

# **Bristol Town Administrator's Report**

## **January 5, 2018**

### **Monday January 8, 2018 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. Road Foreman Peter Bouvier: Proposed FY2019 highway and capital equipment budgets. Enclosed is a preliminary FY2019 budget for the Bristol Highway Dept. Operating revenues are projected to be down by almost 5%. Although expenses are also projected to be lower, the reduction in revenues results in a proposed budget with a 0.2% increase. Also enclosed is an updated draft FY2017-FY2024 Highway Capital Equipment Plan for review and discussion. Road Foreman Peter Bouvier will be present to discuss the details.

RECOMMENDATION: Discussion. Receive public input. Determine if additional information is needed.

Item II.2. Fire Chief Brett LaRose: Proposed FY2019 fire and capital equipment budgets. Enclosed is a preliminary FY2019 budget for the Bristol Fire Dept. The department's revenues for its operating budget comes solely from property taxes. Overall, operating expenses are projected to be 0.7% lower than this past year. The enclosed capital vehicle and equipment budgets reflect the adjustments agreed upon following Fire Chief LaRosa's presentation with the Selectboard on Dec. 18. He will be present to discuss the details.

RECOMMENDATION: Discussion. Receive public input. Determine if additional information is needed.

Item II.3. Peter Jackman: request for Water Commissioners to abate a portion of a water line repair bill. Enclosed is a request by Peter Jackman via Town Clerk and Treasurer Jen Myers that the Water Commission abate part of the repair bill for a water line replacement.

RECOMMENDATION: Discussion. Determine next steps.

Item II.4. Mark Gibson: Planning Commission candidate interview. Enclosed is an e-mail from Mark Gibson expressing interest to serve on the Bristol Planning Commission. He intends to 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 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. This is a continuation of the Dec. 18 hearing because no one was present to on either side to offer insight into the circumstances of the situation. Enclosed is a copy of the certified letter sent to the Wests following that hearing to inform them of this continuance. There has been no response.

RECOMMENDATION: Discussion. Determine next steps.

Item II.3. FY2019 budget work session: general and capital funds. Enclosed is a budget status report from Town Treasurer Jen Myers through Dec. 31, 2017 with insights into line items that have been over or under spent. This marks the 50% benchmark through the budget.

I am in the home stretch of the overall FY2019 budget and capital plan. It was not ready to be included in the packet for Monday's meeting because it needs more in-house review. Budget details will be the primary topic for discussion at the next meeting.

RECOMMENDATION: Discussion. Determine what additional information may be needed.

Item II.4. Review of preliminary Town Meeting warning. Enclosed is a first draft of the 2018 Town Meeting warning. The sections that are highlighted will either need to be updated with final numbers or be discussed for other adjustments.

RECOMMENDATION: Discussion; adjustments as needed. Determine if additional information is needed.

Item II.5. Consider resolution to update signers on Peoples United Bank account. Enclosed is another resolution requiring Selectboard approval to add Administrative Assistant Sharon Lucia as a signer on three of the Town accounts with Peoples United Bank.

RECOMMENDATION: Approval.

Item II.6. Review and approve minutes of November 20, December 4, and December 18, 2017. A draft of the Dec. 18, 2017 minutes is enclosed for reference, but I have not reviewed it at all yet and so have no opinion whether it is ready for approval. The

status of the Nov. 20 and Dec. 4 minutes has not changed and remain in rough draft form. I expect once the budget and Town Report preparations are further along, time will open up to circle back to wrap these up.

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.**

- E-mail from Porter Knight, 01/03/2018, re Bristol Trails Network update.
- E-mail from Bristol Fire Dept., 01/02/2018, re Fire Station exterior doors.
- Letter from Darla Senecal, 12/28/2017, re resignation as Recreation Director and offer of transition assistance.
- E-mail from Don Gale, 12/21/2017, re 2018 work plan for the Bristol Water Works maple sugar operation.
- Letters and notices from VT Agency of Natural Resources, 12/20/2017, re renewal of Indirect Discharge Permit 9-0208.
- E-mail from Susan Kavanagh, 12/19/2017, re Addison County Regional Planning Commission review of the 2017 Bristol Town Plan.
- Letter from VT Dept. of Taxes, 12/15/2017, with Bristol's 2017 Equalization Study Results.

#### **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) and contract negotiation matter per 1 V.S.A. §313(a)(1)(A) would need to be made.

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#### **Recreation Director Darla Senecal Resignation**

Enclosed is a letter of resignation from Recreation Director Darla Senecal, effective Feb. 2, 2018, to become the Regional Coordinator for Addison & Rutland County with Building Bright Futures Vermont. She first came to work with the Bristol Recreation Department part time in 2001 under then-Director Gerrie Heuts and was hired as the director in 2010. She has been a valued member of the staff and recreation community and will be missed.

Attention will need to be turned immediately to discussing her replacement. She has offered to assist the transition in February and possibly March on a contract basis.

#### **Oct. 30-31 Wind Storm Disaster Declaration DR4356**

We received word that on January 2, 2018, Vermont received a federal disaster declaration for ten counties that sustained damages during the wind and rain storms on October 29-30, 2017. The President's declaration covers Addison, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans, Washington, and Windham counties. Damages in each of those counties

exceeded \$3.68 per capita, the threshold needed for communities and public utilities to be eligible for recovery assistance. Road Foreman Peter Bouvier estimates Bristol sustained around \$30,000 in manpower and equipment expenses for debris removal. The repair to the damaged doors to the Coach House would be an additional direct expense. Request for assistance would need to be filed by February 1, 2018. I intend to attend the applicant briefing on Thursday, Jan. 11 in Middlebury.

### **My Schedule**

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

Monday: 6:00pm - Selectboard

Tuesday: In at noon.  
1:30pm – meeting with Tech Group Managed Service Plans with Jen Myers.

Thursday: 10:00am - FEMA briefing in Middlebury.

### **Upcoming Meetings and Workshops**

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

- [Selectboard](#): Mon., Jan. 8, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 15, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan. 16, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Jan. 17, 9:30am, at Holley Hall.
- [Bristol Recreation Club](#): Thurs., Jan. 18, 6:30pm, LaRose Surveys office.
- [Selectboard](#): Mon., Jan. 22, 6:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Feb. 1, 6:00pm, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Budget workshop: Police, Recreation, Town Clerk/Treasurer, capital.
- Town Meeting warning.
- Town Report preparation check-in.
- Meet with Planning Commissioners.
- Vermont Paddlers' request for annual New Haven Ledges Race.
- Certificate of Highway Mileage
- Vermont Gas public forum.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator