

Bristol Town Administrator's Report

December 1, 2017

Monday December 4, 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. Application for use of Bristol Parks: Lumen at Town Green, Dec. 22, 4:00-7:00pm. Enclosed is an application for use of the Town Green for the second annual Lumen celebration Friday, Dec. 22 that includes a fire performance by the Cirque de Fuego troupe on the Town Green.

RECOMMENDATION: Approval with appropriate precautions.

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. Vermont Gas update. Enclosed are copies of a 12/18/2012 letter from the Town of Bristol to the Vermont Public Service Board, an excerpt of the 12/12/2012 Selectboard meeting minutes, and recent e-mailed communications from citizens expressing support and concern for Vermont Gas coming to Bristol. This will be an opportunity for the Selectboard to provide an update to citizens about past actions regarding Vermont Gas and where things currently stand. A public forum is planned but has not been scheduled.

RECOMMENDATION: Discussion; determine next steps.

Item III.3. Consider naming private driveway off Pine Street to Pine Meadows Lane. Enclosed is a note from E-911 and Lister Craig Scribner recommending that a driveway serving at least three dwellings off of Pine Street be named Pine Meadows Lane.

RECOMMENDATION: Approval.

Item III.4. Consider selection of Attorney to review proposed Police Union contract and represent the Town in negotiations as necessary. The Town of Bristol received a proposed contract from the New England Police Benevolent Association (NEPBA) on the afternoon of Nov. 1. It was provided to Town Attorney Kevin Brennan and the Selectboard for the Nov. 6 meeting. Kevin subsequently recommended that an attorney with more direct experience with labor and union negotiations be engaged. He put forward Ellen Fallon of Langrock Sperry & Wool as a recommendation.

Kevin Brown of LS&W noted that she is transitioning toward retirement, but suggested she and Michelle Patton from LS&W could work together.

Enclosed is a list of additional attorneys with expertise in labor and union negotiations provided by the VLCT and excerpts from their Web sites outlining their experience. We are in the process of gathering information about their respective hourly rates and who within the firm(s) would be available for this work.

Sean McArdle from the NEPBA has proposed Weds., Dec. 27, 2017 to begin negotiations.

RECOMMENDATION: Determine if additional information is necessary. If Langrock Sperry & Wool is a consideration, Michelle Perlee will need to be recused. The Selectboard may wish to deliberate in Executive Session for contract negotiation matters per 1 V.S.A. §313(a)(1)(A).

Item III.5. Consider grant application request from Road Dept. to the Vermont Agency of Natural Resources Ecosystem Restoration Program (ERP) for Stormwater Planning Analysis. Enclosed are correspondences from the Addison County Regional Planning Commission and a grant summary sheet regarding a proposed grant application to the VT Agency of Natural Resources Ecosystem Restoration Program to conduct a Stormwater Master Plan for Bristol. In 2015, the ACRPC developed the application and managed a comparable project on behalf of the Town of Middlebury. In that instance, the budget was \$23,950, including \$1,200 match of in-kind staff time. The application would be due at the end of January/early February 2018.

RECOMMENDATION: Authorize submission of the application.

Item III.6. Consider resolution to authorize the Town Treasurer to apply for a credit card for the Town Administrator. There have been two occasions when I needed to use the Town credit card (software purchase and an event on-line registration) and each time I used former Police Chief Kevin Gibbs' old card. Peoples United Bank brought to our attention that a resolution would need to be updated authorizing the Town Treasurer to submit a new credit card application. The previous one before this was in 2011 for Bill Bryant.

RECOMMENDATION: Approval.

Item III.7. Review budget status and schedule. Enclosed is a budget status report though Nov. 30, 2017 prepared by Town Treasurer Jen Myers, reflecting expenses and revenues approximately 42% through the budget year.

Also enclosed is a preliminary budget and Town Report time line. I am a bit behind schedule getting draft budgets to the department heads, but I am confident that once distributed, it won't take long to get back on track.

RECOMMENDATION: Discussion; determine if additional information is needed.

Item III.8. Review and approve minutes of November 20, 2017. A work-in-progress draft of the Nov. 20 minutes are enclosed for reference, but I do not believe they are ready for approval. Additional review is needed. A non-edited draft was made available on-line last week to meet the statutory timeline.

RECOMMENDATION: If a more final draft of the minutes is not made available before the meeting, postpone action.

IV. OTHER BUSINESS.

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

- Notice of Alleged Violation, 11/28/2017, Bristol Water System (WSID VT0005002) failure to monitor and report disinfection byproducts.
- Copy of letter to ZBA from Robert Bernstein, 11/27/2017, re zoning and wastewater permit issued for Fitch Ave. project.
- E-mail from ACRPC, 11/30/2017, re upcoming All-Hazards Committee meeting preparation.
- E-mails, Bob Donnis, et al., 11/27/2017, re 23 VSA 1007 legislative request.
- Follow up correspondence, 11/27/2017, re West dog complaints.
- E-mails, 11/26/2017, re Police Dept. holiday pay and personnel policy.
- E-mails, Bob Donnis, et al., 11/23/2017, re speed limit changes.

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) or possible contract negotiation matters per 1 V.S.A. §313(a)(1)(A) would need to be made.

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West Street Project Update

The contract with Munson Earth-Moving came to a close at the end of the day November 24, 2017; however, work remains to be done. Munson is continuing to work on the project to reach an acceptable stopping point to resume work in the spring of 2018. This week work progressed on installation of the pressure reducing valve vault behind Fire Station and the metering manhole on Lovers Lane at the Woodland Apts. entrance. The water line will need to be pressure tested and the shoulders along West Street need to be stabilized.

In the spring, Munson will be responsible for removing the temporary sidewalk pavement and concrete sidewalk, preparing and pouring new concrete sidewalk and curb (where specified), as

well as restoring the surfaces with topsoil, seed, and mulch at all disturbed areas as a result of the work performed under the contract.

Holley Hall Acoustic Project

Recreation Director Darla Senecal discovered over the past weekend that the newly installed acoustic material upstairs in Holley Hall exhibited unsightly staining. She immediately contacted the contractor, East Coast Fireproofing. They believe an additional coat of the material should address the situation and plan to do it this weekend.

Holley Hall Light Bulbs

Ted Lylis and Jack Austin spent time this week replacing light bulbs and repairing one or more fixtures that shine on the clock face at Holley Hall. With help from Pete Bouvier, they also re-set the timer for when the lights go on and off.

Main Street Lights

Speaking of light bulbs, at least two lamps on Main Street were also reported to be out. Folks at East View Electric checked it out and found that special parts needed to be ordered. Completion of that work is pending.

Snow Plowing at Holley and Howden Hall

In years past, Therese Kirby and Eric Forand handled shoveling and snow blowing in the mornings to make sure Holley and Howden Halls were accessible. They are no longer available and there is currently no practical in-house alternative. I am in the process of getting a quote from Scenic Valley Landscaping to take on those tasks. I expect to have more information for Monday's meeting. Depending on what it turns out to be, we can decide whether to proceed with it or seek additional quotes.

Communications Update

With help from Ian at Bristol CORE, a Town of Bristol Facebook page has been launched! It's pretty thin on content right now, but that will improve as we post announcements and other information of community interest. You can check it out at:

<https://www.facebook.com/bristolvt/>. And be sure to "like" it while you're there and spread the word!

My Schedule

Unless otherwise noted, I typically expect to be in from 8:00am to 4:30pm. Over the next couple weeks I will plan to meet individually with department heads about budget matters.

Week of Dec. 4:

Monday: 6:00pm Selectboard

Tuesday: In at noon.

3:00pm All-Hazards Committee meeting at Holley Hall.

Thursday: 8:30am meeting with ACEDC Director at Holley Hall.

Week of Dec. 15:

Thursday: 4:00pm – personal appointment in Montpelier (need to leave by 2:30pm).

Friday: 4:00pm – Monthly Addison and Rutland County Town Manager and
Town Administrator meeting in Rutland (need to leave by 3:00pm).

Upcoming Meetings and Workshops

Below are meetings that citizens, 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.

- [Selectboard](#): Mon., Dec. 4, 6:00pm, at Holley Hall.
- All-Hazards Plan Update Committee: Tues., Dec. 5, 3:00pm, at Holley Hall.
- *[Municipal Road Management For Decision-Makers](#)*: Weds., Dec. 6, 8:30am-3:30pm, Capitol Plaza, Montpelier, \$30.00.
- [Conservation Commission](#): Thurs., Dec. 7, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Dec. 18, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Dec. 19, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Dec. 20, 9:30am, at Holley Hall.
- [Bristol Recreation Club](#): Thurs., Feb. 15, 6:30pm, LaRose Surveys office.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Firefighter leave of absence request.
- Vermont Gas Memorandum of Understanding.
- Meet with Planning Commissioners.
- Budget workshops.
- Town Meeting warning.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator