

# **Bristol Town Administrator's Report**

## **August 17, 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 20, 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. Energy Committee candidate interview: Richard Butz. Enclosed is a letter from Ian Albinson recommending the appointment of Richard Butz to the Energy Committee. Mr. Butz has been invited to be present to meet with the Selectboard.

RECOMMENDATION: The Selectboard may wish to deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer.

Item III.2. Fire Chief Brett LaRose and Fire Fighter candidate Roy Catella. Enclosed is an application from Fire Fighter candidate Roy Catella of Bristol. Fire Chief LaRose, Deputy Chief Forand, Asst. Chief LaRose, and I conducted an interview with him earlier this week. He and Fire Chief Brett LaRose will be present to meet with the Board.

RECOMMENDATION: The Selectboard may wish to deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer.

#### **IV. REGULAR BUSINESS.**

Item IV.1. Consider the Purchase and Sale Agreement between the Town of Bristol Edward and Suzanne Shepard for the purchase of 76 West Street and overall update. Enclosed is what is believed to be the final purchase and sale agreement, which has been reviewed by the Town's attorney and the Shepards' attorney. The purchase price is equivalent to the current assessed value of \$166,500 for the 0.59 acre parcel. Contingencies include:

- voter approval at the annual or a special Town Meeting;
- tests and inspection, the outcome of which could affect the purchase price;
- an accommodation to the Seller to remain on the premises for 60 days to allow for the completion of their new residence using proceeds from the sale, including various terms to define liability, risk, responsibilities, etc.; and
- other routine provisions.

A steering committee is in the process of being pulled together with Recreation Director Meridith McFarland leading the charge. Selectboard appointment of members to the Steering Committee is expected to be at the September 17 meeting. Chris Huston from Bellwether Architects has hit the ground running with the preliminary site analysis and program summary.

RECOMMENDATION: Accept the agreement and authorize me to sign.

Item IV.2. Consider request from Danny Grace for the Town to discontinue the Class 4 section of Purinton Road. Enclosed is a request from Danny Grace asking that the Class 4 section of Purinton Road be discontinued. Also enclosed are excerpts from the VTrans Handbook for Local Officials related to road classifications and Class 4 roads in particular.

The process for discontinuance is the same for reclassification, except that notice to the Commissioner of Forests, Parks, and Recreation must be included. The process for laying out, reclassifying, altering, or discontinuing a town highway is defined in 19 V.S.A. Chapter 7, which provides detail on all the steps necessary to lay out, alter, reclassify, or discontinue a highway. Generally, the process is as follows:

1. A petition to the Selectboard, signed by at least 5 percent of the voters or landowners, is received. The Selectboard may act on its own motion without a petition.
2. Hold a hearing, giving 30 days' notice to petitioners and the town planning commission. View the highway in question. Receive testimony from interested parties.
3. Render a written decision, giving the public good, necessity and convenience of the inhabitant's proper consideration. The decision should set out the reason or logic behind the action taken. The action should occur at a duly called meeting of the Selectboard and within 60 days after the hearing.
4. A person not satisfied with the decision may appeal to the district court (19 V.S.A. § 726) or the superior court (19 V.S.A. § 740).

RECOMMENDATION: Discussion. Determine next steps.

Item IV.3. Consider proposals for the Bristol Stormwater Master Plan for the Village Center Planning Area and select consultant. Enclosed is the RFP for the stormwater master plan project. The Steering Committee met today and reviewed the four proposals that were received by the August 3 deadline.

<b>Consultant</b>	<b>Location</b>	<b>Cost Proposal</b>
DuBois & King	Randolph, VT	\$23,777
Marble Valley Engineering	Rutland, VT	\$21,858
<b>Watershed Consulting</b>	<b>Burlington, VT</b>	<b>\$24,250</b>
WHALE Environmental Services	Kahuki, HI	\$23,250

The proposals were ranked based on the consultants' understanding of the project; qualifications and experience; quality of the proposal; and knowledge of the project area. Though not the low bid, the Steering Committee was unanimous in its recommendation to select Watershed Consulting. Their cost proposal is within (in fact below) the project budget. A copy of their proposal is enclosed.

This project is being funded in part through an Ecosystem Restoration Program (ERP) grant.

RECOMMENDATION: Approval; authorization to proceed.

Item IV.4. Consider bids for the Lawrence Memorial Library front steps painting and select contractor. Enclosed is the one bid received in response to the RFP (also enclosed) for this project. The RFP was posted to Front Porch Forum, Facebook, the Bristol Web site, and sent directly to area painting contractors.

The amount of the bid is not being disclosed in case the Selectboard chooses to readvertise and/or change the scope of work.

RECOMMENDATION: The Selectboard may wish deliberate in Executive Session to discuss whether to accept the proposal or readvertise with or without changes to the scope of work.

Item IV.5. Continued consideration of a 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 slightly revised 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. Also enclosed are responses to questions that were raised at the previous meeting.

**To recap:** 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. 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.

<b>Pending Work</b>	<b>Estimate/Price (2015)</b>	<b>Notes</b>
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 &amp; engineering, bid documents, bid services, project management, inspection, and record drawings.</i>
<b>TOTAL</b>	<b>\$46,159</b>	

RECOMMENDATION: Accept the proposal and authorize to proceed.

Item IV.6. Consider acceptance of the Jackman’s Fuel prebuy offer of fuel for Town operations for the period September 1, 2018 through April 30, 2019. Enclosed is the annual offering of heating fuel at a prebuy rate of \$1.85 per gallon for each of the municipal facilities. The prebuy rate in FY2018 was \$1.65 and non-prebuy rate was \$2.10. More information will be available at the meeting regarding actual FY2018 vs. projected gallons used.

RECOMMENDATION: Determine if additional information is necessary.

Item IV.7. Consider appointment of a delegate to the Vermont League of Cities and Towns annual meeting and review of the VLCT FY2020 Municipal Policies. Enclosed is the VLCT’s annual solicitation to select a voting delegate to represent the Town of Bristol at its annual meeting at the Town Fair. Also enclosed are the VLCT’s proposed FY2020 Municipal Policy. This year the annual meeting will be October 3, 2018 in South

Burlington. No fee is required to participate in the annual meeting; there is a fee for each of the two days of the Town Fair.

RECOMMENDATION: Discussion.

Item IV.8. Approval of meeting minutes of August 6 and June 11, 2018. Minutes for the August 6 and June 11 meetings are enclosed and posted on-line. I am making progress on catching up on the review of the drafts of others and may e-mail one or more in advance of Monday's meeting and ask that they be added to the agenda. If that does not happen, stay tuned for future posts.

RECOMMENDATION: Adjustments as needed; approval.

Item IV.9. Consider a cut-off/deadline for Selectboard agenda items. Setting a cut-off for items to be included on the agenda has been an on-going challenge. Things often continue to move around, on or off, right up until the Selectboard's packets are in production. This can create delays, inefficiencies, and added work for staff and the Selectboard. There have been and will continue to be times when external matters will suddenly need to be met. Though the Selectboard would prefer as much notice and information as possible about matters before the Board, State Statute does allow for the addition of items to the agenda at the meeting.

RECOMMENDATION: Establish an agenda deadline/due date of 12:00noon the Thursday before a Selectboard meeting for items to be on the agenda, with exception for unavoidably time-sensitive matters that would be in the Town's interest to consider.

## **V. OTHER BUSINESS.**

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

- Notice of Overshadowing at the time of Filing an Application for a Wastewater System and Potable Water Supply Permit: Stoney Hill Properties LLC over Town Of Bristol land, 08/16/2018.
- Letter from the Vermont River Conservancy, 08/09/2018, re monitoring of conserved lands.
- Copy of letter from Vermont Gas to the VT Public Utility Commission, 08/03/2018, re Addison Natural Gas Pipeline Update.

## **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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### **Hydrant Flushing**

Hydrant flushing in the Bristol water service area began this morning. There are approximately 79 hydrants in the service area. Bristol's water operator (Vermont Utility Management Services) will continue to flush 5-10 hydrants every few days until all are flushed. This is expected to occur over the next few weeks as time allows.

Systematically opening hydrants throughout the system allows water to flow at a high velocity through the distribution main lines. Regular flushing enhances water quality by removing sediments from inside the mainline and flushing them out through the hydrant; identifies malfunctions of the hydrant and related valves; helps determine weaknesses (if any) in the water distribution system; identifies inadequate water volumes and pressures in the mainlines; and helps determine locations where flow pressures may require valve inspections.

Water customers may encounter a temporary drop in water pressure and/or may experience rusty brown, or cloudy water during hydrant flushing operations. When a hydrant is opened, the water in the mainline will flow out at a high velocity. This creates a scouring action in the pipe and dislodges fine sediment particles that have accumulated in the pipe. The fine sediment mixes with the water, turning the water a cloudy or rusty brown color. This mixture is discharged out of the hydrant. These conditions will subside after the flushing is completed.

What should customers do when hydrants are being flushed in their area?

- Mainly, avoid using the dishwasher, washing machine and don't turn on the faucets (hot or cold). Wait until the operation is completed.
- If you are driving in the work zone where hydrants are being flushed, please drive carefully.
- Avoid washing white or light-colored laundry during the flushing operations

After the flushing operation is completed water customers should:

- Open the cold water faucets and let the water flow until it is clear. Turn off the faucets.
- Open the hot water faucets and let the water flow until it is clear. Turn off the faucets.
- When both hot and cold water are clear, the water is ready for use as normal.
- Check the faucet screens for trapped particles.
- Wash a load or two of dark-colored clothes first.

### **Memorial Forest Park Sign**

The new sign was installed at the Memorial Forest Park this morning and looks great! Many thanks to the Ron LaRose and the Mount Abe Design Technology Education Department for making the new sign happen and to the Public Works Dept. for installing it. Now, about that pole ...

### **Town Green Park Fountain**

Alan Clark discovered the fountain was not running this morning and, upon investigating, found the pump had failed. So he drove the Burlington area, bought a new pump (to be paid by the Town), installed it, and reported that that flow is greatly improved. Thank you, Alan!



### **Schedules**

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

#### Week of August 20

Monday: 7:00pm – Selectboard.  
Tuesday: In at +/- 12:00pm.  
Thursday: 10:00am – Meeting with Hickock and Boardman representative re. municipal insurance coverage options.  
Friday: Out of the office.

#### Week of August 27

Wednesday: 5:00pm – LEPC 8, New Haven Police Barracks.

Public Works Foreman Eric Cota will be on vacation the week of August 20.

Due to a temporary reduction in staff coverage, Town Office will be open from 7:15am until 3:30pm beginning August 20 until further notice.

### **Upcoming Meetings**

Below are meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line links for more information about the organization.

- Selectboard: Mon., August 20, 7:00pm, at Holley Hall.
- Planning Commission: Tues., August 21, 7:00pm, at Holley Hall.
- Local Emergency Planning Committee 8: Weds., Aug. 29, 5:00pm, at the New Haven Vermont State Police Barracks.
- Labor Day Holiday: Sept. 3 – Town Office will be closed.
- Selectboard: Mon., Sept. 3, 7:00pm, at Holley Hall.
- Conservation Commission: Thurs., Sept. 13, 6:00pm, at Holley Hall.
- Bristol CORE: Weds., Sept. 19, 9:00am, Holley Hall.
- Bristol Energy Committee: Weds., Sept. 19, 7:00pm, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Fire Department revised policy manual.
- Certified Local Government Program presentation.
- Sidewalk replacement bids.
- Water Ordinance updates.
- Continued appointment/reappointment of local officials.
- Police Union contract review.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Other stuff.

Respectfully submitted,  
Valerie Capels, Town Administrator