

Bristol Town Administrator's Report

March 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 March 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. We may want to add an Executive Session to discuss personnel matters, if necessary.

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.

III. SCHEDULED APPOINTMENTS.

Item III.1. Police District informational meeting: proposed Police District FY2019 budget. As noted in the enclosed Police District warning, this is a public information meeting to discuss the proposed Police District FY2019 budget. The proposed revenues and expenses in FY2019 are expected to decrease by -0.3%; however, the amount slated to be raised by taxes reflects a -0.7% decrease. Although Overtime and Shift Differentials are expected to increase by 89.8% and Health Insurance is expected to increase by 61.3%, an expected -40.3% decrease in Part-Time Salaries, a -24.3% decrease in Workers Comp, -40% decrease in Uniforms, -11.3% decrease in Vehicle Maintenance, -63.8% decrease in Postage, and -77.8% decrease in Miscellaneous expenses contribute to the overall -0.3% reduction of expenses.

RECOMMENDATION: Discussion.

IV. REGULAR BUSINESS.

Item IV.1. Continue review of the Police Chief job description, job announcement, review committee, and proposed timeline for recruitment. Enclosed is an updated Bristol Police Chief job description based on feedback received since the last meeting. .

This is an opportunity to consider if any other adjustments are necessary prior to advertising the position. Also enclosed is a draft ad and timeline for review.

RECOMMENDATION: Discussion. Determine if additional information is necessary. This may include discussion in Executive Session.

Item IV.2. Consider approval of resolution for Downtown Transportation Fund Grant to assist with sidewalk and lighting project on Main Street. In March 2017, the Town of Bristol submitted an application to the Downtown Transportation Fund to upgrade 14 vintage lampposts along Main Street to LED, replace water damaged lamppost parts with new concrete pedestals, replace 711 feet of old brick walkway with stamped concrete to match concrete installed as part of the 2015 intersection upgrade, and reset 711 feet of existing granite curbing along the sidewalk. The application was not funded because more applications had been submitted than could be awarded. The deadline for the program this year is March 19, 2018. If the Selectboard wishes to reapply, the enclosed resolution is required. If given the go ahead, I will seek the Planning Commission's approval as well.

RECOMMENDATION: Approval.

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Recreation Director Recruitment Update

As of today we have received 14 applications for the Recreation Director position. Most are from within Addison County, with one from as far away as Lexington, KY and two from New York state. The position was widely advertised and the deadline is March 9.

Holley Hall Acoustics Project

The installation of the new sound system upstairs in Holley Hall is essentially complete and will be handed off to the Town on Monday—just in time for Town Meeting. Folks from Tree Ridge Enterprise, Inc. will be hosting a demonstration / instruction session Monday, Mar. 5, 1:00pm, to go over how to power up the system, run the cordless mics, the panel, the mixing board etc.

LEPC #8 Meeting

I attended the LEPC #8 meeting this week. There was an interesting presentation and discussion about a recent statewide commodity flow study—basically identifying the number and types of trucks carrying hazardous materials along major VT highways. I also learned that Tim Bouton from the Addison County Regional Planning Commission will be retiring at the end of March.

Holley Hall Cleaning

Speaking of retirements, we received Missy Atkin's 2-week notice for her cleaning services here at Holley Hall. Jen checked in with Kelly Lathrop, who provides cleaning services for other clients, and she agreed to take us on starting this coming week. Missy Atkins will continue to provide cleaning services for the Fire Station.

Minutes

Previous minutes are again not on the agenda for review or action for the same reasons as before. I expect we will be able to catch up on review of the collection of draft minutes after Town Meeting.

Schedule

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

Week of Mar. 5

Monday: 5:30pm – Selectboard
6:00pm – Police District informational meeting.
7:00pm – Town Meeting

Tuesday: In at 12:00noon.

Thursday: 8:30am – Meeting with Michael Leyden re emergency management

Week of Mar. 12

Tuesday: 6:30pm – Hazard Mitigation Plan committee at Holley Hall.

Thursday: 7:30am – Addison County Economic Development Corp. Board meeting, Middlebury.

Upcoming Meetings:

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., Mar. 5, 5:30pm, at Holley Hall.
- **Police District Annual Meeting**: Mon., Mar. 5, 6:00pm, at Holley Hall.
- **Town Meeting**: Mon., Mar. 5, 7:00pm, at Holley Hall.
- **Town Meeting - Australian Ballot**: Tues., Mar. 6, 7:00am - 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Mar. 8, 6:00pm, at Holley Hall.
- **All-Hazards Mitigation Plan Committee**: Tues., Mar. 13, 6:30pm, Holley Hall.
- [Selectboard](#): Mon., Mar. 19, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Mar. 20, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Mar. 21, 9:30am, at Holley Hall.
- **Local Emergency Planning Committee (LEPC)**: Wed., Mar. 28, 5:00pm, at the Vermont State Police Barracks in New Haven.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Selectboard organizational matters.
- Appointment/reappointment of local officials.
- Selectboard goals and work plan.
- Awakening Sanctuary tax exemption agreement.
- Follow up regarding draft VGS Agreement.

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- Local Emergency Operation Plan update and adoption.
- Review of Recreation Director applications.
- Police union negotiation update.
- Conservation Commission update.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator