

# **Bristol Town Administrator's Report**

## **October 20, 2017**

### **Monday October 23, 2017 Meeting Agenda and Materials**

Item .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.”

RECOMMENDATION: Review and vote on any adjustments to the agenda.

### **II. VISITOR APPOINTMENTS.**

Item II.1. Jamie Simpson (Green Mountain Engineering) and Road Foreman Peter Bouvier: West Street sidewalk replacement update and cost estimates. A meeting was held last week with Town and Munson Earth-Moving representatives to review the condition of the sidewalks associated with the West Street infrastructure improvement project and to assess which broken sections should be replaced by Munson as part of the contract, which broken sections should be replaced on Munson's dime, and which sections the Town may wish to replace as part of its sidewalk improvement program.

Approximately 770 linear feet of sidewalk along West Street was identified for replacement outside of the Munson/West Street contract. The new sidewalk segments would be 5 feet wide and elevations adjusted to improve drainage and winter maintenance. Munson is willing to do the additional work at their contract unit price of \$8.67 per square foot and \$0.11 per square foot for removal. At 3,850 square feet, this would amount to \$33,380 for construction and up to \$423.50 for removal (total: \$33,803.50). There is currently \$17,000 in the Highway Dept. sidewalks line item. At the March 7, 2017 Town Meeting, voters increased the Capital Road Construction Fund allocation by \$5,000 to be earmarked for sidewalks with the understanding that a Sidewalks Capital Reserve Fund would be established at next year's Town Meeting. This brings the total available sidewalk funds to \$22,000.

Jamie Simpson and Peter Bouvier will be present to provide more details about the sidewalks and other aspects of the overall project.

RECOMMENDATION: Determine whether to proceed with all or part of the West Street sidewalk replacement outside of the Munson/West Street contract at Munson's per unit price. More than \$173,000 is currently available in the Capital Road Construction Fund, with another \$40,000 (including the added \$5,000) to be added in April 2018.

Item II.2. Planning Commission candidate interview: Sally Burrell. Enclosed is an application from Sally Burrell expressing interest in serving on the Planning Commission. She will be present to meet with the Selectboard.

RECOMMENDATION: Discussion; possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

Item II.3. Planning Commission candidate interview: Robert Rooker. Enclosed is an E-mail from Robert Rooker expressing interest in serving on the Planning Commission. Because his E-mail contained the same information the application would have asked, he was not asked to submit an application. He will be present to meet with the Selectboard.

RECOMMENDATION: Discussion; possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

### **III. REGULAR BUSINESS.**

Item III.2. Request for Revolving Loan Fund loan collateral adjustment: Eric Forand. Enclosed are the minutes of the Oct. 16 Revolving Loan Fund Committee recommending approval of Eric Forand's request to reassign the collateral on the borrower's loan to be the borrower's primary residence on Fitch Avenue. The Committee voted 4 to 1 to approved the request for \$7,758.14 plus closing costs with eight (8) year amortization and give (5) year balloon with a rate of 2.50%. Peter Ryan will be present to answer any questions.

RECOMMENDATION: Approval; authorize the Town Administrator to sign any required documents on behalf of the Town.

Item III.3. Consider fountain repair scope of work and cost estimate from Vermont Protective Coatings. Enclosed is a quote Alan Clark obtained from Vermont Protective Coatings. The value has not been publicly disclosed in case the Selectboard elects to seek additional quotes.

RECOMMENDATION: Determine whether to accept the quote, seek additional quotes, or take a different course of action; possible deliberation in Executive Session per 1 V.S.A. §313(a)(1)(A).

Item III.4. Water Commission: Request by George M. Tighe to abate part of water bill. Enclosed is a request from Mr. Tighe to abate a portion of his water bill associated with two water leaks, both of which have since been repaired. The Water Ordinance, adopted in 1996, does not address abatement of water bills.

RECOMMENDATION: Acting as the Water Commission, determine if all or a part of the abatement is to be granted.

Item III.5. Selection of printer for Town Report. At the prior meeting I was asked to get a second quote for printing of the 2017 Bristol Town Report. We had received a quote from Repro of Williston that was comparable to their price for the two previous

years. A second quote was received from 802 Print of Vergennes. The quotes for printing 450 books are equal; however, they differ in the price per additional book and pages.

RECOMMENDATION: Discussion; possible deliberation in Executive Session per 1 V.S.A. §313(a)(1)(A).

Item III.6. Consider quote for repair of the bank near the municipal septic area. We have received a quote for the repair of the bank near the municipal septic field, which involves providing two loads of Type 4 stone and eight loads of Type 2 stone. The value has not been publicly disclosed in case the Selectboard elects to seek additional quotes.

RECOMMENDATION: Determine whether to accept the quote or seek additional quotes; possible deliberation in Executive Session per 1 V.S.A. §313(a)(1)(A).

Item III.7. Identify funding source for Memory Tree replacement. We learned at the last meeting that Greenhaven Nursery has a spruce tree they offered to install for \$800 to replace the dead Memory Tree. The Town Parks line item for tree planting (001-12-6-11-52.00) has \$0.00. I hope to have more information at the meeting about other possible options.

If the tree cannot be replaced, the Recreation Dept. will need to know as soon as possible because the event will either need to be canceled or another plan would need to be developed right away.

RECOMMENDATION: Discussion; determine whether to proceed with the tree replacement.

Item III.8. Request to form Hazard Mitigation Plan Update Committee. Tim Bouton from the Addison County Regional Planning Commission has alerted us that the Bristol All-Hazards Mitigation Plan is due to expire in November 2017.

A FEMA-approved Hazard Mitigation Plan (HMP) is required to be eligible to receive federal funds from the FEMA Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) programs. It is also required to qualify for additional post-disaster funding through the Emergency Relief and Assistance Fund (ERAF).

If we can get a process started before it expires, FEMA will give us credit that will maintain our eligibility. Tim is requesting that the Selectboard appoint a Hazard Mitigation Plan Update Committee consisting of at least the following:

- 1 Selectboard member,
- 1 Planning Commission member,
- 1 Conservation Commission member,

- 1 Highway Dept. member,
- 1 Water/Sewer Dept. member,
- Town Administrator, and
- Any other interested residents and/or anyone else the Board feels may be important, such as representation from the Fire Department, Rescue Squad and Emergency Manager.

The primary tasks are to identify the town's hazards/areas of concern, identify projects or potential projects to help mitigate those concerns, and follow up on previous projects and identify whether they have been completed, await funding, or have dropped off the radar. Because we have an existing plan to work from, Tim anticipates it should only require two to three meetings lasting no longer than one hour each. Once updated, it will go through an extensive review by folks at ACRPC, Vermont Emergency Management, and FEMA. It ultimately will need to be adopted by the Selectboard and re-submitted to FEMA for acceptance.

More information about the local hazard mitigation planning process can be found at: <http://vem.vermont.gov/plans/LHMP>.

The Bristol Local All-Hazards Mitigation Plan can be viewed or downloaded from the [Emergency Management page on Bristol Web site](#).

RECOMMENDATION: Vote to form a Hazard Mitigation Plan Update Committee.

Item III.9. Request by Listers to name a new road "Heather Lane" off of Burpee Road.

Enclosed is a request from the Listers/E-911 Coordinator to name a former driveway to "Heather Lane." The nearest similar street name to that would be Heath Road.

RECOMMENDATION: Vote to approve "Heather Lane" off Burpee Road.

Item III.10. Authorize Valerie Capels to be added as GEARS grant administrator. I was informed by Vermont Community Development Program staff that they will need authorization from the Selectboard or other Town official to add me into the Grant Electronic Application and Reporting System representing the Town of Bristol.

RECOMMENDATION: Vote to authorize the addition and for a Selectboard member to send an E-mail to VCDP staff to that effect.

Item III.11. GMP petition for work in Town right-of-way: TH8 - Notch and Upper Notch Roads.

Enclosed is a petition from Green Mountain Power to locate poles, guys, and wires within the highway limits of Notch Road & Upper Notch Road.

RECOMMENDATION: Vote to approve the petition per the Road Foreman's recommendations.

#### **IV. OTHER BUSINESS.**

##### Item IV.1. Correspondence, documents, reports received.

- Green Mountain Engineering, 10/19/2017, Core Area Sewer Indirect Discharge Permit renewal package (appendices removed).
- Notice from Northfield Savings Bank, 10/13/2017, of Disposition of Collateral re Liz Lovely, Inc.
- E-mail from ACRPC, 10/11/2017, re FY2018 Better Roads Program grant applications due 11/17/2017; meeting
- Letter from Travelers Insurance, 10/11/2017, regarding Town boilers inspection.

#### **V. EXECUTIVE SESSION.**

Prior to entering Executive Session, a motion to find that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per. 1 V.S.A. §313(a)(3) would need to be made.

#### **ZA Schedule**

Below is an update of Zoning Administrator Kris Perlee's office hours:

Thru October:

Monday 10:00 am - 4:00 pm

Wednesday 1:00 pm - 4:00 pm

Friday 10:00 am - 4:00 pm

After October:

Monday 10:00 am - 4:00 pm

Wednesday 12:00 noon - 4:00 pm

Friday 10:00 am - 4:00 pm

#### **My Schedule**

Unless otherwise noted, I typically expect to be in from 8:00am to 4:30pm.

Monday: 10:00am meeting with Kevin Harper at the Stoney Hill project site.

2:00pm meeting with Pete Bouvier, Ethan Swift (regional rep from Watershed Management/DEC), Claire Tebbs (ACRPC), and Nikki Boudah (ACRPC Americorp position) regarding potential storm water grants that may dovetail with necessary street improvements in Bristol, particularly an Ecological Restoration Grant might be a good fit for either West Street or Main Street stormwater mitigation work.

7:00pm Selectboard

Tuesday: In at noon.

Thursday: Morning (time TBD) – meeting with Lisa Ryan and Ian Albinson re preliminary planning for the June 2018 Historic Preservation and Downtown Conference.

### **Vermont Gas Memo of Understanding**

Karen Kotecki with Vermont Gas has completed her review and edits of the draft Memorandum of Understanding the Town drafted and would like the sales and construction managers to weigh in on a few things before forwarding their comments on for the Selectboard's review. This is expected to be on the Nov. 20 Selectboard agenda.

### **VCLT PACIF Boiler Inspections**

VLCT PACIF contracted with Todd Templeton from Travelers Insurance to conduct the annual inspection of boilers in all Town facilities on October 11. This included the Holley Hall, Howden Hall, Town Garage, Fire Station, and Lawrence Memorial Library.

Though no deficiencies were found, Mr. Templeton did report the following recommendation for the new Fire Station:

“17-01 Safety Recommendations - Safe Access

A fixed ladder or stairs should be installed to the loft at the fire station to give personal safe access to perform maintenance and inspections of the equipment installed in that area.”

Fire Chief Brett LaRose noted that a ladder had been considered during the design process but was eliminated due to the cost. The mezzanine is accessed frequently for training, storage of equipment, and is also the location of the fire station air compressor and air storage tank that requires a monthly inspection. It is currently accessed using a fire service ladder with a firefighter heeling the ladder while the other person climbs it. He supports the recommendation for installation of a fixed ladder.

A next step would be to explore what the purchase and installation of a fixed ladder would cost. It may also be eligible for a VLCT equipment grant.

### **Miscellaneous**

- Approved a banner for Mount Abe Craft Fair over West Street across from the Post Office 10/23/2017 to 11/13/2017.
- Executed grant agreements through the VACD Rural Fire Protection Program obtained by the Fire Dept. for the installation of a new dry-hydrant off of VT Route 116 south and repair of one on Upper Notch Road.
- Issued curb cut permit to Fred Schroeder on Hewitt Road.
- Issued zoning permit to the Zoning Administrator for an accessory structure.
- Followed up on West Street project vehicle damage reports with Munson Earth-Moving insurance information.

**Status of Pending Matters**

<b>Matter</b>	<b>Responsible Person</b>	<b>ETA</b>	<b>Notes</b>
Shade tree inventory	VC/DB	Summer 2018	Caring for Canopy grant application due April 2018
Letter to Champlain Farms re puddle	VC	Next week.	Received photo from Joel on 10/18/2017.

**Upcoming Meetings & Workshops**

Below are meetings that staff, board members, or others might be interested in. *Italicized* entries are workshops put on by others. Underlined entries include on-line hyperlinks for more information or registration.

- **Revolving Loan Fund Committee:** Mon., Oct. 16, 7:00pm, at Holley Hall.
- **Selectboard:** Mon., Oct. 23, 7:00pm, at Holley Hall.
- **Bristol Recreation Club:** Thurs., Oct. 26, 6:30pm, LaRosa Surveys office.
- **Police Advisory Board:** Thurs., Oct. 26, 7:00pm, at the Fire Dept. meeting room.
- **Selectboard:** Mon., Nov. 6, 7:00pm, at Holley Hall.
- **Conservation Commission:** Thurs., Nov. 9, 6:00pm, at Holley Hall.
- **Bristol CORE:** Weds., Nov. 15, 9:30am, at Holley Hall.
- **Selectboard:** Mon., Nov. 20, 7:00pm, at Holley Hall.
- **Planning Commission:** Tues., Nov. 21, 7:00pm, at Holley Hall.

**Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Review budget status and schedule.
- Communications Committee update.
- Vermont Gas Memorandum of Understanding.
- Meet with Planning Commissioners.
- Meet with Bristol Rec Club.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator