

**Bristol Town Administrator's Report
November 30, 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, December 2, 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 Authorize removal of former Town Treasurer Justin Bouvier as an authorized signer from National Bank of Middlebury bank account. There are no documents associated with this item. The National Bank of Middlebury is looking for a record of some official action to authorize former Town Treasurer Justin Bouvier’s name to be removed as an authorized signer on the Town’s accounts.

RECOMMENDATION: So be it.

Item IV.2 Approve curb cut access permit application 2024-05DA, Dave Sharpe, 1201 Meehan Road per the Foreman’s recommendations. [Online is driveway access application 2024-05DA](#) for Dave Sharpe at 1201 Meehan Road to access an adjacent field. Public Works Foreman recommends approval with the following conditions:

1. That a thirty-foot long, eighteen-inch diameter (30’ x 18”) gray plastic culvert be installed;
2. That brush be cut on both sides of the new driveway;
3. That the driveway be filled from the edge of the road seventeen feet (17’) back and thirty feet (30’) wide with crushed gravel at no more than a 2% grade; and
4. Ditch at and into the new culvert if needed.

RECOMMENDATION: Approval per the DPW Foreman’s recommendations.

Item IV.3 Authorize submission of a grant application to the Vermont Municipal Highway and Stormwater Mitigation Program for approximately \$500,000 to support construction of the Basin Street improvement project. [Online is a grant authorization request](#) to apply to the Vermont Municipal Highway and Stormwater Mitigation Program for approximately \$500,000 to support construction of the Basin Street improvement project. We know that construction of the Basin Street project is [probably two years away](#), possibly longer. We also know the engineer’s [cost estimate for construction](#) of the preferred alignment is more than \$1 million, not including right-of-way acquisitions, legal, and other costs. Below is a summary of the current grant funding obtained and contract obligations:

GRANTS

VTrans Transportation Alternatives Program (TAP)	\$300,000
Downtown Transportation Fund (DTF)	\$200,000
Clean Water Initiative (CWI) tied to the DTF grant	<u>\$26,400</u>
Subtotal Grants	\$526,400

CURRENT CONTRACTS

DuBois & King Engineering (D&K)	\$246,763
Greenman-Pederson International (GPI)	<u>\$34,577</u>
Balance Current Contracts	\$281,340

The grant application is due by December 31, 2024. A 20% match is required, some of which may be able to come from other grant funds. We should also expect and plan for tapping into the Capital Roads Reserve Fund when needed.

RECOMMENDATION: Approval.

Item IV.4 Authorize submission of a grant application to the National Park Service Land & Water Conservation Fund (LWCF) for funds to support the Hub Teen Center Skatepark project. Online is a grant authorization request from the Hub Teen Center to apply for funds through the National Park Service [Land & Water Conservation Fund \(LWCF\)](#) to support the skatepark project. The grant amount to be requested has not been determined yet. The program recommends a range between \$25,000 to \$1,000,000. A 50% match required. Pre-applications are due December 13, 2024. The full application deadline is March 15, 2025.

RECOMMENDATION: Approval.

Item IV.5 Authorize submission of the Step II planning loan application to the Vermont Drinking Water State Revolving Loan Fund (DWSRF) for the Bristol East waterline replacement design; sign the loan application. At the previous meeting, the Selectboard approved VTM Engineering's [Engineering Services Agreement](#) for the Step II Bristol East waterline replacement design process for an estimated \$333,841. The next step is completion of the Step II loan application. [Online is the current draft](#), which is still a work-in-progress. I rounded up the requested loan amount to \$333,850.

RECOMMENDATION: Approval. Sign the loan application signature page.

V. REGULAR BUSINESS.

Item V.1 Continued consideration and possible acceptance of the Bristol Hub Skatepark design proposal from Nor'Easter: Taylor Welch-Plante. This item is continued from the previous meeting at which Taylor was asked to check references and verify whether engineering services were/are included in Nor'Easter's skatepark design proposal. Though we have not received any other information, Taylor conveyed through a brief e-mail that their references are glowing. I expect Taylor will be available to answer any other questions.

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

Item V.2 Municipal Energy Resiliency Program (MERP) grant award update and next steps: Energy Committee members. We received word that Bristol was among the [many communities throughout the state awarded implementation funds](#) through the MERP; however, the funds awarded are \$174,146 less than, or roughly 65% of what we applied for:

Applied for: \$500,000.00

Awarded: \$325,853.52

Apparently, because more applications were funded than expected, most were for reduced amounts in order to spread the funding around to more communities.

At their September 23, 2024 meeting, the Selectboard authorized applying for the "[full envelope upgrade](#)" (Option B) for Holley Hall, at an estimated cost at that time of \$571,306, compared to the "[dense pack only](#)" Option A estimated at \$432,203. Both proposals were developed within a very short window of time and paid for through the Regional Planning Commission. Though Option A was less expensive, it was determined not to be the better option. We expected then that Capital Building Reserve Funds would be relied upon to help fill in some gaps (no pun intended).

Members of the Energy Committee and project team will be meeting with [Vermont Integrated Architecture \(VIA\)](#) Principal Ashar Nelson at Holley Hall on Tuesday, Dec. 3 for a preliminary consultation to explore next steps. One obvious option is to reduce the scope of the proposed project. We intend to invite Ashar and VIA to offer a cost proposal for development of a more detailed plan, options, priorities, and cost estimates for Holley Hall weatherization project. In light of their very busy schedule, it is not yet known when a proposal will be able to be presented to the Selectboard.

In the meantime, the Selectboard must decide whether to accept (or reject) the MERP grant agreement no later than December 16, 2024. We learned that the MERP administrators expect the scopes of proposed projects to be scaled back to adjust to the reduced funding. The project(s) must be completed by December 31, 2026, which will allow it to be phased over two years.

RECOMMENDATION: Accept the grant agreement. Determine if additional information is needed.

Item V.3 7:00pm – Public Hearing: Use of Community Development Block Grant (CDBG) funds for Firehouse Apartments and other community development initiatives: Addison Housing Works. A requirement of VCDP-funded projects is a [final public hearing](#) to review information concerning the range of community development activities that have been undertaken under this program and to give affected citizens the opportunity to examine a statement of the use of these funds. While we can talk about other VCDP-funded projects, the focus will be on the Firehouse Apartments, which includes:

- Construction of twenty (20) units of mixed-income housing in three buildings located at [45, 47 and 75 Firehouse Drive](#) in Bristol.

- The 16-unit building contains fourteen, one bedroom and two, two-bedroom apartments as well as a management office, community laundry and community room.
- The two duplex buildings include a total of three, two bedrooms and one, three-bedroom apartments.
- The mixed-income development will have three tiers of income targeting – six (6) units will be affordable to households earning less than 50% of the Area Media Income (AMI); ten units will be targeted to households earning less than 60% AMI and four units will be designated to households making up to 120% AMI. In addition, four of the units will be prioritized for households experiencing homelessness.

Additional documents and information:

- [Firehouse Apts VCDP CDBG budget report.pdf](#).
- [Firehouse Apts VCDP CDBG progress report 2024-10-30.pdf](#).
- [VCDP CDBG Bristol Firehouse Apts beneficiaries by race 2021.pdf](#).
- [Firehouse Apartments Building A Elevations Cushman Sheet A-2.0.pdf](#).
- [Firehouse Apartments Building A Elevations Cushman Sheet A-2.0.1.pdf](#).
- [Firehouse Apartments Building B and C Elevations Cushman Sheet A-2.1.pdf](#).

Often left out of their calculations and project information is the Town of Bristol's 5-acre land donation that enabled the project to achieve the density required to make the project work. While the transaction was expected to be a net loss of property tax revenue for the Town, the benefits to the community for the additional housing availability have been huge.

Representatives of the project team are expected to be present to answer questions about this project.

RECOMMENDATION: No action is necessary. Receive public input.

Item V.4 Review and possible adoption of a new Livestock Running At Large Ordinance; discussion of horses running at large on Carlstrom Road. [Online is a draft Livestock Running At Large Ordinance](#) for review and discussion. Dennis Hysko brought concerns about this to the Selectboard's attention quite some time ago; however, the Selectboard has not had the capacity to bring it forward. Meanwhile, we have received complaints from others in the Carlstrom Road neighborhood about renegade horses causing property damage and other disturbances.

Selectboard member Jessica Teets prepared a draft ordinance back in July 2024 [based on three examples from other Vermont communities](#).

One thing (among others) to keep in mind when discussing whether to adopt new regulations or policies is Bristol's capacity to enforce it or them.

RECOMMENDATION: Receive public input. Determine if more information is necessary and next steps.

Item V.5 Briggs Hill Road repair: consider update on FEMA funding, cost estimates, and next steps. The announcement last month that FEMA will now be reimbursing communities for the [July 2023 storm at 90%](#) could be a game-changer for how we proceed with Briggs Hill Road—or not.

[Online is the most current engineer's estimate](#) for repair of Briggs Hill Road:

1. In-kind repair only: \$1,064,288 + 20% contingency = \$1,277,288
2. In-kind repair with codes and standards: \$1,930,009 + 20% contingency = **\$2,316,010**
3. Mitigation: 85,950 + 20% contingency = **\$103,140**
4. In-kind repair with codes and standards plus mitigation: \$2,514,389

Ninety percent of \$2,316,010 equals \$2,084,409; the \$231,601 balance would be shared 50/50 with the State of Vermont.

It is our current understanding that mitigation (\$103,140) would be funded at 100% up to certain ceiling related to the in-kind cost amount. It is also our understanding that reimbursement would be based on actual costs, not limited to these estimates.

Bristol has already spent more than \$145,000 on engineering expenses related to July 2023 storm, which will only be reimbursed by FEMA (now at 90%) if the recommended repair is completed. These expenses relate only to damages from the July 2023 storm (#4720).

Since then, the July 2024 storm was an additional declared natural disaster (#4810). The cost to repair additional damages from the July 2024 storm has not yet been determined. FEMA inspectors visited Briggs Hill Road recently and took detailed notes of the additional damage, which appears to be moving further downhill toward the lower slide, but we have not yet received their report.

One question for now is whether to authorize DuBois & King to conduct the additional engineering needed to update their repair plans to address post-July 2024 damages. The measurements recorded by the FEMA inspectors might be useful and not require additional field work, particularly at this time of year. This expense would be covered under the #4810 project at 75% (so far)—if the repair is ultimately completed.

We are in the process of obtaining an extension through FEMA for the July 2023 storm through November 30, 2025 to continue exploring these options.

We heard from some Lincoln residents what the Briggs Hill Road travel connection means to them, particularly in the event Lincoln Road is closed again due to a future storm or maintenance.

At this point and under current circumstances, I do not believe scoping out an alternative alignment for Briggs Hill Road is a realistic option unless someone else can take the lead on it.

More information may be available at the meeting.

RECOMMENDATION: Discussion. Consider authorizing DuBois & King to update their repair plans to address the additional damage from the July 2024 storm. Consider moving forward with repair of Briggs Hill Road. Determine if additional information is needed.

Item V.6 Consider approval of the proposal from Short Surveying, Inc. to complete the National Flood Insurance Program (NFIP) Letter of Map Amendment (LOMA) for the Rockydale site. Online is a [cost proposal from Short Surveying, Inc.](#) for completion of the Letter of Map Amendment for the Mashak property in the Rockydale area along the New Haven River. The proposed cost is \$3,765, with a retainer fee of \$1,255 upon agreement to proceed. Funding could come from the Planning & Zoning Department's Planning Projects line item.

RECOMMENDATION: Determine if more information is needed. Approval.

Item V.7 Review and possible adoption of new Emergency Management Director job description. Online is a proposed [Emergency Management Director \(EMD\) job description](#) prepared by Selectboard member Ian Albinson. Also online is a [detailed memo](#) Ian prepared outlining the process he followed and various considerations he applied to develop it.

RECOMMENDATION: Discussion. Determine if additional information is needed. Adjustments as needed. Approval.

Item V.8 Follow up on final details of the ARPA allocation resolution approved on Nov. 4, 2024. [Online is the final version of the resolution](#) the Selectboard adopted at their meeting on November 4. It reflects the final ARPA financial figures and the auditors' concurrence with Kris' and VLCT's recommendations.

RECOMMENDATION: Since the resolution was already adopted pending review of the final numbers and checking with the auditors, the next step is to sign this final document.

Item V.9 Review of meeting minutes. Draft minutes will be sent out and posted online when available. In the meantime, original draft (not reviewed) minutes are posted on the Web site.

Item IV.10 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable warrant is in progress and will be sent out and posted online by Monday, Dec. 2.

VI. OTHER BUSINESS.

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

- [Letter Orvis cemetery cleanup thanks 2024-11-19.pdf.](#)
Nice feedback about the work done at Varney Cemetery on Hardscrabble Road.
- [E-mail Albinson DC fast-charging grant award UPDATE! 2024-11-22.pdf.](#)
It turns out free-standing EV chargers are not currently listed as allowable uses in Bristol's Unified Development Regulations. AZ is exploring options to adopt Interim Zoning to address this (an possibly other anomalies).
- [Bristol Police Department press release 2024-11-27.pdf.](#)
Unfortunately, the individual did not survive the incident.
- [Bristol police getting help with non-criminal issues Addy Indy 2024-11-14.pdf.](#)
Nice coverage of Amy Smith being appointed to the new Community Resource Specialist position.
- [E-mails RE waterline replacement PVC concerns 2024-11-25.pdf.](#)
Sharing this information because this topic will continue to come up.

Two recent resignations:

- [Letter Blair Equity Committee alternate resignation 2024-11-20.pdf.](#)
- [E-mails Re Planning Commission Attendance Daylor resignation 2024-11-19.pdf.](#)

Fun times ahead ...

- [Fireworks Display Permit application 4th-of-July Committee 2025 signed.pdf.](#)
- [E-mail Bristol Recreation Dept Events and Programs 2024-11-22.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 upcoming holidays and budget season, the Selectboard agreed at its Oct. 28 meeting to the following revised schedule for November and December:

- Monday, Dec. 9 (special meeting for Water Ordinance review)
- Monday, Dec. 16

- Monday, Dec. 30

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

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.

TA Schedule

I generally plan to get in the office around 9:00am most days. With only three weeks before I turn into a pumpkin on Dec. 20, I plan to be in the office as much as I can, depending on the weather and whether B. needs the car and I cannot get a ride in or back. 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 December 2

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

Tuesday: In the office.
9:00am – Meet with Ashar Nelson re Holley Hall MERP scope adjustments.
1:00pm – FEMA Zoom check-in

Wednesday: In the office.

Thursday: In the office.
9:00am – Bristol CORE
11:30am – Porter

Friday: In the office.

Week of December 9

Monday: In the office.
6:00pm – Selectboard.

Tuesday: In the office (might be a little late).

Wednesday: In the office.

Thursday: In the office.

Friday: In the office.

Week of December 16

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

Tuesday: **Working from home.**
1:00pm – Medical appt.

Wednesday: In the office.

Thursday: 7:30am – ACEDC Board meeting.
9:00am – Bristol CORE

In the office around 11:00am.

Friday: In the office. The pumpkin transition will be completed.

Upcoming Meetings

- [Selectboard](#): Mon., Dec. 2, 6:30pm, Holley Hall and via Zoom.
- [Bristol Equity Committee](#): Weds., Dec. 4, 7:00pm, at Holley Hall and via Zoom.
- [Selectboard](#): Mon., Dec. 9, 6:00pm, 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.
- [Selectboard](#): Mon., Dec. 16, 6:30pm, Holley Hall and via Zoom.
- [Planning Commission](#): Tues., Dec. 17, 7:00pm, Holley Hall and via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 18, 7:00pm, via Zoom.
- [Bicycle Pedestrian Advisory Committee](#): **Thurs., Dec. 26?** 7:00pm, via Zoom.
- [Selectboard](#): Mon., Dec. 30, 6:30pm, Holley Hall and via Zoom.

Upcoming Agenda Items

- Water Commission: Continued review of proposed Water Use Ordinance updates and revision.
- Consider renewal of Don Gale's Twin Maple SugarWorks 5-year lease agreement / review of Seth Hill Waterworks access concerns.
- Appoint new Bristol representative to the Addison County Economic Development Corp. (ACEDC) Board.
- Appoint new Bristol representative to the Addison County Solid Waste Management (ACSWMD) Board of Supervisors.
- Consider adjustments to the scope and budget of the Holley Hall weatherization MERP-funded project.
- Continued review of NEMRC account adjustments and recommendations.
- 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?
- Review of a draft Vendors Ordinance.
- Consider whether to participate in the VT 250th Anniversary statewide celebrations initiative.
- Budget, budget, budget.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck?
- 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