter: Taylor Welch-Plante. [Online is a memo](#) from Hub Teen Center/Skatepark Director Taylor Welch-Plante outlining the process she and members of the Hub Community Advisory Board followed to review the proposals received in response to the [Skatepark Design Request for Proposals](#). Taylor plans to be available to answer any questions. Funds for this process would come from the ARPA allocation approved by the Selectboard.

RECOMMENDATION: Determine if additional information is needed. Vote to accept the proposal and authorization to proceed.

Item V.3 Review, update, and approval of Police Union Ground Rules for Negotiation. The time has come to begin the contract negotiations with the New England Police Benevolent Association (NEPBA) Police Union representing the Bristol Police Department. [Online are Ground Rules for Negotiation](#) that will need to be approved. One element of the union contract needs to be addressed before all others: reference to a specific health insurance plan. The contract currently locks the PD into the same Blue Cross Blue Shield provided to other municipal employees. However, efforts are under way to evaluate other coverage options and current indications are that MVP might be a preferred option. More information about that will be coming on one or more upcoming Selectboard agendas. The decision about whether to switch plans needs to be made in December. NEPBA Representative Chris Hoar confirmed that it would be possible to adjust this one provision in advance of the more in-depth contract review.

RECOMMENDATION: Adjust the Town representatives. Vote to approve.

Item V.4 Water Commission: Consider approval of amendment to the previously approved Engineering Services Agreement (ESA) with VTM Engineering, PLC, for the Bristol East waterline replacement project: Steve Palmer, P.E. The Selectboard, in its capacity as the Water Commission, approved the Engineering Services Agreement (ESA) with VTM Engineering last July for the Bristol EAST Step II design phase. Since then, additional analysis and design work will be required that have increased the cost estimates for that phase. The big change is that hydraulic modeling needed to be added to the scope of work. The cost increases are generally not within VTM's scope of work; rather, they are in subcontracts related to the modeling. These are outlined in the following non-standard services line item, which are things the State would generally not anticipate being within standard final design services.

- [July 2024 ESA](#): \$251,841
- [Updated October 2024 ESA](#): \$333,841

NON-STANDARD SERVICES

Item 1 - Archeological Services (Essentially Unchanged).

Item 2 – Environmental (+ \$27,000 – This was originally within Bristol West project. Shifting these costs to the Bristol East project)

Item 3 – Hydraulic Modeling (+ \$40,000 – This was not in the original scope of work for Bristol East). This is required if we want to conduct value engineering changes and analyze alternatives for Rockydale. VTM is proposing to subcontract this work as this requires a large time commitment and is fairly specialized work.

Item 4 – Hydrant Flow Testing (+\$11,000 - The state has come out with 6-pages of new rules for modeling projects. They require up to date hydrant flow tests which

we do not currently have. Our modeling subcontractor has asked for up to 12 tests (TBD). We are proposing that VTUMS would do this work as a subcontractor to VTM. They believe they can do up to 2 tests per day. This would be done on a time and materials basis.

Item 5 – Boundary & ROW (Essentially Unchanged)

Item 6 – Amendment to the Preliminary Engineering Report (PER) (+\$5,000 – Not in the original scope. If we recommend changes to the original PER based on the modeling, we'll need to submit an amendment to the original PER to the State for approval).

We plan to submit the DWSRF Step II loan application in December, which will require Selectboard authorization.

Steve is planning to Zoom in case there are any questions.

RECOMMENDATION: Approval.

Item V.5 Water Commission: Consider water connection request on Devino Lane: Stan Livingston. Online is [an application from Stan Livingston to connect](#) a new residence on Devino Lane to the water system. We are acquainted with this site from the recent driveway access approval. This is the first application following the adoption of the [updated rate and fee structure](#) and development of a new application form. Up until now there has not been a numbering system for water connection applications. Following the driveway access naming structure, I propose starting with this one as 2024-01WC. While the application specifies a ¾" water connection, the [State-approved wastewater permit](#) calls for a 1" connection.

RECOMMENDATION: Approval with the following conditions:

1. One inch (1") Type K copper waterline must be used to complete the service in accordance with state permit WW-9-2935 and must meet AWWA standards.
2. The water service line must be buried six feet (6') or deeper and bedded in four inches (4") of sand below and twelve inches (12") of sand above.
3. If field conditions do not allow for a minimum bury depth of six feet (6'), insulation may be allowed in specific circumstances with the approval and at the direction of the Water Operator.
4. The Water Operator must be contacted at least 48 hours in advance of the planned connection/installation. They can be contacted at (802) 377-2316 or info@vtums.com.
5. The tap to the water main must be performed by an insured water tapping company, such as MACS or EJ Prescott. The 1" corporation tap must include threaded brass tap and corporation stop with copper compression coupling per

the Town's specifications and be provided by the tapping company. See the Typical Service Connection Detail W-2.

6. A 1" curb stop shall be set on a paver block and include brass 1/4 turn curb valve with compression couplings, stainless rod with pin, and curb box with hex top. All must be provided by the customer or purchased from the Town and meet the Town's specifications. The curb stop assembly must be installed in the Town right-of-way on the same side of the road as the new connection per the curb stop detail provided.
7. The Water Operator must be present to witness the installation and connection to the Town's water system.
8. The applicant/owner must call the Water Operator to request a meter set once the space is heated and ready for active water.
9. The applicant/owner shall confirm these details with the Water Operator prior to any work being completed.
10. A Work in the Right-of-Way permit has already been issued for the installation. If a new driveway access.
11. All costs are to be incurred by the applicant/owners.
12. An application fee of \$2,150 must be paid prior to work being initiated.

Item V.6 Water Commission: Review and consider adoption of substantive revisions to the Bristol Water Use Ordinance. The draft document is in the process of being assembled and will be posted online prior to the meeting. Because there will be a lot to go over, I expect two or more meetings will be needed and that Monday's meeting will largely be an overview of the proposed changes and possibly time to delve into specific sections.

RECOMMENDATION: Determine if more information is needed and next steps.

Item V.7 Review of meeting minutes. There is a chance the Oct. 14 draft minutes will be 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. The accounts payable warrant is online. The amount is currently \$492,221.69.

VI. OTHER BUSINESS.

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

- [E-mail ACRPC North Street traffic study results 2024-11-07.pdf.](#)
This is a response from the ACRPC related to the traffic counter on North Street, truck data, and village speed limits. I recommend we invite Mike Winslow to an upcoming agenda to help explain his findings and suggest next steps.
- [E-mail MERP Update Implementation Grant Agreements RELEASED 2024-11-13.pdf.](#)

The good news: Bristol was among the many communities awarded MERP implementation grants! The bad news: the amount awarded was significantly less than what we applied for or expected. We applied for the full \$500,000; the awarded amount is 325,853.52--\$174,145.98 less than expected. The team will be meeting soon to explore our options, including whether to reduce the scope, seek additional funding through the Capital Buildings Reserve Fund, or other options.

- [Letter VTANR Bristol Landfill 2024 Spring WQ Report Response 2024-11-06.pdf.](#)
- [Bristol Landfill Semi-Annual GWM Report 2024-11-12.pdf.](#)

The landfill continues to have minor impact the on-site groundwater. PFAS was found to be above the Vermont Groundwater Enforcement Standard (VGES) in MW-101 (45.7 ppt) though the results were found to be within historical ranges with slight downward trending. Monitoring is required to continue to determine the migration of leachate in groundwater.

- [E-mail CORRECTION Important ARPA SLFRF Update Regarding your Obligations 2024-11-13.pdf.](#)

This is the latest from the SLFRF ARPA folks. I expect we will have more to report after we have has a chance to talk with the auditors.

- [6081-ARA Bristol Water Upgrades Reduced file Nov2024.pdf.](#)

This is a very interesting archaeological analysis of the village area as it relates to the Bristol West water line replacement project.

- [ACEDC Addison County Legislative Delegation for 2025-2026.pdf.](#)
- [E-mail BRD Newsletter 2024-11-06.pdf.](#)

REMINDER: 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, Dec. 2
- Monday, Dec. 16
- Monday, Dec. 30

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

Briggs Hills Road / Lincoln Road Stop Sign

We have received two inquiries/suggestions from travelers of Lincoln Road that the STOP sign at the base of Briggs Hill Road be covered now that the road is closed for the winter. Police Chief Nason made the point that there is still a driveway to private property just below the

concrete barriers. In fact, the property is in the process of being sold to a family who intends to build a house there. Vehicles have also been observed parked up there.

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.

Town Administrator Job Announcement

The Town Administrator job announcement was in the Addy Indy and Seven Days the past two weeks. It is also posted to the VLCT classifieds Web site, Bristol Web site, Indeed.com, and the State electronic bid system. So far we have received six responses, three from out of state and three from Essex, St. Albans, and Brattleboro.

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 18

Monday: 10:00am – FEMA Zoom check-in
6:30pm – Selectboard.
Tuesday: In the office.
1:00pm – VC3 computer setup
Wednesday: In the office.
Thursday: In the office.
Friday: In the office.

Week of Nov. 25

Monday: In the office.
Tuesday: In the office.
Wednesday: In the office.
Police union negotiations.
Thursday: Thanksgiving Holiday – Town Office closed.
Friday: Post-Thanksgiving Holiday – Town Office closed.

Upcoming Meetings

- [Selectboard](#): Mon., Nov. 18, 6:30pm, 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.
- [Bicycle Pedestrian Advisory Committee](#): **Thurs., Nov. 28?** 7:00pm, via Zoom.
- [Bristol Equity Committee](#): Weds., Dec. 4, 7:00pm, at Holley Hall and via Zoom.
- [Development Review Board](#): Tues., Dec. 10, 7:00pm, Holley Hall and via Zoom.
- [Conservation Commission](#): Thurs., Dec. 12, 6:00pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Firehouse Drive CDBG funding public hearing.
- Review of draft Emergency Management Director job description.
- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Review and possible adoption of draft Livestock Running At Large ordinance (prepared by Jessica).
- Consider whether to develop and adopt a Noise Ordinance.
- Consider whether to develop and adopt a Vendors Ordinance.
- Consider whether to develop and adopt a Sidewalk Obstruction Ordinance or amend an existing nuisance ordinance?
- Appoint new Bristol representative to the Addison County Economic Development Corp. (ACEDC) Board.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck?
- 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