

Bristol Town Administrator's Report

May 9, 2018

The Town Administrator's Report is intended to assist the Selectboard, and in its other capacities as Water Commission, Sewer Commission, Liquor Control 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 May 14, 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. Naomi Drummond: painting of fog lines on South Street. Naomi Drummond would like to meet with the Selectboard to discuss the importance of maintaining fog lines on South Street.

According to Public Works Foreman Eric Cota, the Town has never maintained fog lines on any Town roads in the 27 years he has been with the department. VTrans paints the centerlines of Class 1 and 2 roads every other year at no cost to the Town, but would charge a per-foot fee to install fog lines. He also expressed concern that fog lines on South Street would reduce the travel lane widths on an already narrow road and that motorists in that case would not stay within them.

RECOMMENDATION: Discussion.

IV. REGULAR BUSINESS.

Item IV.1. Continued consideration whether to conduct of a citizen survey regarding customer interest in Vermont Gas. This matter was continued from the April 30 meeting. Ian Albinson and Wendy Wilson are expected to present to the Selectboard a survey draft and recommendations at the meeting. No document(s) were available to be included in the packets. Printed copies of whatever is provided will be available at the meeting.

RECOMMENDATION: Restated from the previous report, 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.

If the discussion shifts toward a town-wide vote instead, be aware of the following timeline:

Tuesday, November 6 – National mid-term election; special Town Meeting.

Monday, October 22 – Public hearing per (17 V.S.A. 2680(g)).

Thursday, October 11 – Public hearing notice would need to be published in the *Addison Independent*.

Friday, August 24 – The date by which any additional questions must be given to the Secretary of State's Office to be included on the November 6 ballot.

Monday, August 20 – Last likely date of special Town Meeting to vote on the question whether to authorize voters to vote on the question of Vermont Gas coming to Bristol. As noted in the April 2, 2018 TA Report, a special Town Meeting would be required to have voters FIRST decide whether to allow voters to decide this specific question (17 V.S.A. 2680(d)). A special Town Meeting requires at least a 30-day public notice period and would be held as a floor vote.

If voters affirm the decision to vote on this specific question by Australian ballot, any future questions of this specific nature would require voter approval by Australian ballot until voters decide in advance to discontinue voting on that question. Prior to the November election, a public hearing would need to be held within 10 days before, with notice at least 10 days in advance of the hearing (17 V.S.A. 2680(g)).

Tuesday, August 14 – Primary election day. There may be some efficiencies to combine these two events into one.

Weeks of July 9 and July 16 to publish special Town Meeting notice(s) in the *Addison Independent* depending on which date is selected for the special Town Meeting. The specific question to be put forward to voters that would apply to future votes of the same type will need to have been decided.

Item IV.2. Continued discussion of draft License Agreement with Vermont Gas. This item is continued from the April 16 meeting at which the Selectboard wanted to get the Town Attorney's opinion regarding the Town's liability based on the December 2012 letter of support if the Selectboard decides to not sign the agreement. Based on his review of the December 2012 letter and the Certificate of Public Good, Attorney Kevin Brown concluded there is no obligation on the part of Vermont Gas to come to Bristol, nor is there an obligation of the Town to sign the license agreement or liability if it does not.

RECOMMENDATION: Discussion.

Item IV.3. Leave of absence request: Kris Perlee June 1 to July 1, 2018. Enclosed is a letter from Kris Perlee requesting a leave of absence for the month of June.

RECOMMENDATION: Approval.

Item IV.4. Consider renewal of the Line of Credit with People's United Bank for the West Street project. Enclosed is an e-mail from Town Clerk and Treasurer Jen Myers noting that the line of credit with Peoples United Bank for the West Street project will be up for renewal. On May 17, 2017, a line of credit of \$1,075,000 at 1.95% interest was executed. The loan through USDA Rural Development will be used to pay it off.

RECOMMENDATION: Approval.

Item IV.5. Consider authorization of a principle-only payment on the South Street Bridge of \$15,669.41, to be rolled into a loan in August. Enclosed is the same e-mail as above from Town Clerk and Treasurer Jen Myers. Information about what the Town has paid and what the loan balance is expected to look like by the time it is rolled into a loan in August will be provided at or prior to the meeting.

RECOMMENDATION: Approval.

Item IV.6. Approval of meeting minutes of April 2, April 16, and April 30, 2018. A non-reviewed draft of the April 30 minutes is enclosed for reference, though review is in progress. Review of the April 16 minutes is also in progress. If the completed April 16 and April 30 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.

- Budget Status Report through April 30, 2018.
- Email thread, 05/09/2018, re resumption of West Street sidewalk and final restoration project.
- Final public hearing follow up letter to Vicki and Greg West, 05/08/2018.

- E-mail from Ron LaRose, 05/07/2018, re requesting permission to use the Town Green and band stand for the annual Memorial Day Ceremony.
- E-mail from Brian LaClair, 05/07/2018, re Bristol Hub weekly update for the week of 04/29/2018.
- Updated water system Source Protection Plan, 05/07/2018, from Cindy Sprague.
- Copy of the letter sent, 05/08/2018 to property owners in the water system Source Protection Area.
- E-mail from Brian LaClair, 04/30/2018, re Bristol Hub weekly update for the week of 04/22/2018.

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.

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Town Green Fountain

Alan Clark has resumed his work on repairs to the Town Green fountain. He will be painting the outside vertical wall and top and will fill the fountain with water. Vermont Protective Coatings plans to begin its work the week of May 29. Alan Clark will remove the metal fountain, sandblast it, and paint it at the same time VPC is doing its work on the basin. Weather permitting, the fountain is expected to be complete and filled by the first week of June.

Band Stand Painting

A request for proposals has been published seeking quotes for painting and minor repairs to the Town Green Park band stand. Responses are due by noon May 25.

Source Protection Plan Updated

The Water System Source Protection Plan (SPA) was updated this week by Cindy Sprague and submitted to the Vermont Department of Environmental Conservation. This must be done at least every five years. A letter to each property owner in the New Haven Spring source protection area was sent to let them know that their property contributes to the recharge of the town's water source and ask them to be conscientious regarding risks of contamination.

Public Works Dept. on Summer Hours

The Public Works Department has shifted to their summer hours, which are now Monday through Thursday 6:30am – 3:30pm and Friday 6:30am – 10:30am.

Water and Sewer Annual Meeting

I was aware that the budgets for the Water Department and Sewer Department have traditionally been set annually in May. I learned today, however, upon review of the 1995 Town and Village Merger Document, that it be a public hearing with at least 15 days' notice published in the *Addison Independent*. The language reads: "Prior to the setting of the annual budget and annual water rents or charges, the water commissioners shall each year hold a public hearing for the purpose of receiving input concerning a proposed annual budget and annual water rents or charges for the Water Department. The public notice for each such public hearing shall be given not less than 15 days prior to the date of the public hearing by the publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the Town of Bristol and by the posting of the same information in one or more public places within the Water Department service area." The same

language is applied to the Sewer Department. Consequently, the soonest the hearing could be held at this point would be the June 11 meeting, with notice being published in the May 24 *Addison Independent*.

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 May 14

Monday: 11:00am – meeting with Recreation Dept. team
7:00pm – Selectboard.
Tuesday: In at noon.
Wednesday: 9:30am – Bristol CORE
1:00pm – FEMA phone conference.
Thursday: 8:30am – 4:00pm – Vermont Town and City Managers spring conference in Middlebury.
Friday: 9:00am – Phone conference with Town Attorney.
1:00pm – Police union negotiations.

Week of May 21

Thursday: 11:00am – 6:00pm – Addison County Economic Development Corp. annual retreat at Basin Harbor.

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., May 14, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., May 15, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., May 16, 9:30am, 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.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued appointment/reappointment of local officials.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Annual Water and Sewer District meetings to vote on the budgets.
- Continued review of Selectboard calendar and goals.
- Police Chief candidate interviews.

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- Review Recreation Dept. survey results.
- Road Crew Member candidate interviews.
- Howden Hall and band stand painting bids.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator