

Bristol Town Administrator's Report

April 13, 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 April 16, 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. EXECUTIVE SESSION.

This will be an opportunity for the Selectboard to meet with the Town Attorney to review certain provisions of the proposed contract per 1 V.S.A. §313(1)(A) regarding union negotiations with the New England Police Benevolent Association.

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. Brian LaClair and Troy Paradee: Update on Teen Center and Bristol Recreation Club activities, including mural and skate park upgrades. Brian and Troy would like to provide an update about upcoming plans and collaboration related to the Bristol Hub and Recreation Club.

RECOMMENDATION: Discussion.

Item IV.2. Pete Diminico: Conservation Commission Eagle Park post-flood platform repair proposal. Pete would like to provide an update on the Conservation Commission’s plans to repair flood damages to the trail and platform at Eagle Park and request approval for use of funds and materials. It is currently assumed that 6 cubic yards of surepak and some bags of cement will be needed at an estimated cost of \$200 to \$300. As for budget, the Conservation Commission has \$300 left in the general fund

and will have \$48,784 in the Conservation Reserve Fund after this year's \$10K allocation has been transferred.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS.

- Item V.1. Continued discussion of draft License Agreement with Vermont Gas. Enclosed is the most current version of the proposed agreement between the Town of Bristol and Vermont Gas for construction of a natural gas distribution system within Town highway rights of way. It includes adjustments from the Town Attorney's review and changes subsequently added by VGS.

RECOMMENDATION: Discussion. Determine next steps.

- Item V.2. Review, consider updates to, and adoption of the Local Emergency Operations Plan (LEOP). Enclosed is an updated Local Emergency Operation Plan. The purpose of the plan is to guide local officials through a series of steps to prepare for and respond to a range of local emergencies. A key component is identifying who is responsible for what and what resources are available. With the recent turnover in various personnel, this update will be especially useful.

Local Emergency Operations Plans must be submitted to Regional Planning Commissions annually after Town Meeting day, but before May 1. The base plan is the only part that is required to be adopted; appendices A through D are all optional.

RECOMMENDATION: Review pertinent sections. Determine if additional information is needed. Approval.

- Item V.3. As Water Commission: consider review and approval of application for new water service connection on High Street from 48 Mountain Terrace (Tom and Claire Wallace). Enclosed is an application for a new water service connection off of the 2 inch distribution main to serve a single family residence on High Street. Although six other properties area served from that 2 inch main, there appears to be adequate pressure.

RECOMMENDATION: Determine if additional information is needed and/or if the Town Engineer should be consulted. Approval subject to receipt of the \$250 connection fee and any other time and material charges associated with the new installation.

- Item V.4. Approval of meeting minutes of March 27 and March 28, April 2, and April 5, 2018. A non-reviewed draft of the April 2 minutes is enclosed for reference. The others listed are nearly completed. If they are not included in the packet, they will be e-mailed prior to the meeting.

RECOMMENDATION: If a more final draft of the minutes is not made available before the meeting, consider postponing action.

V. OTHER BUSINESS.

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

- E-mail from Bristol Conservation Commission, 04/13/2018, re memo to Selectboard regarding review of future projects with environmental impacts.
- Correspondence from Vermont Gas Attorney to Public Utility Commission, 04/10/2018,
- Memo from Bristol Fire Chief, 04/06/2018, to acknowledge the commendation of the BFD by the Vermont Dept. of Forests, Parks, and Recreation for the BFD's use of the incident command system, which resulted in an efficient, organized, and well-documented response to the August 4, 2017 Hogback Mountain fire.

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Road Foreman Appointment

I happy to report that Eric Cota, long-time member of the Bristol Highway Department, has accepted the position of Foreman, effective immediately. His original date of hire was April 16, 1990—which means this Monday will mark 28 years with the department! We wish him a very happy anniversary.

With Eric's promotion, a vacancy now exists in the Highway Department. A job description for the vacant position does not currently exist, though Peter and Therese started to work on one using one from VTrans as a model. I will plan to have a draft job description and job ad for review at the next meeting.

Recreation Director Appointment

I am equally happy to report that Meridith McFarland has accepted position of Recreation Director, effective May 1. A resident of Buel's Gore, she leaves Sugarbush Resort after having served in various capacities over the past 17 years, most recently as their Ski & Ride School Supervisor. In addition to her athletic interests, she brings a great deal of supervisory, program coordination, training, and marketing experience.

Police Chief Recruitment Update

The Police Chief Review Committee's first meeting has been scheduled for Friday, April 20, 2018, 6:00pm, at Holley Hall. It will largely be an Executive Session to review the resumes of the four candidates who applied and plan for interviews.

Members of the Committee are: Ronald LaRose (District rep.), Helen Maciejewski (broader Bristol community rep.), Michelle Perlee (Selectboard rep.), James Quaglino (Police Advisory Committee rep.), and Teri Thomsen (District rep.).

Town Officers Educational Conference

Planning Commission Chair Katie Raycroft-Meyer and I attended an all-day series of workshops in Montpelier Tuesday as part of the Town Officers Education Conference sponsored by the UVM Extension Service. The keynote speakers focused on how technology can and is being

Bristol Town Administrator's Report

April 16, 2018

Page 4 of 5

used to improve municipal operations at state and local levels. Between the two of us, we attended workshops related to Emergency Management Directors, public engagement, Vermont's solid waste requirements, road erosion inventories and the Municipal Road General Permit requirements, and community innovations in response to aging. It was also an opportunity to network with others from Starksboro, Lincoln, Monkton, and other towns.

FEMA Recovery Scoping Meeting: DR4356

Peter Bouvier, Eric Cota, and I met with FEMA Program Delivery Manager (PDMG) Kyle Deshaies on Thursday, April 12 to get oriented to the next steps toward securing FEMA reimbursement from the October 29-30 wind storm. We have 60 days from April 12 to identify all the damage and upload all the documentation into the FEMA grants portal. We have until July 2, 2018 (6 months from the January 2, 2018 date of declaration) to clean up all the debris. FEMA will reimburse up to 75% of eligible costs and the state will reimburse up to 12.5% in Emergency Relief Assistance Funds (ERAF). In addition, up to 5% of the value of the damages can be added for municipal administrative costs.

A preliminary estimate for damages is in the area of \$25,000 for the labor and direct expenses related to debris removal. This would include the time and equipment spent during the event to clear and stabilize the roads, as well as work that has not been completed yet because the debris has been buried under snow. FEMA staff will be looking into whether the damages to the Hardscrabble Road cemetery headstones and debris removal will be eligible expenses. In any case, we should also come up with a plan for how those headstones can be repaired.

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 April 16

Monday: 6:30pm – Selectboard.

Tuesday: In at noon.

Wednesday: 9:30am – Bristol CORE.

Week of April 23

Tuesday: 1:00pm – Police union negotiations at Howden Hall.

Wednesday: 5:00pm – LEPC in New Haven.

Thursday: 10:00am – FEMA follow-up phone conference.

Town Clerk/Treasurer Jen Myers will be returning from her maternity leave this coming week and will be in the office Mondays and Fridays for next few weeks.

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., Apr. 16, 7:00pm, at Holley Hall.
- [**Planning Commission**](#): Tues., Apr. 17, 7:00pm, at Holley Hall.
- [**Bristol CORE**](#): Weds., Apr. 18, 9:30am, at Holley Hall.
- [**Bristol Police Chief Review Committee**](#): Fri., Apr. 20, 6:00pm, at Holley Hall.
- [**Local Emergency Planning Committee \(LEPC\)**](#): Wed., Apr. 25, 5:00pm, at the Vermont State Police Barracks in New Haven.
- [**Selectboard**](#): Mon., Apr. 30, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued appointment/reappointment of local officials.
- Review of Road Dept. position job description and job ad.
- Continued review of Selectboard calendar and goals.
- Review Recreation Dept. survey results.
- Mowing contract bids.
- Police Chief candidate interviews.
- Howden Hall and gazebo painting bids.
- Annual Water and Sewer District meetings to vote on the budgets.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator