

Bristol Town Administrator's Report

March 16, 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 19, 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. Annual Selectboard organization matters:

Item II.1. Elect the Chair. The Selectboard adopted a policy at some point that the role of Chair would rotate annually. The position is typically up for election after Town Meeting in March. Recent Chairpersons: Pecker Heffernan (2017-2018), Michelle Perlee (2016-2017), Brian Fox (2015-2016), Joel Bouvier (2014-2015), Sharon Compagna (2013-2014).

Item II.2. Elect a Vice-Chair. There has not traditionally been a Vice-Chair, but I recommend one be elected to represent Selectboard matters in the absence of the Chair on any number of possible occasions.

Item II.3. Designate every other Monday as a regular meeting schedule, subject to occasional modification. It should be acknowledged that the schedule may need to be tweaked to accommodate holidays, staff interruptions, and special meetings.

Item II.4. Designate *The Addison Independent* as the Newspaper of Record. There are other publications. This is an opportunity to affirm (or not) the use of this publication for official notices.

Item II.5. Designate the Town Office, Lawrence Memorial Library, and Shaw's as the official posting locations for the Town. 1VSA 312 (d)(1)(B) requires that agendas for meetings of a municipal public body must "be posted in or near the municipal office and in at least two other designated public places in the municipality."

Item II.6. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants monthly. I do not believe this needs to be voted on every year, but is included here because it was acted on this way in prior years. The authorization for the Treasurer to issue weekly payroll is typically a standing authorization until

changed or revoked. The Selectboard currently processes warrants at each regular meeting, which is part of its statutory duties and does not require any other authorization beyond that of agenda item V.8.

Item II.7. Consider which date to resume 7:00pm meeting start time. The Selectboard changed its regular meeting time from 7:00pm to 6:00pm with the November 6, 2017 meeting with the expectation that it would go back to 7:00pm after Daylight Saving Time.

III. PUBLIC FORUM.

Item III.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. 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.

IV. SCHEDULED APPOINTMENTS.

Item IV.1. Val Hanson: technician support and rental fee update for new Holley Hall audio system. The new Holley Hall audio system was launched on March 5 with a training session by Tim Johnston of Tree Ridge Enterprise. The system is very sophisticated and requires more than the flip of a switch to operate properly. Based on the training and recent experiences, Val and I want to propose that we look into hiring or contracting with one or more people with knowledge of the system to operate it when needed for community events or if the audio system is needed for events renting the hall.

The current fee of \$25 for use of the previous (now backup) audio system was established back when Darla Senecal was hired as Director. Val is researching what some other towns charge for use of their systems and will share the results of her findings.

RECOMMENDATION: Discussion; determine next steps.

V. REGULAR BUSINESS.

Item V.1. Continued review and discussion of draft License Agreement with Vermont Gas Systems, Inc. Last month, Karen Kotecki with Vermont Gas Systems (VGS) sent along their marked-up responses to the draft agreement. The draft with VGS's comments was forwarded to Alan Huizenga of Green Mountain Engineering for his review. His comments are enclosed. Michelle and I met with Karen and Tom Murray this morning to review the draft and everyone's comments. Enclosed is a new mark-up copy of the draft Agreement received by Karen Kotecki this afternoon. The Agreement has not yet been reviewed by the Road Foreman or Town Attorney. Karen Kotecki, Tom Murray, and others from VGS are planning to be at Monday's meeting.

RECOMMENDATION: Discussion. Determine next steps and if additional information is necessary.

Item V.2. Consider appointment or reappointment of Town officers. Enclosed is a table summarizing the responses so far of whether appointed officials whose terms have expired would be interested in being reappointed.

RECOMMENDATION: The Selectboard may wish to deliberation in Executive Session to discuss appointments. Determine if interviews are desired. Otherwise, proceed with the following reappointments: Ken Johnson to Conservation Commission (4 yrs); Carol Wells to the Design Review Commission (3 yrs); Bill Brown, Katie Raycroft-Meyer, and William Sayre to the Planning Commission (3 yrs); Peter Ryan and Carol Wells to the Revolving Loan Fund Committee (3 yrs); Brenda Tillbert to the Zoning Board of Adjustment (3 yrs); William Sayre as the ACRPC delegate (1 yr); Joel Bouvier as the ACSWMD representative (1 yr); Naomi Drummond as the ACTR representative (1 yr); Valerie Capels as the Emergency Management Director (1 yr); Peter Coffey as the Emergency Management Deputy (1 yr); Joel Bouvier and Peter Ryan as Fence Viewers (1 yr); and Kevin Gibbs as Pound Keeper (1 yr).

In addition, advertise the positons that are now vacant: Energy Committee (3 yrs), ZBA regular and Alternate (3 yrs), and ACRPC Delegate and three Alternates (1 yr).

Unless someone else is interested, I am willing to serve as the ACSWMD Alternate.

Item V.3. Consider Selectboard goals and general schedule for 2018 – 2019. Enclosed is a very preliminary schedule for the 2018-2019 year ahead. Its purpose is to provide an overview of matters likely to be on the Selectboard's docket over the coming year. It is also an opportunity to consider the Selectboard's goals for the year ahead, what matters you would like to see addressed, set priorities, and identify target dates for matters to be taken up.

RECOMMENDATION: Discussion. Continue to subsequent meeting for further consideration.

Item V.4. Consider request from Vermont Tree Goods (John Monks) to subordinate RLF loan to VEDA. Enclosed are e-mail communications with John Monks who is requesting that the Selectboard agree to subordinate its Revolving Loan Fund loan to allow him to refinance loans through VEDA. If the subordination agreement will be enclosed if it is received before this packet is closed; otherwise it will be made available at the meeting.

The Revolving Loan Fund Committee is in the process of scheduling a meeting for March 22 to consider another matter.

RECOMMENDATION: Determine if additional information is needed. Consider approval subject to review and recommendations of the Revolving Loan Fund Committee.

Item V.5. Consider approval of the Awakening Sanctuary Tax Exemption and Good Neighbor Agreement. Enclosed is draft Good Neighbor Agreement for the Awakening Sanctuary tax exemption. This draft was largely prepared by Kevin Lumpkin, Esq. of Sheehy Furlong & Behm, P.C. (representing Awakening Sanctuary) and conforms quite closely to the Good Neighbor Agreement model the Selectboard approved in November, 2017. The only change I made was to add paragraph 4. Town Attorney Kevin Brennan reviewed it and had no concerns.

RECOMMENDATION: Approval.

Item V.6. Consider membership with the Addison County Chamber of Commerce. Based on the 2015 Town Report, Bristol stopped budgeting the \$165 Addison County Chamber of Commerce membership dues in FY2016. It may be worthwhile for the Selectboard to reconsider. The annual fee is now \$175. In light of the community's goals for economic development, the opportunities for collaboration, promotion, and support could be well worth the fee.

RECOMMENDATION: Approval.

Item V.7. Consider receipt of Fire Fighter Matthew Babcock's resignation letter. Enclosed is a copy of Fire Fighter Matthew Babcock's letter of resignation. Fire Chief Brett LaRose intends to be present.

RECOMMENDATION: Acknowledge receipt.

Item V.8. Approval of meeting minutes March 5, 2018. Minutes of the March 5 special meeting are in progress and were not ready to be included in the packet. I hope to have them available prior to the meeting.

RECOMMENDATION: If the draft minutes are not made available before the meeting, postpone action.

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Recruitment Updates

We received 20 applications for the Recreation Director position by the March 9 deadline. Review of the candidates and selection for interviews will occur in the Executive Session.

We have received four applications for Road Foreman so far. The deadline is March 23.

We have received one application for Police Chief so far. The deadline is March 23. Advertisement for the Review Committee will begin next week through Front Porch Forum, Facebook, and other outlets.

Devino Lane Water Line

We received a quote from VTUMS for the water line work at Devino Lane. Questions continue to percolate whether the Water Commission should reconsider whether to proceed with the more complete water main extension. This item is expected to be on the April 2 agenda for further discussion.

Historic Preservation Conference Update

The details for the Preservation Trust of Vermont's Annual Historic Preservation and Downtown Conference are coming together. This state-wide event is scheduled for Friday, June 8, with events located in various venues in the Village. A dinner for the organizers and guests will be held at Mary's the night before. A reception is planned at the end of the conference at the Bristol Co-Housing meeting room. For more information: <http://ptvermont.org/our-work/conference/>.

Recreation Survey

We have received dozens of thoughtful responses to the Recreation Survey and some continue to get submitted. Sharon will be helping me compile the results as time allows after the Town Meeting minutes are completed.

West Street & Lovers Lane Updates

I will plan to provide an update on the West Street contract and Lovers Lane water line project at the meeting.

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 in the coming weeks.

Schedule

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

Week of Mar. 19

Monday: 6:00pm – Selectboard

Tuesday: In at 12:00noon.

1:00pm – Police Union negotiations at Howden Hall.

3:30pm – Meeting with Heidi Joyce of VLCT.

Wednesday: 9:30am – Bristol CORE.

Thursday: 7:30am – Addison County Economic Development Corporation board meeting in 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. 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.
- [Conservation Commission](#): Thurs., Apr. 12, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Apr. 2, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Apr. 16, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Recreation Director interviews.
- Continued appointment/reappointment of local officials.
- Local Emergency Operation Plan update and adoption.
- Devino Lane considerations for water line construction.
- Police union negotiation update.
- People Powered Parade review.
- Conservation Commission update.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator