

# Bristol Town Administrator's Report

November 3, 2017

## Monday November 6, 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. Brian McCormick: complaint about Todd Baldwin's dogs. Brian McCormick has asked to meet with the Selectboard regarding his on-going concerns about barking dogs in the care of Todd Baldwin. The Selectboard has communicated that they believe it is now a civil matter between the two individuals.

RECOMMENDATION: Determine next steps.

## **III. REGULAR BUSINESS.**

Item III.1. Public Forum. This is an opportunity for citizens who are not on the agenda to briefly share comments and concerns with the Board.

Item III.2. Public Hearing - Running-at-large violations of Dog Ordinance: Vicki and Greg West. Vicki and Greg West received a notice of violation of the Bristol Dog Ordinance in September in response to a complaint from Shelley Roscoe that the Wests' dog was roaming to her house. Four more complaints were filed in October for the same offense and in at least three of those occasions the dog was impounded.

RECOMMENDATION: Receive testimony from parties and witnesses; determine the appropriate next steps.

Item III.3. Consider quote from Green Mountain Engineering to design water line extension from Woodland Apartments stub up Lovers Lane to Orchard Terrace. Enclosed is a cost proposal and estimate from Green Mountain Engineering for designing and constructing an extension of the municipal water system from Woodland Apartments on Lovers Lane to Orchard Terrace. Summary:

Preliminary Engineering Services:	\$ 0
Preliminary & Final Design Phase Engineering Services	\$ 11,000
Construction Phase Engineering Services	\$ 13,500
Legal/Fiscal/Admin.	\$ 1,500
Construction	\$ 80,450
Incidental Work/Contingency	<u>\$ 16,862</u>
Total	\$123,312

Alan Huizenga of GME explained that he presumes a preliminary phase would not be necessary for a simple waterline extension, as there are no real alternatives to compare. If it is, it should be fairly minor and can be adsorbed into the Final Design phase.

We know that Terry Thomas, whose project is under construction, and the Bristol Family Center would be interested in connecting to the system—depending, of course, on the costs and timing. I hope to have information in time for Monday's meeting whether other property owners along the route would be interested in connecting. This will help determine how expenses may be offset by connection fees and other revenues.

RECOMMENDATION: Determine what additional information may be necessary and any other next steps.

Item III.4. Consider whether to pursue development of a wastewater facility plan for improvements to the Core Sewer System with funding through a no-interest CWSRF loan. We received notice that Bristol's wastewater treatment facility upgrade project has advanced into the fundable range on the Clean Water State Revolving Fund FY18 Project Priority List. Although we are not likely to be prepared to meet the application deadlines for this round, it begs the question whether the Selectboard would like to put this project back on the front burner.

Green Mountain Engineering prepared a Preliminary Engineering Letter Report in 2007 (enclosed) recommending a particular treatment method to help increase wastewater capacity. Enclosed is a cost proposal from GME to update that report and would include revisiting the alternatives and updating with any new equipment, revising the cost estimates for construction, and revising the total project cost estimates based on meeting the most recent requirements of the CWSRF program.

RECOMMENDATION: Acting as the Sewer Commission, accept GME's proposal and authorize them to proceed. After the report is completed, the Selectboard can determine whether to apply for a CWSRF planning loan for development of a Facility Plan.

Item III.5. Consider quote for repair of the bank near the municipal septic area. This is a continuation from the previous meeting. We had received one 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, and the Selectboard asked that additional quotes be solicited. The folks at VTUMS reached out to area contractors and one or more additional quotes are expected to be received by Monday's meeting.

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

Item III.6. Consider purchase from the Capital Water fund for a new hand-held device for the water meter readers. Enclosed is a memo from Town Treasurer Jen Myers recommending the purchase of a new hand-held water meter for \$6,100, which is a limited-time special offer from E.J. Prescott. The Water System Capital Equipment Fund currently has an unaudited balance of \$41,091.

RECOMMENDATION: Acting as the Water Commission, accept the Treasurer's recommendation and authorize the purchase.

Item III.7. Consider subordination agreement to Vermont Federal Credit Union on behalf of Mountain View Villas and authorize Selectboard member to sign. Mountain View Villas has a loan through Bristol's Revolving Loan Fund. The balance as of September 1, 2017 was \$26,969 and it matures in 2021. The Town is currently in 2nd position. The property owner is refinancing the existing debt to pay off the current 1st position loan with Community National Bank and replace it with another one from the Vermont Federal Credit Union. The end result will be that the Credit Union will remain in 1st position and the Town will remain in 2nd. Enclosed is a subordination agreement the Vermont Federal Credit Union needs as part of the package. Joel Bouvier agreed to be signer.

RECOMMENDATION: Approve the subordination agreement and authorize Joel Bouvier to sign on behalf of the Town.

Item III.8. Consider options for clean-up of Hardscrabble Cemetery following last weekend's storms and repair of numerous broken headstones. We received word yesterday from Henry Ramsey of R&R Lawn Service the October 30 storm left a much damage behind at the Hardscrabble Road Cemetery in the form of downed trees, debris, and at least 8 broken stones. He estimated it could cost as much as \$800 to remove all the debris. Repair of the stones would be a separate matter.



RECOMMENDATION: Discuss options and next steps.

Item III.9. Consider changing health insurance program provisions. Enclosed is a memo from Town Treasurer Jen Myers outlining a new option for employees to sign on to a high deductible health insurance plan that would include establishment of a Health Savings Account in place of the Health Reimbursement Account. The comparative chart she prepared shows that employees choosing this option could result in a savings to the Town over the next six months based on the current health plan budget.

RECOMMENDATION: Accept the Treasurer's recommendation and authorize the offering of the BC/BS Rewards Gold CDHP health plan option.

#### IV. OTHER BUSINESS.

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

- Treasurer's Report to the Selectboard regarding the 10/31/2017 budget status report.
- Letter from Ron LaRose, 10/30/2017, re concerns about the West Street infrastructure project and Lord's Prayer Rock Park lack of picnic table.
- E-mail from JSI on behalf of the VT Dept. of Health, 10/30/2017, to the Selectboard Chair and others re a survey seeking opinions about tobacco, alcohol, and marijuana.
- Letter from Chris Urban, 10/20/2017, re Bristol Community Tree Nursery proposal.

#### 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.

#### Conflict of Interest Policy

Enclosed for your records is the Town of Bristol Conflict of Interest policy adopted by the Selectboard in 2012. It is intended to apply to all elected and appointed officers of the Town, all Town departments, and all Town employees. It will also be posted to the Web site.

#### New E-mail Addresses

Microsoft Office 365 was recently installed on three computers in the Town Office: Town Clerk/Treasurer, Administrative Assistant, and Town Administrator. It is a monthly subscription through NEMRC (\$12.50 per month per computer). This resulted in the e-mail platform changing from Green Mountain Access to MS Outlook. Benefits include being able to share calendars, have broader e-mail capabilities, and the ability—eventually--to access everything from the cloud. It also resulted in the following changes in e-mail addresses:

Who	What	Was	Now
Jen Myers	Town Clerk/Treasurer	<a href="mailto:jstetson@gmavt.net">jstetson@gmavt.net</a>	<a href="mailto:clerk@bristolvt.org">clerk@bristolvt.org</a>
Sharon Lucia	Admin. Assistant	<a href="mailto:bristoladmin@gmavt.net">bristoladmin@gmavt.net</a>	<a href="mailto:town@bristolvt.org">town@bristolvt.org</a>
Valerie Capels	Town Administrator	<a href="mailto:tobadmin@gmavt.net">tobadmin@gmavt.net</a>	<a href="mailto:townadmin@bristolvt.org">townadmin@bristolvt.org</a>

I have not announced a change of address because I cannot access the e-mail yet from the cloud; it is only accessible from the desktop computer in the office. I am sure there is a way. I just don't know what it is yet. Until then, I am using both addresses.

Therese and Jen's long-term plan was to budget for having it installed on the Rec Dept., Listers, and Zoning office computers.

### **Storm Damage**

One of the doors on the Bristol Coach House blew off its hinge early this Monday morning during the high wind storm. The Fire Department discovered it while out responding to emergencies that night. A crew of firefighters temporarily secured the door to protect the coach. Other parts of the door frame also suffered minor damage. Ted Lylis offered to provide a cost estimate to repair the door and structure for the Selectboard's consideration.

The Highway Dept. estimates the total cost of storm damage, debris removal, etc. could be around \$30,000 accounting for everyone's time and the use of the Town's equipment to clean up after the storm. Road Foreman Peter Bouvier estimates it will take the crew 8 or more days to get everything buttoned up and may rent a chipper to help manage the tree debris.

### **Bristol Elementary School Evacuation Planning**

The Bristol Elementary School will be holding an evacuation drill on Wednesday, Dec., 13, at 1:30pm during which the staff and students plan to relocate to Holley Hall. BES Principal Kevin Robinson and Michaela Wisell met with me and Jen this week to review the logistics and various other considerations not only for this drill, but in the event of an actual evacuation. While we might think of a catastrophic event triggering the need to suddenly relocate the staff and students, it could also be prompted by a gas leak or other environmental concern. Approximately 250 students and 40 adults/staff would be involved. They plan to conduct an additional drill in December later in the day to test parent pick-up protocols.

### **Disposal of Unused Medications**

In response to a citizen inquiry, we learned that the Bristol Police Department accepts unused and expired medications. There are no set dates or times; if an officer is available at the office, they will take them at any time. The officer will seal the unused medication in a bag and both the person and the officer will add date and initials to the bag. It is then secured in evidence area until it is turned over to DEA. Lieutenant Nason is working on obtaining a secure drop box to put in the Police Station lobby to help make the process easier.

### **Daylight Saving Time**

REMINDER: Turn your clocks *back* one hour Saturday night and enjoy the extra hour on Sunday.

### **My Schedule**

Unless otherwise noted or if other factors intervene, I expect to be in the office from 8:00am to 4:30pm every day.

Monday: 6:00pm Selectboard

Tuesday: In at noon.

Wednesday: 9:00am – meeting with Kevin Harper, Katie Buckley, et al. at Bristol Works!  
11:00am – 4:00pm Vermont Town and City Manager Conference at Sugarbush.

Thursday: 9:00am – West Street Infrastructure Improvement Project monthly meeting at Holley Hall.  
1:00pm – Police Union negotiation meeting at Holley Hall.

Auditors from Sullivan Powers, and Company will be at the Town Office beginning Monday, Nov.13 through Wednesday, Nov. 15 to continue their work on the FY2017 audit.

### **Upcoming Meetings**

Below are upcoming meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line hyperlinks for more information.

- **Police Advisory Board:** Thurs., Oct. 26, 7:00pm, at the Fire Dept. meeting room.
- Selectboard: Mon., Nov. 6, 6:00pm, at Holley Hall.
- Conservation Commission: Thurs., Nov. 9, 6:00pm, at Holley Hall.
- Veterans Day: Fri., Nov. 10, Town Office CLOSED.
- Bristol CORE: Weds., Nov. 15, 9:30am, at Holley Hall.
- Selectboard: Mon., Nov. 20, 6:00pm, at Holley Hall.
- Planning Commission: Tues., Nov. 21, 7:00pm, at Holley Hall.
- Selectboard: Mon., Dec. 4, 6:00pm, at Holley Hall.
- Bristol Recreation Club: Thurs., Nov. 30, 6:30pm, LaRose Surveys office.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Review budget status and schedule.
- Communications Committee update.
- Grant application request from Road Dept. to the Vermont Agency of Natural Resources Ecosystem Restoration Program (ERP) for Stormwater Planning Analysis.
- Vermont Gas Memorandum of Understanding.
- North Street speed limit adjustment and signage request.
- Meet with Planning Commissioners.
- Meet with Bristol Rec Club.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator