

Bristol Town Administrator's Report

May 25, 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 28, 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 Works Foreman Eric Cota: request to purchase vehicle ahead of schedule; department updates. Enclosed is the Highway/Public Works Dept. Capital Equipment Long Range plan from the 2017 Bristol Town Report. Public Works Foreman Eric Cota will present his request to replace the 2009 tandem one year ahead of schedule. The plan projects a replacement cost of \$225,000, a trade-in value of \$30,000 for the old truck, and a net expense of \$195,000 in 2020.

The Equipment Committee met on May 9 and considered the options. At that time, Eric had obtained quotes from various companies, scoped out the availability and specifications of various models, and was still in the process of obtaining others. The Capital Equipment Fund currently has a balance of \$185,018. The committee supported moving forward.

Eric will also be available to provide an update on completed and upcoming projects. Line striping, for example, has been completed—including the fog lines on South Street.

We should also discuss when and how the Selectboard would like to do the annual road trip.

RECOMMENDATION: Discussion. Approval.

Item III.2. Porter Knight: Resolution to ratify insurance coverage for the Bristol Recreation Club and Trail Network update. The structures owned by the Bristol Recreation Club are insured by the Town of the Bristol through the Vermont League of Cities and Towns Property and Casualty Insurance Fund. Those properties are highlighted on the enclosed VLCT PACIF Property Schedule. The BRC reimburses the Town for their share of the premium, just as the Lawrence Memorial Library does, which is also insured through the Town's policy. (In March 2018, the BRC was invoiced \$1,084.14 for partial payment of their premium share.) Other than the inclusion in the property schedule, there is no other evidence in the actual policy documents, declaration, or certificate of insurance that indicates that the BRC is covered. Finding that the Lawrence Memorial Library also has not been explicitly included, it was recently added to the enclosed certificate of insurance as a named member. Because the BRC is a separate type of non-profit organization, the VLCT needs to have some form of agreement to add them as a named member. The purpose of the enclosed resolution is to accomplish that.

Porter Knight will also provide an update about the Bristol Trails Network's plans and the Bristol Manufacturing Company (Coffin Factory) trail initiative.

RECOMMENDATION: Approve the resolution. Discussion.

IV. REGULAR BUSINESS.

Item IV.1. Consider request for Bristol Elementary School to close a short section of Mountain Street for "Fun Day," Friday, June 8. Enclosed is a request from the Bristol Police Dept. on behalf of the Bristol Elementary School to close the portion of Mountain Street in front of the school on Friday, June 8, 1:30pm to 2:30pm to allow students to create chalk drawings in the street. This event had been approved in prior years. Dispatch for local responders will be notified. The amber light will be activated indicating the road is closed and Police will monitor the area during the event.

This date and time coincides with the PTV Annual Historic Preservation and Downtown Conference. Though transition between sessions will be occurring during this time, there should not be any traffic conflicts as most attendees will be on foot. Visitors may wish to walk over and check it out!

RECOMMENDATION: Approval.

Item IV.2. Consider authorizing submission of applications for Occupancy Protection and DUI Grants through the Governor's Highway Safety Program. Enclosed is a Grant Summary for two grants available through the VTrans Governor's Highway Safety Program: \$5,000 for Occupant Protection and \$5,000 for DUI. Up to \$8,000 may also be available for equipment if the appropriate enforcement hours are completed. Lt. Bruce Nason will be present to provide more information.

RECOMMENDATION: Approval.

Item IV.3. Reconsider concerns about the speed limit on North Street and enforcement. Enclosed are communications regarding a citizen's concerns about excessive vehicular speeds on North Street and the request that the Selectboard reconsider lowering the speed limit. The Selectboard discussed this in November and concluded that increased enforcement would be effective.

RECOMMENDATION: Discussion.

Item IV.4. Consider sharing half the cost of the Construction Permit Application for Woodland Apartments water connection as co-applicant. Enclosed is the construction permit application for the Woodland Apartments water connection. The base application fee is \$900. It is not clear yet whether the \$.003 per day design capacity also applies. If so, I asked Tyler Billingsley, P.E., of East Engineering, what that fee might be. Since I only posed the question late Friday, we may not hear back before Monday's meeting.

According to Tyler Billingsley, Cindy Parks, ANR Engineering/Permit Lead, noted that because this project will join two different water systems, both parties are required to be co-applicants.

It is important to the Town and water system to see this project completed and there have been many bumps in the road, so to speak, for all parties. This is one of the very last steps to be completed.

RECOMMENDATION: Finalize applicable permit fee; approval.

Item IV.5. Consider selection of a contractor to paint the band stand. Enclosed is the request for proposals for painting and minor maintenance of the band stand. It was posted to Front Porch Forum, the Bristol Web site, Facebook, the state electronic bid system, and sent directly to area painting contractors. The following two responses were received:

Always Quality Painting (Patrick Lepore):	\$2,900
ProPainter (Charles Correll):	\$3,450

Neither bid provided a schedule. Upon further inquiry, below is information received:

Always Quality Painting (Patrick Lepore): "We are available in July between 15th and 27th. It is possible to fit you somewhere in the last week of June if weather is permitting so to give the town of Bristol a beautiful park Gazebo, a paint job that not only looks amazing but withstands the next 6 to 10 years. It would take us 3 days. I see there is water access in the park if you could make that available I can pressure wash out surfaces after sanding to make sure we get the proper adhesion to the surfaces we are painting."

ProPainter (Charles Correll): "I am currently ... booked thru the first week of July. I would be able to start the bandstand around July 7th and expect to take approximately 10-12 days. Please let me know if this is acceptable. I know it would be nice to have it completed before the 4th of July celebrations but it's just too short notice, and I wouldn't want to rush this as I plan on doing an exceptional job on this important town structure."

One contractor acknowledged the request and declined to respond because he was already booked up for the season. Another contractor provided feedback about the scope of the work and declined to respond.

RECOMMENDATION: Consider deliberation in Executive Session for contract negotiation.

Item IV.6. Consideration of West Street land purchase for the purpose of a developing new teen center recreation facility. Enclosed is the Lister card for 76 West Street. This is on the agenda because there have been discussions about whether the Town would be interested in purchasing this property for the purpose of replacing the Hub Teen Center and perhaps consolidating other Recreation Department operations in a new structure. The property is adjacent to the Bristol Recreation Field. If we wish to pursue this, below are some next steps to consider:

- Negotiate purchase price;
- Hire consultant to conduct a site analysis;
- Develop one or more conceptual designs;
- Develop cost estimates and a budget;
- Determine funding source(s);
- Voter approval.

RECOMMENDATION: Determine next steps.

Item IV.7. Approval of meeting minutes of April 16, April 30, and May 14, 2018. A non-reviewed draft of the May 14 minutes is enclosed for reference, though review is in progress. Review of the April 16 and April 30 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, postpone action.

V. OTHER BUSINESS.

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

- Recreation Dept. updates from Director Meridith McFarland and Teen Center Program Manager Brian LaClair.
- Copy of water allocation letter for Woodland Apartments, 05/22/2018.

- E-mail from VLCT, 05/21/2018, re guidance about requests for political campaigning on Town property.

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 and contract negotiations per 1 V.S.A. §313(3).

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Town Green Fountain

If you have not already noticed, the fountain is complete and the water is flowing. A resident remarked that she has *never* seen it look so good. Many thanks to Alan Clark for restoring the center fountain, coordinating with Vermont Protective Coatings, and overseeing this project.

Recreation Department Updates

Earlier this month the Recreation Department launched a new Web site: <https://bristolvt.myrec.com/>! It's pretty slick and easy to use.

Also new is the Clay Studio Facebook page: <https://www.facebook.com/BristolClayStudio/> and re-installation of its exterior sign.

I have been working with Recreation Director Meridith McFarland to finalize the updated job descriptions for the Hub Teen Center Director and Recreation Dept. Assistant positions. We hope to fill the positions as quickly as possible.

Police Chief Review Committee Update

The Police Chief Review Committee has narrowed the candidates down to two finalists. We are in the process of determining the most appropriate process for conducting background checks prior to scheduling interviews.

Addison County Economic Development Corporation Strategic Planning

The all-day strategic planning event for ACEDC staff and board members on Thursday was productive. Facilitated exercises led to consensus on what areas the organization will be focusing on over the coming year. Workforce development, planning for the county's aging population, support for existing and start-up small businesses, and the need for affordable housing were top priorities. The ACEDC will be building upon its relationships with the Addison County Chamber of Commerce and the Addison County Regional Planning Commission to address these areas.

FEMA

I have been working closely with Kyle Deshaies of FEMA to get the documentation together for reimbursement of the debris removal expenses from the October 2017 wind storm. Public Works Foreman Eric Cota and the crew completed the debris removal earlier this month. They disposed of almost 9 tons of wood debris in 5 loads. Eric and Administrative Assistant Sharon Lucia have been very helpful getting the documentation together. June 11 is the deadline to have everything submitted.

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.

Schedules

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

Week of May 28

Monday: Holiday: Out of the office.
7:00pm – Selectboard.
Tuesday: In at noon.
Wednesday: 2:00pm appointment in Berlin (will need to leave about 12:30pm).
Thursday: Carpooling – in around 8:30am.
1:00pm – FEMA
4:30pm – Public Works Employee interviews.

Week of June 4

Tuesday: 12:30pm – Police union negotiations.
Thursday: 6:45pm – Pre-conference dinner with organizers.
Friday: All day – PTV Annual Historic Preservation and Downtown Conference.

I am happy to report that Town Clerk/Treasurer Jen Myers will be returning full time on June 1.

Reminder: 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.

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.

- **Memorial Day Holiday:** Mon., May 28, Town Office is closed during business hours.
- [Selectboard:](#) Mon., May 28, 7:00pm, at Holley Hall.
- [Preservation Trust of Vermont Annual Historic Preservation and Downtown Conference:](#) Friday, June 8, 9:00am – 5:00pm, downtown Bristol.
- [Selectboard:](#) Mon., June 11, 7:00pm, at Holley Hall.
- [Conservation Commission:](#) Thurs., June 14, 6:00pm, at Holley Hall.
- [Planning Commission:](#) Tues., June 19, 7:00pm, at Holley Hall.
- **Local Emergency Planning Committee (LEPC):** Wed., May 30, 5:00pm, at the Vermont State Police Barracks in New Haven.
- [Bristol CORE:](#) Weds., June 20, 9:30am, location TBD.
- **Bristol Energy Committee:** Weds., June 20, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Annual Water and Sewer District public hearing to vote on the budgets.
- Continued review of the Vermont Gas License Agreement.
- Consider VTrans Bicycle & Pedestrian Program grant application to support the Main Street sidewalk and lighting improvements project.
- Continued appointment/reappointment of local officials.
- Determine salary adjustments for start of the FY2019 fiscal year.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Continued review of Selectboard calendar and goals.
- Police Chief candidate interviews.
- Review Recreation Dept. survey results.
- Public Works Employee selection.
- Sidewalk replacement bids.
- Howden Hall and band stand painting bids.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator