

Bristol Town Administrator's Report

September 14, 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 September 17, 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: CDBG VCDP planning grant for Bristol Family Housing. The Town of Bristol received a \$30,000 Community Development Block Grant from the Vermont Community Development Program on behalf of the Addison County Community Action Group (HOPE) in partnership with Housing Vermont to determine the rehabilitation needs for Bristol Family Housing, assess the ability to add units to the property, and to remove legal hurdles to re-syndicating the property. The feasibility study has been completed and the CDBG program requires a final public hearing. Enclosed is the hearing notice and a summary of the activities undertaken as part of the feasibility study of Bristol Family Housing. Of the \$30,000 grant, only \$19,404 was expended, in addition to \$9,724 in other resources, which included more than \$1,350 in in-kind Bristol staff time. Work products included the following:

- Housing Market Analysis [Market Study];
- Analysis of the cost and implications of adding units on the site;
- Assessment of the current water and waste water systems including testing the water quality;
- Code review and schematic drawings of site and building improvements;

- Financial analysis of the feasibility of using Lowing Income Housing Tax Credit and other resources; and
- Legal work to secure the remaining limited partner interests.

Samantha Dunn from Housing Vermont is planning to attend.

RECOMMENDATION: Receive public input.

Item III.2. Public Hearing: Melodie Campbell and Edward Chaloux dog complaint. Enclosed are a copy of the second complaint filed by the Post Office against a German Shepard-mix dog named Mr. Mann and the two letters sent to the custodians of the dog. The dog was in the care of Edward Chaloux at the time of both incidents but is own by Melodie Campbell of Wolcott. A public hearing is required in accordance with Section 125-9 of the Bristol Dog Ordinance. All parties have been notified of this hearing. Ms. Campbell expects to travel from Wolcott to attend and may be accompanied by Mr. Mann.

RECOMMENDATION: Discussion. Receive input from interested parties. Determine next steps.

Item III.3. Certified Local Government presentation: Devin Colman, State Architectural Historian, Vermont Division for Historic Preservation. Devin Colman from the Vermont Division for Historic Preservation will be present to provide an overview of the Certified Local Government program and how it may benefit the Town of Bristol. Enclosed are documents that provide some background. More information can also be found at: <http://accd.vermont.gov/historic-preservation/planning/certified-local-government>.

RECOMMENDATION: Discussion. Determine if additional information is necessary and whether the Selectboard wishes to continue with the process to qualify to participate in the program.

IV. REGULAR BUSINESS.

Item IV.1. Village sidewalks replacement project and tree removal update. At its September 3 meeting, the Selectboard awarded the sidewalk replacement project to Acker Excavating, LLC of Bristol. DPW Foreman Eric Cota and Bristol Tree Warden John Swepston met earlier this week to assess the trees that will be impacted by the project—or that will impact the project—and determine the appropriate course of action prior to the start of sidewalk reconstruction. Based on the sidewalk location and the condition of the trees, they determined that three trees would need to be removed on Maple Street. Two of the trees are in poor health. The roots of the third tree at the corner of Maple and Pleasant Street are upheaving the existing sidewalk and it was determined would do the same with the new sidewalk, even if only the impacting roots were cut. The project involves replacing two segments of sidewalk

on Maple Street and one segment on Mountain Street. More information will be available at the meeting and John Swepston is planning to attend.

Enclosed is a copy of *The Addison County Independent* October 2, 2017 article that described the conflict between some street trees and the sidewalk.

RECOMMENDATION: Discussion.

Item IV.2. Consider appointments to create a New Recreation Center Steering Committee. Enclosed is an e-mail from Recreation Director Meridith McFarland identifying citizens who have expressed interest in serving on or being a resource to a New Recreation Center Steering Committee. Meridith reached out to some people directly and posted an invitation to be considered on Front Porch Forum.

The Steering Committee would be working together with the Town of Bristol, Rec Department, and Bellweather Architects to evaluate the property, explore preliminary designs that work with programs, consider preliminary cost estimates and potential funding sources, and engage the community. A kickoff meeting is in the process of being scheduled for soon as possible after appointments are made to begin the work. The goal is for this committee to present a package of facts by the end of January for the FY2018 Annual Report, for community meetings, and for voters to consider and discuss at the March 4th Town Meeting.

RECOMMENDATION: Determine if additional information is needed or if interviews should be scheduled. 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 IV.3. Consider approval to hire AmeriCorps Volunteer Taylor Goodwin to work with the Bristol Hub. Enclosed is an e-mail from Hub Teen Center Director Brian LaClair introducing AmeriCorps Volunteer candidate Taylor Goodwin to serve as a volunteer at the Hub Teen Center for up to eight months. Although it is not a paid position, a living allowance is provided, which will be funded through two United Way grants and the 2018 PREP grants. Brian LaClair intends to be present to answer any questions.

RECOMMENDATION: Approval.

Item IV.4. Consider grant application request and execution of a resolution in support of a Municipal Planning Grant to update the Bristol Town Plan. Enclosed is a grant summary form, resolution, and a preliminary budget for services to assist with the update of the Bristol Town Plan. The current plan, readopted in 2017, is not in compliance with current 24 VSA Chapter 117 requirements and therefore is not a statutorily approved plan by the ACRPC. Because the grant request amount exceeds \$10,000, the services may need to be put out to bid under the program's policies.

The preliminary budget prepared by the Addison County Regional Planning Commission does not include costs for printing, hearing or public meeting notices, or other expenses that might be associated with public outreach, which is why the grant summary form includes a slightly higher amount.

The enclosed resolution follows the format required in the application. Peter Coffey is listed on paragraph #4 as the Alternate Authorizing Official because the only options offered were the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Selectboard member, the Town Manager, the City Manager, or the Town Administrator. The CEO is defined in 10 VSA §683(8) as "the mayor of a city; or if no mayor, the president of the board of aldermen, the chairman of the city council, the chairman of the board of selectmen, the president of the board of trustees or chairman of the prudential committee." I would think the Town Treasurer would make a good alternate (plus she already has a GEARS account), but that was not an option. Kris Perlee is OK being designated as the grant administrator.

The application is due Monday, October 1, 2018. Susan Kavanagh and/or another Planning Commission representative is expected to be present to answer any questions on this and the next item.

RECOMMENDATION: Approval; vote to approve and sign the resolution.

Item IV.5. Consider grant application request for an ACRPC Energy Planning Grant. Enclosed is a memo outlining the opportunity to submit a letter of intent to seek up to \$4,000 in grant funding from the Addison County Regional Planning Commission for assistance in developing a comprehensive update of the Energy chapter of the municipal plan that is consistent with the provisions of Act 174. Three towns will be selected that: (1) demonstrate a commitment to comprehensive energy planning; (2) demonstrate that there is agreement among the Selectboard, Planning Commission, and Energy Committee that the process would be good for the town at this time; and (3) recognize that this is a pilot effort.

RECOMMENDATION: Authorize the Planning Commission to submit a letter of intent.

Item IV.6. Consider Purchase and Sale Agreement for the 18.8 acres to Stanley Livingston. May include deliberation in Executive Session per 1 V.S.A. §313(a)(1)(A). The enclosed draft purchase and sale agreement for the 18.8 acres off Lovers Lane has been reviewed by Benjamin Deppman, Esq. for the Town and David Venman for Stanley Livingston. They each are satisfied with the draft.

RECOMMENDATION: Approval; authorize me to sign for the Town.

Item IV.7. As the Water Commission, consider the water system connection application for Woodland Apartments. Enclosed is a permit application from Tom Sawyer Development for Woodland Apartments to connect to the municipal water system. The \$500 application fee has been paid. Also enclosed is the Construction Permit, issued on 09/05/2018 from the Vermont Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, which outlines the connection description and Agency conditions, including the physical abandonment of the two existing well sources (disconnected and filled), which will result in the elimination of the wellhead protection area.

Also enclosed are the draft bid documents from January 2018 and current design plan prepared by East Engineering. The project was advertised with bids due August 30. Four bids were received and DeBisschop Excavating was awarded the contract. The bid tab is also enclosed. There was no change to the specifications between the draft and final bid documents. A fairly large window to complete the project was provided in order to attract competitive bids. Construction is expected to begin mid-November and is expected to take about two weeks.

The Bristol Water Ordinance can be found on-line at <http://www.bristolvt.org/ordinances/>.

RECOMMENDATION: Approval.

Item IV.8. Consider request from John Moyers to erect scaffolding over the sidewalks across the façade of 22 Main Street for building renovations. John Moyers is in the process of renovating the interior and exterior of 22 Main Street. His contractor would like to install scaffolding over the sidewalk to access the upper levels and repair the brick façade as needed. Flooring would be provided over the first level of scaffolding to protect the workers, protect the sidewalk below, and allow pedestrians to pass under safely. It is expected to be in place for about two weeks. We are not sure whether Selectboard approval is required to place the structure in the public right-of-way. A similar request was approved for scaffolding at a different Main Street location by former Town Administrator Therese Kirby in April 2017, which she reported to the Selectboard at the May 1, 2017 meeting.

RECOMMENDATION: Determine if additional information is needed. Approval with the condition that the contractor provide a certificate of insurance with the Town of Bristol listed as an additional insured.

Item IV.9. Consider request to close School Street and change traffic flow on Park Place on October 31, 5:00pm – 7:00pm, for Trunk or Treat event off the Town Green. Enclosed is a proposal from Ted Lylis to have a Trunk or Treat event on Halloween, which would involve closing School Street for a few hours (including set up and break down time) and modifying the traffic flow on Park Place to accommodate the traffic. He will be able to provide more information at the meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.10. Consider homestead declaration penalty waiver. The deadline for taxpayers to file their homestead declaration is on or around October 15. The Selectboard is authorized to establish a penalty between 3% and 8% on late filings, which would require the reissuance of affected property tax bills. This is an annual exercise and the Town has not applied a penalty in the many years since the provision was voted in by the Legislature.

RECOMMENDATION: Vote to waive the homestead declaration penalty.

Item IV.11. Continued consideration whether to seek bids from other insurance providers for workers comp and property liability and casualty coverage. This is continued from the previous meeting, at which the Selectboard requested I contact the other towns that switched away from VLCT's PACIF. That has not yet been done. Larry Smith from VLCT called to let us know that Middlebury did not end up leaving VLCT PACIF, but that Milton, Jericho, Fairfax, and South Burlington did.

RECOMMENDATION: Stay with VLCT PACIF this coming year and follow up with the other towns for the next cycle. Some of the towns only recently made the switch, which would allow for more time to evaluate whether the switch was a good choice for them.

Item IV.12. Continued consideration of the Vermont League of Cities and Towns FY2020 Municipal Policies. This is continued from the previous meeting. The VLCT annual meeting is October 3, 2018.

RECOMMENDATION: Discussion.

Item IV.13. Consider selection of Selectboard liaisons to Town departments. During the Selectboard goals discussion some weeks ago, the suggestion was made to identify Selectboard members to be liaisons to the various departments to be a resource and to gain more insight and share information about activities, issues, concerns, or other matters of interest with the rest of the Board. It would not be to provide oversight of or direction to Dept. personnel.

Department	Liaison
Lister?	
Planning & Zoning	
Police	
Public Works	
Recreation	
Water and Sewer	

Item IV.8. Approval of meeting minutes of the September 3, 2018. Draft minutes for the September meeting is enclosed and posted on-line. If the April 14, 2018 minutes are not included in the packet, they may e-mailed in advance of Monday's meeting.

RECOMMENDATION: Adjustments as needed; approval.

V. OTHER BUSINESS.

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

- Memo from VLCT, 09/14/2018, re new "Association" Plans for 2019 Health Insurance.
- Notice of grant award, 09/13/2018, from VLCT PACIF for the Fire Dept. equipment purchases.
- Memo from VCDP, 09/13/2018, re changes in VCDP CDBG procurement thresholds.
- E-mail from Gary Holloway, 09/13/2018, announcing a new Electric Vehicle Supply Equipment (EVSE) grant program.
- Bristol Hub Update 9/3/2018 – 9/7/2018.
- FOIA request, 09/04/2018, re Vermont Gas Systems, Inc., and response.

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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Stoney Hill Properties, LLC Closing

I am happy to report that the closing on the purchase of the 8.61-acre parcel by Stoney Hill Properties, LLC happened today! At a purchase price of \$25,000 per acre, the Town received a check for \$187,040.11 after all the expenses and fees were deducted. Included in the expenses is the \$27,514.89 to be paid to the State of Vermont to release the reversionary clause in the 1999 deed from the State of Vermont to the Town of Bristol, to be paid if and when the property is no longer in public use.

Hydrant Flushing & Water Meter Reading Update

The hydrant flushing schedule was put on pause this week so that VTUMS could focus on completing the water meter readings. A number of meters were found to not be scanning properly or had other issues, so a fair amount of time was spent troubleshooting, making corrections, and making repairs.

When they resume flushing, they will start in the Mountain Terrace and Mountain View neighborhoods. Flushing in the East Street neighborhood has been completed. Flushing in the area of Main Street would be scheduled in the evening to minimize interference during business hours. Updates will be posted on Bristol's Web site, Facebook page, and Front Porch Forum as information becomes available.

Mountain Terrace Gate Follow-Up

I met with a neighbor this week who lives on Mountain Terrace who expressed concern about a second gate being installed near the log landing. He noted that the road is a popular sledding hill and asked that when the new gate is installed, that one or more openings be provided for skiers, snowshoers, and sledders to get through.

Sharon searched the land records and did not find any agreements with George Vince that conflicted with installation of a second gate.

Property Tax Bills

Bristol property tax bills are expected to be printed on Monday of next week (Sept. 17) and processed for mailing Tuesday and Wednesday. Payment will be due by Monday, November 5, 2018.

Recreation Department Fall/Winter Program Guide is Now Available

The Recreation Department announced this week that the new Fall/Winter Program Guide is now out, which includes new programming, such as Adult Computer Literacy, Holley Hall Play Group, and partnering with Kim Jacobs at [Bristol Fitness](#). Complete information can be found at www.BristolVtRec.com and on their [Facebook page](#).

Schedules

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

Week of Sept. 17

Monday: 7:00pm – Selectboard.
Tuesday: In at +/- 12:00pm.
Wednesday: 9:00am – Bristol CORE
Thursday: 7:30am – ACEDC Board meeting in Middlebury

Please note: because I will be out of the office most of next week, the deadline for the Oct. 1 Selectboard agenda will be noon, Thursday, Sept. 20.

Week of Sept, 24

Monday – Thursday: out of the office.
Friday: In all day.

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., Sept. 17, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Sept. 18, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Sept. 19, 9:00am, Holley Hall.
- [Bristol Energy Committee](#): Weds., Sept. 19, 7:00pm, at Holley Hall.
- **Bristol Harvest Festival**: Sat., Sept. 22, 10:00am, at the Town Green.

- [Selectboard](#): Mon., Oct. 1, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Oct. 11, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Fire Department revised policy manual.
- 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