

Bristol Town Administrator's Report

February 2, 2018

The Town Administrator's Report is intended to assist the Selectboard, and in its other capacities as Water Commission, Sewer Commission, etc., with the conduct of their regular or special meetings. References made to enclosures relate to printed or electronic documents provided to them in advance of or at the meeting. This report is also intended to provide information to Town officials and the public about Selectboard activities and other Town affairs. Except as provided under Vermont's public records laws, all documents are available upon request.

Monday February 5, 2018 Meeting Agenda and Materials

I. CALL TO ORDER.

Item I.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. PUBLIC FORUM.

Item II.1. Public Forum. This is an opportunity for citizens to briefly share comments and concerns with the Board about matters not already on the agenda. This has ordinarily been the first item listed under Regular Business, but with that part of the agenda so far down on the list, moving it to its own section near the start of the meeting seemed warranted. Public Forum should not be used for lengthy discussion of a new topic, not only for time management of the meeting, but to allow for the public to receive notice of the matter on a future agenda to allow for continued discussion or action.

III. CONSENT AGENDA.

This is the inaugural launch of the Consent Agenda. It is a meeting/time management tool by which routine and/or non-controversial agenda items are bundled to be acted on by a single motion for approval, which is understood to include all the items and conditions subject to approval as presented. This includes items that require formal approval yet, because they are straightforward and not controversial, there is no need for discussion before taking action. It works best when many items can be included on it. An item can be removed for discussion and separate action at the request (no motion required) of any board member and, if the Selectboard agrees, at the request of a citizen. If there is a question on an item, it should come off, unless all agree that the question can be simply answered.

RECOMMENDATION: Approval of the (items on the) Consent Agenda as presented.

Item III.1. Approval as proposed of Public Assemblage permit request: Vermont Paddlers Club New Haven Ledges Race, April 14, 2018 (April 21 backup date), Eagle Park. Enclosed are the following documents for use of Eagle Park on Saturday, April 14, 2018 (April 21 backup date) from 9:00am to 5:00pm:

- January 16, 2018 overview letter from Ryan McCall.

- Use of Park/Public Assemblages application for Eagle Park.
- Risk Management/Safety Plan.
- Certificates of insurance coverage.

This will be the 10th year of this event. The overview letter provides specific details of how various matters will be addressed, including a number of provisions for emergency response. Approximately 60 racers and spectators are expected to participate. According to the Public Assemblages Ordinance, this requires a Class 3 permit because of the nature of the event and Selectboard approval is required.

RECOMMENDATION: Approval as proposed.

Item III.2. Approval as proposed of Public Assemblage permit request: St. Ambrose Lawn Party & Chicken Barbecue, Aug. 15, 2018, Town Green. Enclosed is a Use of Park/Public Assemblage application for this event on the west end half of the Town Green on Wednesday, Aug. 15, 2018, from 9:00am to 5:00pm. It is described as a family style event with food, a white elephant sale, games, and face painting.

According to the Public Assemblages Ordinance, this event requires a Class 3 permit because approximately 350 attendees are anticipated and Selectboard approval is required.

RECOMMENDATION: Approval as proposed.

Item III.3. Approval as proposed of Gran Fondo request to use Route 116/17 through Bristol for June 30, 2018 bicycling event. Enclosed is a request to use Route 116/17 Saturday, June 30, 2018 for 300 to 500 bicyclists to ride through over an 8-hour timeframe as part of the annual Gran Fondo event. A January 2, 2018 overview letter from Todd Warnock outlines measures for public safety and emergency response. A certificate of insurance will be provided with the Town listed as an additional insured.

RECOMMENDATION: Approval as proposed.

Item III.4. Approval of Annual Certificate of Highway Mileage without changes. Enclosed are the most current VTrans maps and road length assessments. There are no new adjustments to road lengths or classifications to report this year.

RECOMMENDATION: Approval; sign the certificate.

Item III.5. Ratification of support for Bristol Trail Network proposal to develop trails on Town property. The Selectboard received a request from Porter Knight on January 23, 2018—a day after the Selectboard's last meeting in January—for a letter of support for a grant application she was preparing to the Vermont Dept. of Forests, Parks, and Recreation to construct the River Bend segment of the Bristol Trail Network from South Street to the future Stoney Hill business park. Problem was that the application was due January 31, 2018. The segment crosses private and Town

properties and the Town would need to agree to on-going public access. Porter made reference to this section during her presentation in November, but mention was not made then about the grant application. Selectboard members were consulted by e-mail whether there were any concerns or objections. This item is to ratify the decision to provide the letter of support, a copy of which is enclosed.

RECOMMENDATION: Ratification as proposed.

IV. VISITOR APPOINTMENTS.

Item IV.1. Mark Gibson: Planning Commission candidate continued interview. Mark Gibson attended a Planning Commission meeting and would like the Selectboard to resume its consideration of appointing him to it. He intends to be present.

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

Item IV.2. Melanie Kessler: Public Assemblage permit request for 2nd Annual Human Powered Parade, May 2018. Enclosed is a copy of e-mail communications related to Melanie Kessler's request to be on this agenda to make a presentation to the Selectboard regarding her proposal to host the 2nd Annual People Powered Parade in May 2018.

The Selectboard approved her request last year to use the Town Green subject to arranging for port-o-lets, trash receptacles, trash removal, completing the necessary application form to use the park, getting insurance, and consulting with the Police Chief regarding the possible need for additional officers. According to minutes from May 2017, the event took place at the Skate Park and concerns were expressed that rules of the road had not been followed.

No new information is currently available regarding this request.

RECOMMENDATION: Discussion; determine next steps.

Item IV.3. Kevin Camara, P.E., Green Mountain Engineering: presentation of Core Area Preliminary Engineering Letter Report. Consider options for next steps. Enclosed is the draft January 24, 2018 Preliminary Engineering Letter Report prepared by Green Mountain Engineering to update its 2007 assessment of options to upgrade the Bristol Core Area wastewater treatment system. Kevin Camara, P.E., will be present to review the report's findings and recommendations.

We received notice in November 2017 that Bristol's wastewater treatment facility upgrade project had advanced into the fundable range on the Clean Water State Revolving Fund (CWSRF) FY18 Project Priority List. Although we will not be prepared to commit to any type of construction for this round of funding, we should continue to apply to remain on the priority list.

RECOMMENDATION: Acting as the Sewer Commission, discuss the options; determine next steps; authorize Green Mountain Engineering to submit an updated application to the State Revolving Loan Fund (SRF) priority list.

Item IV.4. Susan Mahoney, et al.: request for water line service to Devino Lane. Enclosed is a letter from Susan and Leslie Mahony, Jonathan Lathrop, and Rene Carpenter seeking a commitment from the Selectboard to extend the water line to Devino Lane to support the sale of 70 Devino Lane for a new residence. A similar request was considered by the Selectboard in May 2017 from Allen Lathrop. A copy of the May 18, 2017 letter former Town Administrator Therese Kirby sent to Mr. Lathrop is enclosed. The Selectboard at that time said the Town and/or water district did not have the funds to construct a full connection along Devino Lane. Instead, they agreed to grant permission for Mr. Lathrop to install a water service line within the Devino Lane right-of-way subject to the condition that ¾" copper service lines to the two lots in question then be installed at the same time.

Also enclosed is a sketch and opinion of probable construction cost from Green Mountain Engineering to install a new 8" PVC water main along Devino Lane between North Street and Meadow Lane totaling \$128,447. Alan Huizenga, P.E., of GME explained the high cost is due to needing to dig up and repave the street. Although this approach is not necessary to provide service to 70 Devino Lane, it would be the recommended investment to close the water system loop in that area with an appropriately-sized water line.

One or more of the letter's authors intend to be present to further discuss the options.

RECOMMENDATION: Acting as the Water Commission, discuss the options; determine next steps and if additional information is needed.

V. REGULAR BUSINESS.

Item V.1. Consider funding options and whether to proceed with design and permitting of a water line extension from Woodland Drive to Orchard Terrace along Lovers Lane. Enclosed is a sketch and opinion of total project cost from Green Mountain Engineering to extend the 8" water main approximately 820 feet from Woodland Drive to Orchard Terrace. It amounts to \$123,312, including design, permitting, construction, and construction oversight.

The Selectboard, acting as the Water Commission, first considered this proposal in November 2017 and asked that I do some homework to determine who along the proposed extension area might be interested in connecting to it and to prepare one or more cash flow analyses to determine how the extension could be funded. Connection fees would ordinarily help offset the capital expense and the quarterly revenue from new customers would contribute to the overall operating expenses. With time-sensitive budget and Town Report preparations requiring priority attention, this homework has not been completed yet.

In addition to the actual increased fire protection provided by the new hydrant near Lovers Lane and Woodland Drive, property owners within 1,000 feet of the hydrant should see a reduction in their property insurance rates because of this investment. The GME cost projection does not include a new hydrant at the Orchard Terrace intersection, but I recommend it be considered.

We know there is interest among at least three property owners to connect and, in general, the sooner the better. The Water Commission went through the process last year to officially extend the water service area to include these properties to Stoney Hill/Route 116.

The proposed cost for preliminary and final design is \$11,000. The design product of this would be useful whether implemented in the near or not so near future, depending on the outcome of the cash flow analysis and confirmed levels of commitment of property owners to connect. There appears to be strong interest that this extension be done.

This agenda item would be an opportunity to get a jump on the design and permitting while we simultaneously work out how the funding for construction can best be accomplished. In the interim, the water capital fund can pay for the design and permitting. The Water Commission would need to decide at some point whether the design cost should be rolled into a planning loan or other financing structure.

RECOMMENDATION: Authorize Green Mountain Engineering to proceed with design and permitting of the proposed water line extension.

Item V.2. Consider request by Preservation Trust of Vermont to waive fee for use of Holley Hall for statewide Historic Preservation Conference. Enclosed are a facility use request and an e-mail from the Preservation Trust of Vermont for use of Holley Hall for their annual statewide historic preservation conference to be held in Bristol in June 2018. This should be an outstanding opportunity to showcase Bristol to attendees from near and far.

My calculation based on the application amounts to:

Non-profit/Non-resident:	\$100.00
Projection Screen	\$ 25.00
Sound/PA System	\$ 25.00
Stage Lights	\$ 25.00
Dressing Room (maybe)	<u>\$ 20.00</u>
	\$ 295.00

RECOMMENDATION: Waive the fee. PTV is a non-profit organization. The economic activity of the event should help make up for it.

Item V.3. Acknowledge notice of retirement from Road Foreman Peter Bouvier, effective April 13, 2018. Enclosed is a letter received Friday, February 2, 2018 announcing his plan to retire as of April 13, 2018.

RECOMMENDATION: Acknowledge receipt; discussion.

Item V.4. Review Recreation Director job description, job announcement, and proposed timeline for recruitment. Enclosed is an ambitious timeline for recruiting a new Recreation Director. A draft ad and update of the job description are in the works and will be provided at or before Monday's meeting.

RECOMMENDATION: Discussion; determine if additional information is necessary; authorize publication.

IV. OTHER BUSINESS.

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

- Memo from VTrans, 01/30/2018, re schedule for center line striping of Class 1 and Class 2 highways.
- Letter from Vergennes Police Chief George Merkel, 01/24/2018, expressing appreciation to Bristol Police Department personnel.
- E-mail from David Brynn, 01/28/2018, announcing his intention to not seek reappointment to his Town Warden position.
- E-mail from the Vermont Property Valuation and Review Division, 01/31/2018, re Current Use update.
- Correspondence from VLCT Loss Control Consultant Jeff Theis re 10/31/2017 visit.

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.

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Minutes

Minutes are again not on the agenda for review or action for the same reasons as before, but a non-reviewed draft of the Jan. 22, 2018 minutes is enclosed for reference. I expect we will catch up on review of the collection of draft minutes later in February now that we are through the pressing budget and Town Report deadlines.

Web Site

Kris Perlee spent a fair amount of time last Friday troubleshooting the glitch that was preventing us from updating the home page of the Web site, but to no avail. This Friday was the charm and it is now working—for now.

Schedule

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

Week of Feb. 5:

Monday: 6:00pm - Selectboard
Tuesday: In at +/- 12:00noon.

Week of Feb. 12:

Monday: 6:00pm - Selectboard Special Meeting: VT Gas Public Forum
Tuesday: In at +/- 12:00noon.
1:15pm – Continued Police Union contract negotiations at Howden Hall.
Thursday: 7:30am – ACEDC Board meeting in Middlebury OR all-day (8:00am - 4:30pm)
Public Information Officer training in Williston.

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., Feb. 5, 6:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Feb. 8, 6:00pm, at Holley Hall.
- [Selectboard Special Meeting re VT Gas Forum](#): Mon., Feb. 12, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Feb. 19, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Feb. 20, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Feb. 21, 9:30am, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Vermont Gas public forum.
- Meet with Town Meeting Moderator Fred Baser.
- Review job announcements and job descriptions for Police Chief and Road Foreman.
- Meet with Planning Commissioners.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator