

Bristol Town Administrator's Report

August 3, 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 August 6, 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: a. Request to use Fire Dept. Capital Equipment Funds to purchase K12 Rescue Saw; b. Request for VLCT PACIF grant application approval for turnout gear and emergency lighting; c. Acceptance of Fire Fighter Justin Jackman resignation. Enclosed is a request from Fire Chief Brett LaRose

a. Request to use Fire Dept. Capital Equipment Funds to purchase K12 Rescue Saw.

The following two quotes were received for a Rescue Saw:

Vendor	Product	Quote
Reynolds & Son	TTC TV406-707A Ventmaster 397K Rescue Saw	\$2,858.55
Municipal Emergency Services	K12FD94, 14" Rescue & 14" Piraya Diamond Blade	\$1,850 + \$75 shipping = \$1,925

This expenditure is a budgeted FY2019 capital purchase.

RECOMMENDATION: Approval as proposed.

b. Request for VLCT PACIF grant application approval for turnout gear and emergency lighting.

Enclosed is a grant summary form, draft application to the VLCT PACIF grant program, and supporting documents for the purchase of the following:

Item	Quantity	Unit Cost	Total Cost
Turnout Gear - Coat	12	\$1,205	\$14,460
Turnout Gear - Pant	12	\$725	\$8,700
Extrication Versa - Coat	6	\$355	\$2,130
Extrication Versa - Pant	6	\$285	\$1,710
Carbon Air Cylinder & Valve (4,500 psi)	8	\$995	\$7,960
Portable Scene Light	3	\$625 + \$40 shipping	\$1,915
TOTAL			\$36,875

The VLCT PACIF grant program funds up to 50% of purchases for equipment, training, or services that reduce the likelihood of future PACIF or workers comp claims, with a maximum award of \$5,000. The deadline for this second round is August 31. The Fire Dept. Capital Equipment Fund currently has a balance of almost \$76,000, not including the FY2019 \$25,000 appropriation approved by voters.

RECOMMENDATION: Authorization to proceed.

c. Acceptance of Fire Fighter Justin Jackman resignation.

Firefighter Justin Jackman's leave of absence expired on July 31, 2018. His apparent lack of response to the Fire Chief's July 9 e-mail indicated his intent not to return.

RECOMMENDATION: Accept the resignation.

Item III.2. Christopher Carrig: request for consideration of property impacted by past work on Upper Notch Road. Enclosed is a collection of correspondences relating to work that was commissioned by the Town in the early 2000s to address road maintenance and ditching on Upper Notch Road that Mr. Carrig said resulted in the removal of a rock wall, realignment of the road onto his property without compensation, and other damage to Mr. Carrig's and his mother's property. He sought relief through the recent reappraisal process with the hope the value of the damage, material removed, and other losses could be factored into the assessment. He was advised it was not an assessment issue but one for the Selectboard. Mr. Carrig will be present to provide more information and clarify his request.

RECOMMENDATION: Discussion. Determine next steps.

Item III.3. Consider request from Treefort, LLC for Bristol Cliffs Café water bill abatement.

Enclosed is a letter from Barbara and Chris Conner, et al., requesting that the denial of their July 17, 2018 request for abatement be reconsidered. It is their understanding that the leak was caused by a failed meter.

RECOMMENDATION: Discussion. Determine next steps.

IV. REGULAR BUSINESS.

Item IV.1. Consider proposal by Green Mountain Engineering to serve as project manager for the Firehouse Drive infrastructure layout and construction per the Stoney Hill Properties Purchase and Sale Agreement. Enclosed is a proposal from Green Mountain Engineering to provide project management for every stage of the Firehouse Drive infrastructure project that is required by the previous agreements.

GME was the engineer on the Fire Station project, is the engineer for the Stoney Hill residential project, and was the engineer for the West Street infrastructure and water line extension to Lovers Lane. In this case, GME would be uniquely positioned to coordinate the various elements of each project to maximize efficiencies and cost savings. The enclosed site plan for the recently-approved Stoney Hill residential project, which is expected to break ground this fall, shows the location of the planned improvements. Bristol’s Purchasing Policy exempts professional services from requiring a competitive bid process.

The sale of the 8.61 acre property to Stoney Hill Properties, LLC is scheduled to close on Monday, August 27 (time and location to be determined). At that time, the Town will be paid \$25,000 per acre, or \$215,250. Closing and other transaction expenses have not yet been determined.

Below is a table of the pending work based on 2015 figures, with the proposed services included. Cost estimates for the fiber optic, telephone, and data are not yet available and the 2015 estimates have likely increased. Total expenses could be in the area of \$50,000 to \$70,000—which would be paid from the balance of the \$215,250. If the Woodland Apartments wellhead protection area is successfully eliminated by December 31, 2018, the Town will be owed an additional \$10,000 per acre, or \$86,100.

Pending Work	Estimate/Price (2015)	Notes
380’ sidewalk	\$15,960	Estimated at \$42/lf; not sure about curbing.
Build remaining 180’ of road	\$3,960	180’ x \$22/foot
Pave remaining 180’ of road	\$6,488	519 yds @ 12.50/yd
Three-phase electricity	\$5,551	GMP quote #23257
Fiber optic, telephone, data	TBD	
<i>Engineering, Management</i>	<i>\$14,200</i>	<i>Includes design & engineering, bid documents, bid services, project management, inspection, and record</i>

		<i>drawings.</i>
TOTAL	\$46,159	

RECOMMENDATION: Accept the proposal and authorize to proceed.

Item IV.2. Set the FY2019 municipal tax rate. Enclosed is information provided by Town Treasurer Jen Myers, with support from Assistant Treasurer Peter Ryan, regarding the FY2019 municipal, Police District, and non-residential tax rates.

She reports that the municipal tax rate (without the Police District) decreased by \$0.0627 (-8.23%) and the Police District rate decreased by \$0.0453 (-12.46%). The homestead tax rate decreased by \$0.2923 (-11.61%) and the non-residential tax decreased by \$0.1781 (-7.29%). The homestead Police District tax rate decreased by \$0.3376 (-11.72%) and the non-residential Police District tax rate decreased by \$0.2234 (-7.96%).

At the June 25, 2018 Selectboard meeting, how to allocate the \$25,802 that voters added back into the Recreation Department expense budget was discussed. That discussion was based on the understanding at that time that the approved Recreation Department budget was intended to be restored to the FY2018 budget levels, including the FY2018 \$166,945 to be raised by taxes. According to the Town Meeting minutes, however, voters actually approved to increase the amount to be raised by taxes to \$171,645—a difference of \$4,700, which is equal to the difference between the FY2018 and FY2019 revenue figures.

The proposed municipal tax rate is based on the voter-approved amount of \$171,645. Thinking we needed to add the \$4,700 back into the FY2019 revenue, the Selectboard voted to allocate half (\$2,350) to Holley Hall Events proposed revenue and the other half (\$2,350) to Hall Rentals revenue to meet the FY2018 figure of \$166,945. With the tax rate based on \$171,645, that adjustment should be reversed.

RECOMMENDATION: Vote to reverse the June 25, 2018 action to add \$4,700 to the Recreation Department revenue budget. Vote to approve the tax rates as proposed.

Item IV.3. Consider request for Town to participate in the *Turn Bristol Teal* for Ovarian Cancer Awareness Month in September. Enclosed is what has become an annual request from the *Turn the Towns Teal* national campaign for the Town of Bristol to participate for the month of September. The Selectboard has approved this request each year since 2013.

RECOMMENDATION: Approval.

Item IV.4. Consider request by the Bristol Cub Scout Pack to close Fitch Avenue, Saturday, August 25, 9:00am to 3:00pm, for Soap Box Derby. Enclosed is an e-mail from Greg Grover requesting that Fitch Avenue be closed Saturday, August 25, 9:00am to about 3:00pm for the Bristol Cub Scouts Pack Soap Box Derby.

According to Mr. Grover, this would be fifth time the Derby was held on Fitch Ave. (One year was held in the Mt. Abe 3rd parking lot.) There are around 30 attendees, mostly Scouts and their families. The street is usually closed from Mountain Street to North Street only when the Scouts are racing, from about 10:00am to 1:00pm. Local traffic can travel through except those times.

RECOMMENDATION: Approval with the condition that notice be given to Fitch Street residents and the public at least one week in advance (methods to be discussed) and that emergency responders (Police, Fire, Bristol Rescue), including Bristol's water operator, be notified at least 48 hours in advance.

Item IV.5. Consider nominating a community leader to participate in the VCRD's "Making It Happen" Local Leadership for the Future of Vermont Communities on October 1, 2018. Enclosed is an e-mail from the Vermont Council on Rural Development inviting the Selectboard to select a local leader to participate in a *Vermont Community Leadership Summit* on October 1, 2018 at Castleton State College. They are looking for someone from each Vermont town or city who is working to improve their communities and who the Selectboard sees as an established or emerging leader. One participant from each community would be enrolled at no charge; there would be a \$50 fee for any additional individual(s) selected. More information is available at <https://www.vtrural.org/Summit18> and on Facebook at <https://www.facebook.com/events/399195823899064/>.

RECOMMENDATION: Select one or more community leaders to participate. The Selectboard may wish to deliberate in Executive Session.

Item IV.6. Consider whether to purchase electronic tablets for Selectboard meeting materials. Purchasing an electronic tablet of some sort as an alternative to paper meeting packets has been on the Selectboard's to-do list for a while. Enclosed is an e-mail from Administrative Assistant Sharon Lucia forwarding her findings from a search of cost-effective options suggesting that a Lenovo model from Best Buy at about \$180 per unit without a case or other accessories.

Also enclosed is an e-mail from Clerk/Treasurer Jen Myers outlining past considerations of this topic that led to them not being purchased.

RECOMMENDATION: Determine next steps.

Item IV.7. Execute loan documents for South Street Bridge project bond with People's United Bank. Enclosed are the loan documents for renewal of the bond anticipation note with People's United Bank. While voters approved a bond, the Town has been paying down the bond anticipation note by paying principal and interest annually and renewing the note each year based on a five year loan schedule. After this year's payment of \$32,643 (\$30,768 in principal and \$1,875 in interest), the new loan balance will be \$65,744. Annual renewal will continue until the note is paid off in 2022.

RECOMMENDATION: Approval. Execute the documents.

Item IV.8. Approval of meeting minutes of July 9 and July 23, 2018. Completed minutes for July 9 and July 23 are enclosed and posted on-line. I am making progress on catching up on the drafts of others and may e-mail them in advance of Monday's meeting and ask that they be added to the agenda.

RECOMMENDATION: Adjustments as needed; approval.

Item IV.9. Consider request to use Capital Building Reserve Fund to purchase a new digital lock system for Holley Hall. Enclosed is a quote from Middlebury Lock LLC to install a new digital locking system for Holley Hall obtained by Recreation Director Meridith McFarland. This would replace the mechanical key pad system currently in place. This would allow the code to be changed on a more regular basis, provide other programming options, prevent the long-time codes from being used without authorization, and improve security of the building. It is proposed to be paid from the Capital Building Reserve Fund, which has a current balance of \$105,094.

RECOMMENDATION: Approval.

Item IV.10. Update on 76 West Street prospective purchase. This was a late addition to the agenda after everything else had been labeled and copied. I will provide an update at the meeting about recent conversations regarding the Town's potential purchase of 76 West Street for a new, consolidated recreation facility. An updated draft purchase and sale agreement may be available by Monday's meeting for discussion in Executive Session regarding real estate negotiations.

RECOMMENDATION: Discussion.

V. OTHER BUSINESS.

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

- Preliminary budget report for FY2018 from Treasurer Jen Myers.
- Three-month activity summary, May-July 2018, from Recreation Director Meridith McFarland.
- Notice of Act 250 application, 07/31/2018, Hillside Precision, LLC on VT Rte 116.
- Water Allocation letter, 07/30/2018, for 143 North Street.
- E-mail from Thomas Brown (ANR), 07/26/2018, re invitation to participate in CWSRF Sponsorship stakeholder meeting.
- Town of Lincoln Notice to Taxpayers of Use Value Allocation, 2018 Billed Grand List: Water Works Road, Lincoln.

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).

* * *

Schedule

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

Week of August 6

Monday: 9:00am – Appointment in Waitsfield. Probably in around 10:30am.
7:00pm – Selectboard.
Tuesday: In at 12:00pm.
Wednesday: 9:00am – 12:30pm – CWSRF Sponsorship stakeholder meeting at State House, Montpelier.
3:00pm – ACEDC Economic Development Committee meeting, Middlebury.

Week of August 13

Monday: Out of the office.
Wednesday: 9:00am – Bristol CORE
Friday: 2:00pm – Bristol Hub 20th Anniversary Celebration at the Hub

FEMA Final Closeout Meeting

Eric Cota and I participated in a brief meeting with FEMA officials this week to finalize their paperwork for the October 2017 wind storm damage. FEMA will pay 75% of the \$11,726 in expenses for the documented debris removal and the State will pay an additional 12.5%, for a total of \$10,261. Adding the 5% allowed for administrative reimbursement and the grand total is expected to be \$10,847.

CWSRF Sponsorship Program Stakeholder Meeting

I have been invited to participate in a stakeholder meeting on Thursday, August 9, 9:00am to 12:30pm, at the Vermont State House to discuss a new Clean Water State Revolving Loan Fund program that aims to pair infrastructure projects with conservation projects. I would be representing moderately-sized municipalities.

Web Site Update

With help from Ian Albinson, the Meeting Minutes section of the Web site will now have Selectboard documents posted on-line as well as past agendas and Town Admin reports. Check it out at <http://www.bristolvt.org/fy2018-2019-meetings/>.

Band Stand & Lawrence Library Painting

Painting of the band stand has been completed and it looks great.

Another request for proposals has been issued for painting the front steps of the Lawrence Memorial Library. It is posted on the Town's Web site, Front Porch Forum, Facebook, and was directly provided to several area painting contractors. This will be on the next agenda for consideration.

Sidewalks Replacement Out to Bid

It took a while to nail down the scope of work, but replacement of approximately 460 feet of sidewalk sections on Maple Street and approximately 200 feet of sidewalk on Mountain Street near the Elementary School are out to bid. The sections were selected to address tree root heaving and

chronic drainage issues. Bids will be due August 24 for consideration at the Selectboard's September 3 meeting.

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., August 6, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., August 9, 6:00pm, at Holley Hall.
- Board of Civil Authority: Fri., August 10, 2:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., August 15, 9:00am, Holley Hall.
- Bristol Energy Committee: Weds., August 15, 7:00pm, at Holley Hall.
- **Bristol Hub Teen Center 20th Birthday/Anniversary**: Fri., August 17, 2:00pm, at the Hub and Skate Park.
- [Selectboard](#): Mon., August 20, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., August 21, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Energy Committee candidate interview.
- Fire Department revised policy manual.
- Review Lawrence Library painting bids.
- Select contractor for Stormwater Master Plan for the Village Center Planning Area.
- Certified Local Government Program presentation.
- Request to discontinue Class 4 section of Purington Road (TH 14).
- Water Ordinance updates.
- Continued appointment/reappointment of local officials.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Police Chief candidate interviews.
- Review Recreation Dept. survey results.
- Sidewalk replacement bids.
- Howden Hall and band stand painting bids.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator