

Bristol Town Administrator's Report

June 22, 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 25, 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 Continuation – 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. The following documents were previously provided:

- 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.**

The items above in bold are included again, along with revised budget proposals for the Water and Sewer Departments prepared by the Town Treasurer Jen Myers.

More information will be available at the meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed. Acting as the Water Commission and Sewer Commission, vote to adopt the Water Department and Sewer Department budgets. Vote to increase the water connect fee.

Item III.2. Barbara and Chris Connor: Request for abatement of 16 Main Street (Bristol Cliffs Bakery) sewer bill. Enclosed is a request from Barbara and Chris Connor that a portion of their sewer bill be abated due to a leak that was repaired on a portion of the system the Sewer Department is responsible for.

RECOMMENDATION: Acting as the Sewer Commission, determine if additional information is needed.

Item III.2. Conservation Commission: request to use \$3,500 Conservation Reserve Funds for interpretive sign panel. Enclosed is an email and quote from the Conservation Commission requesting to spend up to \$3,500 from the Bristol Conservation Reserve Fund to support layout and fabrication of the historic interpretive sign at the former Bristol Manufacturing Co. site off South Street per the enclosed quote.

Sandra Murphy has already been engaged to complete task 1 (planning & writing) using funds through private donations. They would like to finalize layout of the sign by August 1, send in the order for fabrication, and have the sign ready for installation by early- to mid-September. Installation of the sign would be done through volunteer labor and services.

RECOMMENDATION: Approval.

Item III.3. Ron LaRose: Memorial Park sign. About two years ago, development of a Memorial Park sign began as an Eagle Scout candidate project. The individual dropped out of the Scouts and the project stayed at Mount Abraham. Ron LaRose gave pictures and dimensions to the Mount Abe Design Technologies Education Department and some students came up with five or six designs. The Selectboard ultimately selected one of two designs. Mr. LaRose was recently given this new sign, which designed and built by Mount Abe students. There is a cost for materials: \$128.38. Paul Stetson, the lead teacher on this project, asked for a gift card at Martin's Hardware made out to Matt Brown, the Department Chairman.

However, there are other issues the Selectboard needs to consider with this sign. The existing sign needs to come down, the iron post it is attached to should be removed, sand blasted and repainted and then reinstalled with a solid foundation before the new sign is attached. Mr. LaRose will be present to discuss next steps going forward.

RECOMMENDATION: Discussion. Determine if additional information is needed.

IV. REGULAR BUSINESS.

Item IV.1. Continued discussion of the Police Chief Review Committee process, selection of background check investigator, next steps. Following the meeting with the Police Chief Review Committee, the Selectboard deliberated later that evening and agreed by consensus to the following:

- Push back the July 1 goal for having a Police Chief seated (no date selected, but may be as far out as September);
- Reschedule the public interview to a date yet to be determined;
- Hire an independent professional to conduct the background checks; and
- Have the background check consultant meet with the Committee to discuss the results.

The Selectboard intended to continue discussion about what happens after the background check results are in.

Three law enforcement professionals were contacted for proposals. One declined. Enclosed are the responses from David Troidl of South Hero and Melody Perkins of Ferrisburgh.

RECOMMENDATION: Select a consultant to proceed with the background checks. The Selectboard may wish to deliberate in Executive Session regarding contract negotiations. If the Selectboard wishes to seek additional proposals, I recommend the content of the proposals not be disclosed at this time. Determine next steps.

Item IV.2. Consider curb cut application #18-02DA: Paul and Peter Jackman for parcel on Pine Street. Enclosed is a curb cut application for a property on Pine Street. It is in the process of being subdivided. DPW Foreman Eric Cota will review the proposal and site on Monday and his recommendation will be available at the meeting.

RECOMMENDATION: Consider approval per the DPW Foreman's recommendation(s).

Item IV.3. Consider adjustments to Agreement between Town and Vermont Gas Systems, Inc. proposed by VGS. Proposed edits were received today from Vermont Gas and forwarded to our Town Attorney to review. Some he did not object to; he does have some concerns about others and will get back to us on Monday with more information.

This item was added to the agenda in this slot after all the materials for the following agenda items had already been printed, so the numbering on those will be off by one.

RECOMMENDATION: Discussion. The Selectboard may wish to deliberate in Executive Session regarding contract negotiations.

Item IV.4. Consider appointment of representative(s) to the Addison County Regional Planning Commission and to the ACRPC Transportation Advisory Committee. May include

deliberation in Executive Session to discuss appointments. This is the annual appointment or reappointment of delegates to represent Bristol on the Addison County Regional Planning Commission. Bill Sayre and Peter Grant are current delegates whose annual terms are up and both would like to be reappointed. An additional delegate and three alternate seats remain open.

RECOMMENDATION: Consider the reappointment of Peter Grant and Bill Sayre to the ACRPC and Peter Grant to the ACRPC Transportation Advisory Committee.

Item IV.5. Consider a proposed contract with the Addison County Regional Planning Commission to assist with coordination and administration of the Ecosystem Restoration Program grant to develop a Stormwater Master Plan for Bristol Village. Enclosed is a proposed contract with the Addison County Regional Planning Commission for assistance with project coordination and grant administration for the \$24,637 Ecosystem Restoration Program grant we recently received. The contract details may need to be tweaked a bit to incorporate additional grant agreement conditions and requirements.

RECOMMENDATION: Approval.

Item IV.6. Consider allocation of voter-restored funds to Recreation Department budget. Voters at the March 5, 2018 Town Meeting approved restoring the FY2019 Recreation Department budget to the FY2018 levels. *Total Expenditures* was increased by \$25,802 from \$224,393 to \$250,195 and *Net Supported by Taxes* was increased by \$21,102 from \$145,843 to \$166,945. The Treasurer and Recreation Director are looking for guidance on how these funds should be apportioned in the FY2019 budget that becomes effective July 1, 2018.

RECOMMENDATION: Discussion.

Item IV.7. Consider selection of contractor to repair Varney Cemetery headstones damaged by fallen trees from the October 2017 wind storm. May include deliberation in Executive Session to discuss contract negotiations. Enclosed are three proposals received from area professionals who restore gravestones.

It turns out the total cost of the cemetery repair and debris removal fell just shy of the \$3,140 expense threshold to qualify for FEMA reimbursement, so the gravestone repair will be a 100% local expense. The debris removal expense was added to overall disaster debris removal tally.

| Contractor | Location | Proposal |
|---------------------------------------|-----------------|-----------------|
| Gravestone Services of New England | Bedford, NH | \$1,225 |
| Livingston Farms | Bristol, VT | \$1,500 |
| Standing Stone Landscape Architecture | Springfield, VT | \$3,000 |

RECOMMENDATION: The Selectboard may wish to deliberate in Executive Session regarding contract negotiations.

Item IV.8. Consider approval of Sullivan, Powers, & Company contract for the FY2018 audit services. May include deliberation in Executive Session to discuss contract negotiations. Enclosed is a proposed contract for the second of a three-year agreement with Sullivan, Powers & Company for audit services.

RECOMMENDATION: Approval.

Item IV.9. Consider ratification of submission of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid. Enclosed is the invitation received from the Vermont Dept. of Environmental Conservation and Addison County Regional Planning Commission to participate in the Municipal Grants-in-Aid Program. The Town of Bristol could receive up to \$9,000 in grant funding toward best management practices on roads that discharge stormwater into surface waters. Response was required by June 22, 2018. The original form was intended to be executed by the Selectboard. I confirmed with the Northwest Regional Planning Commission that I could sign on behalf of the Selectboard. Submission of the LOI does not obligate the Town to proceed with the program, but I would recommend we do.

RECOMMENDATION: Affirm the submission of the Letter of Intent.

Item IV.10. Approval of meeting minutes of June 11, 2018. A non-reviewed draft of the June 11, 2018 is enclosed for reference, though review is in progress.

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.

- Recreation Department May 23 – June 18, 2018 activities review.
- E-mail from Brian LaClair, 06/18/2018, re Bristol Hub weekly update for the week of 06/10/2018.
- Memo from ACRPC, 06/15/2018, re second hearing notice and proposed amendments to and re-adoption of the Addison County Regional Plan.
- Letter from the Vermont Community Foundation, 06/13/2018, re \$500 grant from the Milk and Honey Fund for the 4th of July celebrations.
- Bristol Landfill Post-Closure Plan—Annual Evaluation Report, 06/11/2018, from Green Mountain Engineering.

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

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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 25

Monday: 4:15pm – Recreation Dept. Assistant candidate interview.
7:00pm – Selectboard.
Tuesday: In at 10:00am.
4:15pm – Recreation Dept. Assistant candidate interview.
4:15pm – Recreation Dept. Assistant candidate interview.
Wednesday: 3:00pm – Selectboard Road Trip with DPW Foreman.

Week of July 2

Out of the office.

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

Bandstand Painting

Always Quality Painting proposes to begin washing the bandstand Monday morning, July 23 and continue preparations and painting Tuesday and Wednesday of that week.

Town Office Vacancies

The Tree Warden position has been advertised on Front Porch Forum, posted on-line, and posted to Facebook. The Inspector of Weights of Coal and the Inspector of Wood and Lumber position formerly held by David Brynn remain vacant and have not yet been advertised.

Recreation Department Assistant

Fifteen applications were received by the June 20 deadline. At least four candidates will be interviewed next Monday and Tuesday. If possible, we hope to have a recommendation to present to the Selectboard at the special meeting on Wednesday, June 27, following the road trip.

West Street Sidewalk and Warranty Work

I am happy to report that the West Street sidewalk, front yard restorations, and warranty work are essentially complete.

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. [Planning Commission](#): Tues., June 19, 7:00pm, at Holley Hall.

- [Selectboard](#): Mon., June 25, 7:00pm, at Holley Hall.
- [Selectboard Special Meeting](#): Weds., June 27, 3:00pm, road trip with Public Works Foreman on an ACTR bus; personnel matters.
- **Local Emergency Planning Committee (LEPC) Annual Meeting**: Wed., June 27, 5:00pm, location TBD.
- [Selectboard](#): Mon., July 9, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., July 12, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., July 17, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., July 18, 9:00am, Holley Hall.
- **Bristol Energy Committee**: Weds., July 18, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued appointment/reappointment of local officials.
- Continued review of Selectboard goals, priorities, and general schedule for 2018 – 2019.
- Sale of land to Stoney Hill Properties update.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Green Mountain Stage Race.
- Police Chief candidate interviews.
- Review Recreation Dept. survey results.
- Public Works Employee selection.
- Recreation Department Assistant selection.
- Sidewalk replacement bids.
- Howden Hall and band stand painting bids.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator