**Bristol Town Administrator's Report**
**June 24, 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, June 24, 2024 Meeting Agenda and Materials**

**I. Call to Order: 6:00 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."

- The order of agenda items IV.6, IV.7, and IV.8 may need to be flexible to accommodate their availability.

**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 Planning Commission recommendation that AZ Larsen be appointed as Bristol Zoning and Planning Administrator; consider appointment of Kris Perlee as Deputy Zoning and Planning Administrator. AZ Larsen began as Bristol's Deputy Zoning and Planning Administrator on May 8, 2024 and has been working closely with current PZA Kris Perlee to get oriented and up to speed. AZ met with the Planning Commission at their meeting on June 18. Online is the PC's recommendation that AZ be appointed as the Zoning and Planning Administrator. The appointment would be for a three-year term. Kris would be willing to serve as Deputy ZPA. The ZPA position is currently budgeted at approximately 20 hours per week. AZ has provided in-office hours Mondays, Tuesdays, and part of Wednesdays.

RECOMMENDATION: Determine if additional information is needed. Appointment of AZ per the PC's recommendations. Appointment of Kris as Deputy ZPA.

Item IV.2 Appointment and/or reappointment of Town officers or representatives: Bryan Plant to the Bristol Equity Committee, appointments to the Addison County Regional Planning Commission (ACRPC) board and Transportation Advisory Committee (TAC).

**Bristol Equity Committee**. We received communication from Elissa Cobb that she needs to step away from the Committee. She also shared some thoughts for the Committee's consideration.

Meanwhile, Bryan Plant has expressed interest in serving on the Committee. He intends to attend the meeting in person to meet with the Selectboard.

**Addison County Regional Planning Commission (ACRPC).** The ACRPC makes their annual appointments and reappointments in June for terms that begin in July.

**Board Delegates:** Ron Dendas and Peter Grant are interested in being reappointed. Richard Butz is not available to be reappointed. Bill Sayre is willing to be reappointed as an Alternate.

**Transportation Advisory Committee (TAC):** Peter Grant is interested in being reappointed, but has also said he would be happy to offer the seat if someone else is interested.

**Regional Emergency Management Committee (REMC):** Peter Coffey and I are willing to be reappointed to the REMC.

RECOMMENDATION: Determine if additional information is needed. Approve appointments and reappointments.

Item IV.3 Continued consideration of quote from Sargent's Welding & Crane Service for installation of moveable rails on the universal fishing platform at Eagle Park (*tentative)*. This item is continued from the May 28 and June 10 meetings to consider the proposal from Sargent's Welding to fabricate and install moveable rails on the universal fishing platform. Roy Schiff and others continue to explore options. We do not know yet if a new or modified proposal will be available for Monday's meeting or whether more

information is available regarding the previous proposal. We received an extension from FEMA until September 30, 2024 to accommodate this last piece of the project. We are running out of time to make a decision and actually execute the project; it will take time to fabricate and install any new rail configurations. Another option is to remove this element from the project and just accept the rails the way they are.

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

Item IV.4 Water Commission: Consider water connection request by the Heffernan Family Trust for new water connections for seven residential units off of Jay Drive. This item is continued from the preliminary discussion from April 8, 2024. At that time, the Water Commission, staff, and Water Operator were not sure how to deal with water distribution lines proposed outside of the public right-of-way. Various alternatives were discussed, including the need for a meter pit in the Plank Road right-of-way The current Water Use Ordinance does not address this situation and this appeared to be uncharted territory—at least for the Bristol Water District.

Since then, the 7-lot subdivision received its State wastewater permit approval, the connection fee for seven new connections was paid, and the Selectboard/Water Commission agreed that distribution lines outside the public right-of-way should become part of the municipal water system through the execution of a utility easement, yet to be defined. Consequently, the meter pit that was of much discussion at the time would not be necessary. However, the Water Use Ordinance has not yet been updated to address this provision.

**Temporary Water Supply.** The applicants have requested a temporary water supply from an existing curb stop on Plank Road to serve a unit that is nearly ready for occupancy while the broader water connection details remain to be decided and/or constructed. This turns out to be under the Water Operator's jurisdiction because it is from an existing curb stop. Conditions are proposed below based on Jill's correspondence with Matthew Hunt, ANR DEC Drinking Water Community Operations Section Supervisor.

RECOMMENDATION: Determine if additional information is needed. Approval of the new distribution main and temporary water service subject to the following conditions:

1. Installation of all water lines and appurtenances must be installed per state permit WW-9-1537.
2. All costs associated with the installation, oversight, and testing of waterlines are to be borne by the Developer/Owner.
3. All materials shall be AWWA certified and approved for use by the Town, including saddles (where necessary) pipe material, and appurtenances.
4. Material certifications and submittals shall be provided by the Developer/ Owner or his/her representative for review by Bristol's Water Operator and Town Engineer and receive approval prior to installation. Materials shown on

the plan are four-inch (4") blue brute and Type K copper for smaller diameter lines.

5. Piping between the existing water main and curbs/meter pits shall be Type K copper and meet AWWA standards.
6. All water service lines must be buried six feet (6') or deeper and bedded in four inches (4") of sand below and twelve inches (12") of sand above.
7. 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.
8. The two (2) services on Plank Road utilizing the two existing curbs must be verified to be in working order and not leaking before connections can be made. If any previously installed piping or curbs are not in working order and free of leaks, they must be replaced.
9. The T on the eight-inch (8") water main on Plank Road must be performed by a licensed and insured contractor. If this is not a wet tap, this must be scheduled well in advance as a shutdown of this segment of the watermain will be needed.
10. The Water Operator must be contacted at least one (1) week in advance of the planned connection/installation for each location.
11. Have one or more utility easements, prepared to the Town Attorney's satisfaction.
12. All water distribution, construction piping, service piping, hydrants, and other appurtenances of the proposed extension of the Town's water system constructed as part of a development or subdivision project shall be built to the Specifications of the Town and all applicable state and federal laws and regulations.
13. The watermain extension shall be designed by a registered Vermont Professional Engineer and the design elements shall meet the specifications and requirements most recent revision of the Vermont Water Supply Rules then in effect.
14. Extension of the water main outside of the public right-of-way shall include the grant of a utility easement of sufficient width acceptable to the Town to specifically to allow for access to maintain or repair the system, including curb stops, meter pits, and hydrants, where applicable. Where a water main is to be located within an easement area, the easement shall:
    a. Be perpetual in duration;
    b. Be of sufficient width to accommodate the water main and reasonably needed or anticipated appurtenant facilities and to enable the Town or their designee to perform work thereon as needed, typically a minimum of thirty-three feet (33') wide centered over the pipeline as installed;
    c. Be of adequate scope to allow the perpetual repair, replacement, operation and use of the water main and appurtenant facilities located within the easement area;
    d. Be sufficiently restrictive to prevent the installation or construction of improvements within the limits of the easement, including landscaping

improvements, that would place an unreasonable burden on the Town when exercising its rights under the easement;

e. Be defined geographically independent of another utility's easement limit, regardless of whether or not the Town of Bristol easement overlaps with another utility's easement;
f. Where feasible, extend across the entire property to be served to enable continuation of the main across the adjoining property(s); and
g. Independent curb stops or isolation valves to each building or facility shall be located within the easement.

15. The Bristol Water Operator and other duly authorized employees of the Town of Bristol bearing proper credentials shall be permitted to enter all private properties through which the Town of Bristol holds an easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, calibration, and maintenance of any portion of the Town of Bristol lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the easement pertaining to the private property involved.
16. Following installation, inspection, testing, approval, and acceptance by the Town, any and all new distribution water mains, service lines, and curb stops shall become the property of the Town and part of the Town's water system from the date of acceptance.
17. The applicant shall pay to the Town in full prior to the initiation of water service, any and all review costs incurred by the Town, including without limitation, engineering review, legal fees or review costs for the Town, and testing of the water main and appurtenant extensions of the Town's water system.
18. All work to be performed in a public highway right of way shall require a Work in the Right-of-Way permit from the Town pursuant to 19 V.S.A. §1111.
19. Conditions for the temporary service are as follows:
    a. It shall not be for more than three months from the date of installation and be removed no later than September 30, 2024 with confirmation that the new permanent service is connected.
    b. The materials that must be used for this temporary on ground service line are CTS or copper with compression fittings at any connection point.
    c. The service line material must be disinfected and flushed prior to being connected into the home.
    d. The Water Operator must be contacted several days in advance to be present for the connection to the curb, disinfection, and to build and witness the connection of the water meter.
    e. A meter set must be requested in advance and purchased from the water system and in place prior to the water being turned on and after disinfection.
    f. The temporary water service line shall be staked out with markers to assure no-one hits that line and causes it to break/leak.
    g. In addition, the Water Operator must:

- Collect a total coliform sample following disinfection/installation of the temporary service line. (This sample should be marked as SPECIAL on the chain of custody paperwork);
- Visually ensure that the plumbing configuration inside the residence is standard, and there is no elevated cross-connection risk associated with this temporary line or the connection it will serve; and
- Confirm in writing to the Division when the temporary line is installed, and again when it is disconnected.

Item IV.5 Consider water connection request by Peter Ryersbach for a new residential water connection at 92 North Street. Online is an application from Peter Ryersbach for a new residential water connection at 92 North Street. This lot is subject to state wastewater permit WW-9-2156, as approved on 07/15/2015. Curb cut and work in the right-of-way permits have already been issued.

RECOMMENDATION: Determine if additional information is needed. 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-9-2156 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.
6. The Water Operator must be present to witness the installation and connection to the Town's water system.
7. All costs are to be incurred by the applicant/owners.

Item IV.6 Bristol Fire Department: Accept the resignation of Firefighter Roy Catella. Online is Roy Catella's resignation and Fire Chief Brett LaRose's recommendation to accept.

RECOMMENDATION: Accept the resignation, with regret.

Item IV.7 Bristol Fire Department presentation: Overview of proposed OSHA Emergency Response Rule and what it may mean for the BFD. Brett would like to make a presentation to inform the Selectboard and public of new proposed Occupational Safety and Health Administration (OSHA) rules and the impacts they may have on Fire Department operations.

RECOMMENDATION: Receive the information. Determine if additional information or action is needed.

Item IV.8 Bristol Fire Department: Fire Chief Brett LaRose and Firefighter candidate Koby LaRose.
Fire Chief Brett LaRose will be present to introduce new Firefighter candidate Koby LaRose. Koby will be joining the meeting remotely. Because he is traveling, the timing of this item is uncertain.

RECOMMENDATION: Appointment. Add his entry to the historic Fire Department roster when the opportunity allows.

Item IV.9 PUBLIC HEARING - Continued: Water and Sewer District Annual Meeting.

- Review and approval of operating budgets, capital budgets.
- Discussion of alternative water rate structure and updated water fee policies.
- Other updates or issues.

**Water and Sewer Budgets**
Updated water and sewer budgets will be presented at the meeting.

**Water Rates and Alternative Rate Structure**
As discussed at the previous meeting, we have been working on developing a new rate structure based on Equivalent Units (EUs) or Equivalent Residential Units (ERUs). There was agreement to use dwelling units as the basis, rather than number of bedrooms, wastewater flow, or some other measure.

Kris and Justin spent a considerable amount of time in recent weeks going through each account in the Water District to identify the number of dwelling units on the property. The number they have come up with is staggering compared to how the accounts have been billed. More information will be provided at the meeting.

Online is a table Ian prepared comparing the water and sewer rates from nearby communities. It shows that Bristol's current water rates are significantly lower than the others.

**Review of preliminary Water Use Ordinance revisions.** Jill (VTUMS), Steve (VTM), Kevin (Langrock), and I continue to meet to work through various revisions and updates to the Bristol Water Use Ordinance. We hope to have a draft to review at a July meeting.

RECOMMENDATION: Determine what more information is needed. Vote to approve the water and sewer budgets. The hearing may need to be continued to another meeting.

Item IV.10 Review of new Open Meeting Law requirements. Act 133 (S.55) was passed this legislative session that includes amendments to the Open Meeting Law that take effect July 1, 2024.

**Advisory and Non-Advisory Body Meeting Requirements**
*Advisory Bodies* are those that do not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters. In Bristol, this includes the Bicycle & Pedestrian Committee, Equity Committee, Conservation Commission, Energy Committee, Revolving Loan Fund Committee, Design Review Commission, and Equipment Committee.

- Meetings may be in person, remote, or hybrid.
- A physical location is not required; however, a resident of the geographic area, member of the public body, or member of the press may request designation of a physical location or electronic access in writing not less than two business days before a regular meeting.

*Non-Advisory Bodies* do have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters. In Bristol, this includes the Selectboard, Development Review Board, and Board of Civil Authority.

- All meetings must be recorded in audio or video form and the recordings posted in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the meeting which was recorded.

*All Bodies*

- May meet remotely in response to a state of emergency or "local incident."
- Must provide local residents, members of the press, or members of the body itself electronic/telephonic or in-person meeting access options to a regularly scheduled meeting, if requested (unless it causes an undue hardship).

**Open Meeting Violations**
Municipalities are required to post on its website an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General and a copy of the text of 1 V.S.A. § 314.

**Required Training**
Annual training requirements for selectboard chairs, town managers, and mayors take effect on January 1, 2025. It is to be a professional training that addresses the procedures and requirements of the law. The Secretary of State is tasked with developing the training, which may be in person, online, and synchronous or asynchronous.

Online is a summary Sharon adapted from one that folks in North Hero created. And here is summary of the legislation: ACT133_Summary_2024-05-30.pdf. The Vermont League of Cities and Towns also has information on their Web site.

RECOMMENDATION: No specific action is necessary at this time.

Item IV.11 Review and approval of the February 12, February 26, May 28, June 3, and June 10, and June 17, 2024 meeting minutes. The February 26 and May 28 minutes are posed online. Review of the February 12, June 3, and June 10, 2024 minutes is in progress. The original drafts are posted online. They will be posted to the Web site and e-mailed when completed.

RECOMMENDATION: Adjustments as needed. Approval.

Item IV.12 Authorize accounts payable warrant and any liquor or tobacco licenses. The accounts payable warrant is in online. The amount is currently $115,585.09, which could change by Monday's meeting.

RECOMMENDATION: Determine if additional information is needed. Approval.

**V. OTHER BUSINESS.**

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

- Zac_Farnham-Haskell_resignation_2024-06-18.pdf.
  We have received Zac's resignation as Recreation Coordinator. He proposes his last day on the job to be July 5, 2024 to begin his new gig as the Recreation Director for the Town of Charlotte.

- 5002Update062024watersystemofficialform_2024-06-21.pdf.
  This updated form indicates that Cyrus Marsano will no longer be affiliated with the Bristol Water Department. The same will be true for the Sewer Department.

- E-mails_Brynn_re_Lincoln_Seth_Hill_Waterworks_change_of_appraisal_notice.pdf.
  David Brynn does feel the reappraised value of the Seth Hill Waterworks property in Lincoln may be a bit high considering its terrain. He also thinks the U.S. Forest Service might be an interested buyer if the Town wishes to sell it.

- Letter_VTDEC_Community_Assistance_Visit_2024-06-10.pdf.
  Kris, AZ, and I met with Kyle Medash and Asa Brayton last week. It was a constructive conversation.

- BRD_Newsletter_2024-06-22.pdf.
- ACRPC_June_Newsletter_2024.pdf.

**Misc. Updates**

- The RHR Smith Audit team plans to be at the Town Office all day Thursday, June 27 to work on the FY2023 audit.

**New Broom for Street Sweeping Has Arrived—Sweeping May Start on Monday**

The Bristol Public Works Department recently acquired and installed their new street sweeping broom. Sweeping of the village side streets will begin Monday morning, depending on the weather, and continue until done. Main Street and other primary streets will be done on the days before the Independence Day holiday celebrations.

**Capital Budget and Plan**

As reported previously, the Designated Downtown renewal application is due July 1, 2024. This is a draft application for ACCD staff review. The final application will be due by September 2 for the Downtown Board's review on September 23. A new requirement is that a capital budget and program, or capital improvement plan (CIP), be adopted showing a clear plan for providing public infrastructure within the downtown, including facilities for drinking water, public space, wastewater, lighting, stormwater, and transportation including public transit, parking, and pedestrian amenities.

Many elements of such a plan already exist in Bristol's annual Town Reports, the Town Plan, sidewalk replacement plan, and the work-in-progress CIP spreadsheet we use during budget season. I am working on tying this information together into a stand-alone CIP document for the Planning Commission's review at their July 16 meeting and for a Selectboard hearing on August 12, 2024.

**Cooling Center Activation**

Last week's high temperatures and humidity prompted us to activate a cooling shelter at the Fire Station for 8 hours each day Tuesday, Wednesday, and Thursday, June 18-20, 2024, from 10:00am to 6:00pm. Many thanks to Nathan Bouvier, Peter Coffey, Terry Farr, Brett LaRose, Kevin LaRose, Lance Perlee, Greg Swain, and others for making this facility available. Notice was posted to Facebook, Instagram, Front Porch Forum, and posted on a sandwich board in front of Holley Hall. It was also added to the State cooling center database. Brett reported that during its 24 hours of operation, no one took advantage of this resource.

**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 June 24

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|---|---|
| Monday: | In the office. |
| | 6:00pm – Selectboard |
| Tuesday: | Out of the office. |
| | 11:00am – Medical appt. |
| Wednesday: | In the office. |
| | 9:00am – Meeting with Ian and Freeda. |
| | 10:00am – Monthly water meeting with VTUMS, VTM S and with Kevin Brown. |
| Thursday: | In the office. |

Auditors will be at the office all day.
Friday: In the office.

Week of July 1
Monday: Out of the office.
Tuesday: Out of the office.
Wednesday: In the office.
9:00am – Bristol CORE
Thursday: Holiday
Friday: In the office

**Upcoming Meetings**

- Selectboard**:** Mon., June 24, 6:00pm, Holley Hall and via Zoom.
- Development Review Board: Tues., June 25, 7:00pm, Holley Hall and via Zoom.
- Bristol Equity Committee: Weds., June 26, 7:00pm, at Holley Hall and via Zoom.
- Bicycle Pedestrian Advisory Committee: Thurs., June 27, 7:00pm, via Zoom.
- Selectboard**:** Mon., July 8, 7:00pm, Holley Hall and via Zoom.
- Development Review Board: Tues., July 9, 7:00pm, Holley Hall and via Zoom.
- Conservation Commission**:** Thurs., July 11, 6:00pm, Holley Hall and via Zoom.
- Selectboard**:** Mon., July 15, 3:00pm, annual capital projects and road trip.
- Planning Commission: Tues., July 16, 7:00pm, Holley Hall and via Zoom.
- Hazard Mitigation Plan Update Committee: Weds., July 17, 10:00am, via Zoom.
- Bristol Energy Committee: Weds., July 17, 7:00pm, via Zoom.
- Selectboard**:** Mon., July 22, 7:00pm, Holley Hall and via Zoom.
- Bicycle Pedestrian Advisory Committee: Thurs., July 25, 7:00pm, via Zoom.

**Upcoming Agenda Items**

- Water Commission: Review of proposed Water Use Ordinance updates and revision.
- Plan of action for replacement of the School Street water line.
- Fire Department quotes for the purchase of the FD Utility Pickup Truck.
- Bristol Unified Development Regulations revisions public hearing.
- Capital Improvement Plan public hearing.
- Review draft RFP/scope of work for the Hewitt/Route 116 DPW site analysis.
- Continued consideration of an updated rate structure to address the Core Area Sewer's capital improvement needs and high strength waste management.
- Web site improvement options.
- Continued consideration of Police District expansion.
- Continued consideration of Police Station alternatives.
- Continued Personnel Policy review and updates.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator