

# Bristol Town Administrator's Report

## December 14, 2017

### Monday December 18, 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. REGULAR BUSINESS.**

Item II.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 II.2. Public Hearing - Running-at-large violations of Dog Ordinance: Vicki and Greg West. Enclosed is a new complaint filed against Vicki and Greg West's dog Beau for running at large onto Shelley Roscoe's property. She again had the dog impounded. The dog was released from the pound on Monday, December 11, 2017 upon partial payment of the fees at the Police Department.

The Selectboard held a hearing on November 6, 2017 at which it was represented that an electric invisible fence had been installed and that the dog was going to be neutered after he had been bred. The Selectboard voted to impose a 30 day monitoring period from November 6, 2017 to December 6, 2017 with the neighbors contacting the Town each time there is an issue.

Enclosed is a copy of the complaint and the letter sent by certified mail notifying the Wests of the hearing.

RECOMMENDATION: Discussion; determine next steps.

Item II.3. Consider leave of absence request from Firefighter Karen Moore. Enclosed is a written request from Karen Moore for a leave of absence from the Bristol Fire Department for personal reasons for one year beginning December 31, 2017.

RECOMMENDATION: Approval.

Item II.4. Consider leave of absence extension from Firefighter Matthew Babcock. Enclosed is a written request Matthew Babcock to extend his leave of absence from the Bristol Fire Department that began September 1, 2017 for personal reasons for an additional three months to March 31, 2018.

RECOMMENDATION: Approval.

Item II.5. Consider capital expense request from Fire Dept. for Fire Service Extension Ladder. Enclosed is a memo from Fire Chief Brett LaRose outlining his request to replace the 35-40 year old thirty-five foot (35') Fire Service Extension Ladder and one 20 year old Fire Service Nozzle for a total cost of \$2,557.35 to be paid from the Fire Dept. Capital Equipment Fund. The balance of the fund is currently \$53,487.60.

RECOMMENDATION: Approval.

Item II.6. Preliminary discussion of Fire Dept. capital and apparatus replacement plans. Enclosed are an updated Fire Dept. capital apparatus (vehicle) plan and equipment replacement plan for discussion. Fire Chief Brett LaRose will be present to walk us through it.

The Capital Vehicle Fund had been funded in recent years with an annual appropriation based on \$0.02 added to the tax rate. This amounted to \$57,580 in FY2016, \$58,003 in FY2017, and \$58,303 in FY2018.

RECOMMENDATION: Discussion; determine if additional information is needed.

Item II.7. Preliminary review and discussion of draft License Agreement with Vermont Gas. Enclosed is a redlined version of the draft License Agreement (also referred to as a Memorandum of Understanding, or MOU). It reflects the original draft developed by Therese Kirby and Michelle Perlee in May 2017, modifications by one or more VT Gas officials, and minor additional modifications based on my and Michelle's review of their changes. Michelle and I met with Karen Kotecki on November 14, 2017. She explained that many of the adjustments she and others made were to reduce redundant references and to clarify that the infrastructure is for distribution only, not transmission. Michelle and I reviewed their revisions and made some additional tweaks. A copy of the document referenced as Exhibit 1 had not yet been received.

Also enclosed are copies of the Certificate of Public Good issued Dec. 23, 2013, which was later amended in March 2014, and the table of contents for the 157-page Findings and Final Order issued on Dec. 23, 2013.

Karen Kotecki from Vermont Gas intends to participate at the February 12, 2018 public forum with a presentation on Vermont Gas' services, energy efficiency programs, and distribution construction practices.

RECOMMENDATION: Discussion; determine if additional information is needed.

Item II.8. Consideration of Holley and Howden Hall snow removal quotes. As noted at the previous meeting, 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. Scenic Valley Landscaping was consulted for an estimate, which was not disclosed.

A notice was posted two times on Front Porch Forum seeking quotes for snow removal at Holley and Howden Hall. We asked for the following with a deadline of December 15:

1. Rate per snow removal and/or salting.
2. Rate for additional snow removal on the same day if necessary.
3. Contact information.

The following three quotes were received:

	<b>Holley Hall</b>	<b>Howden Hall</b>
Ash Smith	\$30 initial / \$15 follow-up	\$10 initial / \$5 follow-up
Scenic Valley	\$50 / application	\$30 / application
Amy Strong	\$115 for both buildings	

Many thanks to Peter Coffey who volunteered his time and did a great job keeping the sidewalks, steps, and ramps clear at both locations following this week's snow events.

**RECOMMENDATION:** Determine if additional information is needed. The Selectboard may wish to deliberate in Executive Session for contract negotiation matters per 1 V.S.A. §313(a)(1)(A).

Item II.9. Consider naming private driveway off Pine Street to Pine Meadows Lane. This item to name a driveway serving at least three dwellings off of Pine Street as Pine Meadows Lane was continued from the prior meeting to allow time to consider alternative names, with the concern that the proposed name may be too similar to other existing street names. A new proposed name is North Meadow Drive.

**RECOMMENDATION:** Approval.

Item II.10. Consider the Listers' Errors and Omissions Report. Enclosed is a memo from the Listers to correct the assessment on one of two parcels that was merged with the adjoining parcel.

**RECOMMENDATION:** Approval.

Item II.11. Review and approve minutes of November 20 and December 4, 2017. A work-in-progress draft of the Nov. 20 minutes was provided in the packet for the previous meeting, but I have not had time to review Michelle's proposed adjustments or

continue my review. A draft of the Dec. 4 minutes is enclosed for reference, but I have not reviewed it yet and so have no opinion whether it is ready for approval.

RECOMMENDATION: If a more final draft of the minutes is not made available before the meeting, postpone action. I expect to be able to catch up before the next meeting.

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

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

- E-mail from Gaen Murphree, 12/14/2017, re departure from Addison Independent.
- E-mail from Kevin Hanson, 12/11/2017, re VT Gas public meeting.
- E-mail from Jamie Simpson, GME, 12/06/2017, re Lovers Lane meter manhole configuration.
- Letter from Patricia Heather-Lea, 12/4/2017, re VT Gas.
- Letter from Anne Gleason, 11/28/2017, re Bristol School Age Program appropriation.

#### **V. EXECUTIVE SESSION - *tentative*.**

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 new water line passed the hydrostatic pressure test and first round of bacteriological testing this week. A second round of samples were taken Wednesday and the results have not come back yet. There was a question whether the line should remain charged after the tests are complete or be drained for the winter to keep it from freezing. After various consultations, the decision is to leave it charged. Although the new hydrant on Lovers' Lane will need to be flushed several times through the winter to keep the water moving to prevent freezing, it will be available to provide improved fire protection to the neighborhood. Property owners within 1,000 feet of the new hydrant may wish to consult with their property insurance provider to see if they qualify for reduction in rates.

The catch basin filters have been removed.

The question had been asked if and when that section of West Street was going to be striped with a center line and fog lines. It turns out that was not part of the construction contract; it was the Town's intent at that time to hire it out separately, along with other striping, such as cross walks. That will need to be planned for the spring.

#### **Budget Status**

I have met with several department heads this week to review preliminary budgets. I will be meeting with others next week. The draft FY2017 audit was received this week, which will

provide FY2017 actuals to plug into the budget spreadsheets. Sharon Lucia and Jen Myers have been very helpful piecing together details about various debt schedules.

### **Reappraisal Update**

The Listers report that they are wrapping up the data collection phase of the reappraisal. Approximately 1,500 properties have been completed and there are fewer than 200 left to go. Lister Craig Scribner estimates notices of adjustments in appraisal will go out in May 2018, followed by pre-grievance and grievance hearings. The reappraisal is expected to be completed by the end of June 2018.

### **Facebook Page**

The Town of Bristol Facebook page has been "liked" by 52 visitors in its first two weeks since being launched. You can check it out at: <https://www.facebook.com/bristolvt/>. And if you haven't already, be sure to "like" it while you're there.

### **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. 18:

Monday: 6:00pm Selectboard  
Tuesday: In around noon.  
2:00pm appt. with Town Attorney.  
Wednesday: 9:30am Bristol CORE  
1:00pm Rec Dept. budget meeting.  
Thursday: 10:00am meeting re Woodland Apartments.  
Friday: Town Office will close at 12:00noon.

#### Week of Dec. 25:

Monday: Town Office will be closed for the holiday.  
Wednesday: 1:00pm Police union negotiations at Howden Hall.  
Thursday: Personal appt. in the morning; in around 11:00am.

### **Holiday Schedule**

The Bristol Town Office will close at noon Friday, Dec., 22 and will be closed Monday, Dec. 25, 2017 for Christmas and Monday, Jan. 1, 2018 for the New Year.

### **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. 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.

- [Conservation Commission](#): Thurs., Jan. 4, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 8, 6:00pm, at Holley Hall.
- [Bristol Recreation Club](#): Thurs., Jan. 18, 6:30pm, LaRose Surveys office.

**Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Meet with Planning Commissioners.
- Budget workshops.
- Town Meeting warning.
- Vermont Gas public forum.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator