

Bristol Town Administrator's Report

June 11, 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 June 11, 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. Fire Chief Brett LaRose: Request for use of Capital Equipment Reserve funds to purchase portable scene lighting units and request for use of Technology Reserve funds for the purchase of two refurbished laptops and a printer. Enclosed are two requests from the Fire Department:

- (1) Three (3) portable scene lighting units to be purchased from the Fire Dept. Capital Equipment Reserve Fund, which has a current balance of more than \$75,000. Two quotes were received:
 - Municipal Emergency Services (Poughkeepsie, NY) \$1,915
 - Reynolds & Son, Inc. (S. Barre, VT) \$2,097

- (2) To be purchased from the Technology Reserve Fund, which has a current balance of \$4,048, the following quote was received from chrismorse.net computer services:
 - Two (2) refurbished laptop computers at \$500 each,
 - Either an HP black & white scanner/copier/printer for \$150

OR

 - An HP color scanner/copier/printer for \$300,
 - And 1-2 hours labor for setup at \$90/hour.

Upper estimated expense: \$1,480

RECOMMENDATION: (1) Approve the low bid; (2) approval.

Item III.2. Conservation Commissioner Peter Diminico: Eagle Park flood repair proposal.
Enclosed is a cost estimate provided by Sargent Concrete & Construction, LLC for the repair of the walkway at Eagle Park that had been damaged last year by flooding. The scope of work includes removing leftover materials from the walkway that had been washed away and pour a new 6' x 40' concrete walkway with a broom finish. The cost of the repair is proposed to be paid from the Conservation Reserve Fund, which has a current balance of \$48,789. Peter will be present to discuss other details of the proposed repair.

RECOMMENDATION: If additional bids are expected to be sought, the cost proposal of the one provided should not be disclosed in public.

Item III.3. Public Hearing – Water and Sewer District Annual Meeting. Acting as the Water Commission and Sewer Commission, consider and act on the proposed Water Dept. and Sewer Dept. budgets. Enclosed are a number of documents associated with both of these budgets:

- Public hearing notice;
- Excerpts from the 2017 Bristol Town Report, including the narrative, proposed operating budgets, and proposed capital budgets;
- Excerpts of Selectboard meeting minutes from 05/15/2017, 05/16/2016, 05/18/2015, 06/02/2014, and 05/06/2013 for reference of prior considerations and actions;
- RCAP Solutions Water Rate Study, May 2017;
- 2017 Consumer Confidence Report; and
- Water Dept. and Sewer Dept. operating and capital budget status reports through May 31, 2018.

Jill Marsano of Vermont Utility Management Services (VTUMS) will be present to provide guidance on operational matters of both systems. Topics to discuss include leak management, meter replacements, hydrant replacements, and other capital needs.

The proposed FY2019 budgets in the 2017 Town Report basically reflect level funding as a placeholder until more information could be available. The water system budget revenues and expenses increased by more than 10% between FY2017 and FY2018. Actual water system revenues, however, are expected to fall short of the budgeted expectation by more than \$25,000. More information will be provided at the meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed. Adjust the proposed budgets as necessary. Consider increasing the water system connection fee to at least \$500 plus the actual cost of the meter and appurtenances.

IV. REGULAR BUSINESS.

Item IV.1. Police Chief Review Committee: discussion on status of the Police Chief recruitment process. At the May 28, 2018 meeting, the Selectboard agreed to require the two Police Chief candidate finalists to complete a detailed personal history questionnaire for the purpose of conducting a background check on each and directed that the background check be conducted by me. With the goal of having a Police Chief on-line by July 1, they also scheduled the public interview process to be held on Wednesday, June 13, 7:00pm. Since then, a schedule conflict emerged and June 25, a regular Selectboard meeting night, was agreed as the alternative interview date. Members of the Police Chief Review Committee have asked to meet with the Selectboard to discuss the process.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.2. Consider final details of the agreement with Vermont Gas Systems. Two issues remain to be addressed: (1) VGS's covering the costs for the Clerk of the Works, and (2) updates to the liability provisions. The information was not available to be included in the packet; details on both are expected to be available prior to or at the meeting.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.3. Consider curb cut application #18-01DA: Fred and Jody Schroeder, 316 Notch Road. Enclosed is an application for a horseshoe curb cut at 304 Hewitt Road. A conventional curb cut for this property was approved in October 2017 with the following conditions: that vines and brush be trimmed along the fence; that the maple tree on the southwest side be removed or relocated; that the driveway be thirty feet (30') wide with an apron at 2% grade so the water does not run into the road; and that it be the responsibility of the property owner to maintain the sight distance.

The horseshoe configuration is in response to the Schroeders' plan to establish a U-pick blueberry operation on the property and provide a one-way enter – exit access.

RECOMMENDATION: Public Works Foreman Eric Cota has determined that the current proposal meets the sight distance and does not need a culvert; that no trees need to be cut at this time; and that it is up to the Selectboard if the horseshoe configuration is acceptable.

Item IV.4. Consider coin drop application from Bristol Rescue Squad, July 4, 2018. Enclosed is an application for a coin drop fundraiser from the Bristol Rescue Squad with three stations proposed: (1) North Street by the Rescue Squad building, (2) West Street by the high school, and (3) East Street at Mountain Street. A review of past Selectboard

minutes showed that a similar event was approved once before by the Selectboard for a coin drop on July 4, 2016. Concern was received from a citizen that there might be too many other activities going on that day and that perhaps an alternative high-traffic date would be more appropriate.

RECOMMENDATION: Discussion.

Item IV.5. Consider request for 4th of July activities in the Town Green. Enclosed is the Fourth of July Committee's application for use of the Town Green park for a variety of Fourth of July festivities. The application was intended to also include the request for permission to close School Street on the north side of the Park for the festivities, leaving a fire lane for emergency vehicles, etc. Permits for the parade and fireworks have already been approved.

RECOMMENDATION: Approval.

Item IV.6. Consider authorizing submission of a grant to the VTrans Bicycle and Pedestrian Program to support the Main Street sidewalk improvements project. Enclosed is a grant summary form outlining a proposed grant application to the VTrans Bicycle and Pedestrian Program for approximately \$91,000 to supplement the funding for the Main Street lighting and sidewalk improvement project. That project was recently awarded a \$100,000 Vermont Downtown Transportation Fund grant. The total project is estimated to cost more than \$271,000 for 14 new street lamps, engineering, concrete pedestals, resetting of the granite curbing, and replacement of the crumbling brick pavers with stamped concrete to match the main intersection improvements. \$136,667 was proposed to come from other grant sources and/or the Bristol Revolving Loan Fund. This grant application would focus on the costs associated with the granite curbing and brick pavers replacement, as well as additional funds for up to six metal benches (to match the green ones in the Town Green Park) and up to four bike racks, for a total of approximately \$181,700. A 50% match is required, which would bring the grant request to approximately \$91,000.

RECOMMENDATION: Approval.

Item IV.7. Continued consideration of resolution to ratify insurance coverage for the Bristol Recreation Club. This is a continuation from the previous Selectboard meeting at which a question came up whether the Town's property and liability coverage was intended to cover the Bristol Recreation Club's board of directors. VLCT has confirmed that it would not be appropriate for the Town's policy to include coverage for the officers of an independent, non-elected, and non-appointed board.

As noted before, the structures owned by the BRC have been insured by the Town of the Bristol through the Vermont League of Cities and Towns Property and Casualty Insurance Fund (PACIF) for many years. 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. 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. Because the BRC is a separate type of non-profit organization, the VLCT needs to have some form of agreement or documentation in order to add them as a named member. The enclosed resolution has been updated to remove reference of coverage for the board of directors.

RECOMMENDATION: Approval.

V. OTHER BUSINESS.

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

- E-mail from GME, 06/07/2018, re results of hydrant flow test on Mountain Terrace/High Street.
- E-mail from Colin McClung, 06/05/2108, expressing appreciation for Cyrus Marsano's response to water issue.
- Letter from VT Dept. of Environmental Conservation, 06/01/2018, re new fees and schedule for the Municipal Roads General Permit.
- Copy of letter from Town to S. Bowen, 06/01/2018, re Woodland Apartments water connection.
- Letter from Water Dept. to K. Harper, 06/01/2018, re updated Firehouse Drive housing project water allocation.
- Semi-Annual Groundwater Monitoring Report prepared by LE Environmental, 06/01/2018.
- Letter from VT Dept. of Environmental Conservation, 05/08/2018, re approval of the updated Source Protection Plan for the Bristol Water Dept.

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 potential real estate negotiations per 1 V.S.A. §313(a)(2).

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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 June 11

Monday: 7:00pm – Selectboard.

Tuesday: Out of the office.

Week of June 18

Wednesday: 9:30am – Bristol CORE

Thursday: 7:30am – Addison County Economic Development Corp. board meeting, Middlebury.

Val Hanson's last day as the Recreation Director Assistant is Thursday, June 14. She has been a tremendous asset to the Recreation Department and we wish her all the best in her retirement! Fortunately for us, she will still be with us in her role as Assistant Treasurer.

Zoning Administrator Kris Perlee will be out of the office from June 18 through June 29.

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., 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.
- [Bristol CORE](#): Weds., June 20, 9:30am, location TBD.
- **Bristol Energy Committee**: Weds., June 20, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., June 25, 7:00pm, at Holley Hall.
- [Selectboard](#): Weds., June 27, 3:00pm, road trip with Public Works Foreman on an ACTR bus.
- **Local Emergency Planning Committee (LEPC) Annual Meeting**: Wed., June 27, 5:00pm, location TBD.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued review of the Vermont Gas License Agreement.
- Continued appointment/reappointment of local officials.
- 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