

Bristol Town Administrator's Report

April 27, 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 30, 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. 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. Public Hearing - Running-at-large violations of Dog Ordinance: Vicki and Greg West. Enclosed is a copy of the certified letter sent to Vicki and Greg West notifying them of this hearing in response to the latest complaint of their dog running at large. Previous public hearings were held on November 6, December 18, 2017, January 8, and April 2, 2018 on this issue.

Following the April 2, 2018 hearing regarding Beau, the Selectboard accepted Vicki West's word that a tethered run would be installed to keep him on the property when outside. The Selectboard at that time did not impose any other protective orders than to reiterate the previous one was still in effect that he be neutered at the Wests' expense if impounded again.

On Friday, April 20, 2018, another complaint was received about Beau running at large and causing disturbance to private properties. The caller said he had been roaming several times that week before the call. Police Lieutenant Nason was called upon to capture Beau. He was unable to capture him but did follow Beau to where he resides, where the dog was let inside. Lieutenant Nason had no further jurisdiction at that point without an invitation or a judicial warrant.

RECOMMENDATION: Consider issuing a protective order requiring that the Wests relinquish possession of Beau to the Town by a date certain: perhaps by 3:30pm

Wednesday, May 2, 2018. If the Wests fail to comply, the Police Dept. would be directed to take measures to seize the dog from the home. The Town would then bring him to Homeward Bound in Middlebury to be re-homed.

Item III.2. 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; actions as necessary.

Item III.3. Brett LaRose: Consideration of quotes for Fire Station cleaning services. Enclosed is an e-mail summarizing the quotes from four vendors to provide cleaning services at the Fire Station. The scopes of work include monthly cleaning, annual window cleaning, and annual floor refinishing. Fire Chief Brett LaRose will be present to answer questions and offer a recommendation.

RECOMMENDATION: Select the most responsive, cost-effective vendor(s). The Selectboard may wish to deliberate in Executive Session for contract negotiation matters per 1 V.S.A. §313(a)(1)(A).

Item III.4. Energy Committee candidate interviews: Sally Burrell, Peter Grant, John McCormick, and Liston Freeman. Four Bristol citizens have expressed interest in serving on the Energy Committee. There are three vacancies on the on the 7-member committee. Two of the seats would expire in 2021; one would expire in 2023.

RECOMMENDATION: The candidates have been invited to be present to meet jointly with the Selectboard. The Selectboard may wish to deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer.

Item III.5. Ian Albinson: Request permission to block off Main Street Saturday, June 16, 2018, 1:00pm – 9:00pm, for Pocock Rocks Music Festival and Street Fair. Enclosed is Bristol CORE's request to close Main Street for the 9th annual festival event. The VTrans Section 1111 permit has been issued with conditions for traffic control and signage identifying the detour route. A certificate of insurance will be provided.

RECOMMENDATION: Approval. Determine if any additional information or conditions of approval are necessary.

IV. REGULAR BUSINESS.

Item IV.1. Consider conduct of a citizen survey regarding customer interest in Vermont Gas. Enclosed is an e-mail thread regarding a proposal to follow up on the suggestion of conducting a community survey regarding property owners' interest in connecting to natural gas. Members of the Energy Committee have offered to spearhead it.

RECOMMENDATION: Discussion. If the Selectboard agrees to proceed, considerations should include:

- the survey objective;
- the framing of the question(s) to be asked;
- schedule of the survey period;
- survey instrument to be used;
- the population to be surveyed;
- controls to manage duplicate responses;
- collation of the results.

Item IV.2. Consider draft Road Crew Member job description and recruitment timeline. Enclosed are a draft job description, job ad, and hiring timeline for a new person in the Road/Highway Department. The job description attempts to recognize that Road Department personnel often perform other services for the community beyond just maintaining roads, ditches, and sidewalks. They also perform excavation for the water system and are asked to assist with various building maintenance operations. With management of the water and sewer systems contracted out, we might want to consider whether we are or should be shifting identifying the Road/Highway Department as a Public Works Department. It's a relevant question as we consider the job description and title of the vacant position.

RECOMMENDATION: Adjust as warranted. Authorize advertisement of the position.

Item IV.3. Resume consideration of installing picnic tables at the Lord's Prayer Rock Park. Enclosed is a letter from Ron LaRose from October 2017 that, among other things, raises the issue of replacing the missing picnic tables at the Lord's Prayer Rock Park. He suggested ordering two 8-foot tables from the local Boy Scout Troop at about \$150 per table and have them set at the Lord Prayer's Park with an anchor in the ground. At its November 6, 2017 meeting, the Selectboard agreed to revisit this in the spring.

Two months remain for this fiscal year's budget. The non-mowing maintenance line item in the Town Parks budget has been overspent by more than \$900. Another option could be the Equipment line item in the Recreation Dept. budget, with more than \$1,000 remaining.

RECOMMENDATION: Have the tables replaced. Determine how they should be procured and funded.

Item IV.4. Approval of meeting minutes of March 16, March 27, April 2, and April 16, 2018. A non-reviewed draft of the April 16 minutes is enclosed for reference, though review is in progress. The March 16 minutes is also in progress. If the completed March 16 and April 16 minutes 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.

- Water allocation letter, 04/26/2018, for Stoney Hill Properties off Firehouse Drive.
- Letter from VT Gas attorney, 04/24/2018, to Public Utility Commission re status conference update on the inspection and maintenance work.
- Water allocation letter, 04/03/2018, for residential connection on Devino Lane.

VI. EXECUTIVE SESSION.

The Selectboard may deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer or employee, per 1 V.S.A. §313(a)(1)(A) regarding contract negotiations, and/or labor relations agreement per 1 V.S.A. §313(a)(1)(B).

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Statewide Historic Preservation & Downtown Conference

The full agenda is now available for the June 8 statewide Historic Preservation & Downtown Conference at <http://ptvermont.org/our-work/conference/>. Registration is \$45 until May 15; after that it increases to \$55.

Downtown Transportation Grant Awarded

Although we have not received official notice in writing, I was told yesterday by phone that Bristol's grant application for \$100,000 to the Downtown Transportation Fund was fully funded! The project involves upgrading 14 vintage lamp posts along Main Street to LED, replacing water-damaged parts of the vintage lamp posts and the installation of new concrete pedestals, replacement of more than 700 feet of old brick pavers with stamped concrete to match concrete installed as part of the 2015 intersection upgrade, and resetting more than 700 feet of existing granite curbing along the sidewalk.

Depending on when we get the grant agreement and the date identified for eligible activities to begin, the schedule and scope is generally as follows:

May 2018	Develop RFP and contract documents for project engineer.
May - June 2018	Advertise RFP for engineering. Contract award to engineer.
July 2018	Preliminary plans completed. Historic Preservation review. State Department of Public Safety review.
August 2018	Other funding sources secured.
Oct. 2018	Finalize project plans and construction documents. Advertise construction bid documents.
Oct. – Nov. 2018	Select construction contractor. Execute contract documents.

	Contractor orders parts and materials (10 - 12 weeks lead time).
May - June 2019	Begin and complete the project (weather permitting).

The budget was outlined as follows:

Funding Sources	Status	Amount
Downtown Transportation Grant	Pending	\$100,000
Town of Bristol (in-kind: materials and administration)	Committed	\$2,500
Town of Bristol (cash)	Committed	\$32,000
Other grant sources and/or Bristol Revolving Loan Fund loan	Pending	\$136,667
		<u>\$271,167</u>

Route 116 Paving

VTrans has resumed its paving project from Starksboro to East Middlebury. According to VTrans Outreach Coordinator Francine Perkins, crews will be placing stone material behind guardrails to stabilize the slopes north and south of the River Road Bridge. Travel will be reduced to one lane with alternating one-way traffic around all active construction operations. Flaggers will be present to assist in maintaining traffic flow. Motorists should expect traffic delays between East Middlebury and Bristol all week.

Water Line Extension on Lovers Lane to Orchard Terrace

Green Mountain Engineering completed the final designs and updated construction cost estimates last week. I have obtained permitted water allocation data for the Orchard Terrace properties and am in the process of developing cash flow projection scenarios. Once that is done, the next step would be to share that information with the property owners and gauge their level of interest and willingness to commit to connecting.

As part of their final design services, Green Mountain Engineering is ready to submit the Construction Permit application to the State of Vermont. The turn-around time is unpredictable and now requires a public comment notification period of 14 days. The likely turn-around from once the application is received and deemed administratively complete could be one to two months.

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 30

Monday: 7:00pm – Selectboard.

Tuesday: In at noon.

Meridith McFarland's 1st day as Recreation Director (yay!).

Wednesday: 6:00pm – Police Chief Review Committee.

Thursday: 10:00am - FEMA phone conference.

Week of May 7

Tuesday: 11:00am +/- – Gary Holloway, et al.

Wednesday: May need to get the May 14 Selectboard agenda and materials out.

Thurs. & Fri.: *Tentative*: May need to be out of town Thursday and Friday to tend to personal matters.

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.

- **Bristol Design Review Commission**: Mon., Apr. 30, 6:00pm, at Holley Hall.
- Selectboard: Mon., Apr. 30, 7:00pm, at Holley Hall.
- **Bristol Police Chief Review Committee**: Weds., May 2, 6:00pm, at Holley Hall.
- Selectboard: Mon., May 14, 7:00pm, at Holley Hall.
- Bristol CORE: Weds., May 16, 9:30am, at Holley Hall.
- Planning Commission: Tues., May 22, 7:00pm, at Holley Hall.
- Selectboard: Mon., May 28, 7:00pm, at Holley Hall.
- **Local Emergency Planning Committee (LEPC)**: Wed., May 30, 5:00pm, at the Vermont State Police Barracks in New Haven.

Correction: 6:30pm

Correction: May 15

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued consideration of the Vermont Gas agreement.
- Continued appointment/reappointment of local officials.
- Budget status report.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Annual Water and Sewer District meetings to vote on the budgets.
- Police Chief candidate interviews.
- Continued review of Selectboard calendar and goals.
- Review Recreation Dept. survey results.
- Road Crew Member candidate interviews.
- Howden Hall and gazebo painting bids.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator