

# **Bristol Town Administrator's Report**

## **September 28, 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, October 1, 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. REGULAR BUSINESS.**

Item III.1. Consider Walk-a-Thon request from the Vergennes Union High School Class of 2019 involving Briggs Hill Road as an alternate route to Zeno Mountain Farm, Monday, Oct. 15, 2018, 9:00am – 2:00pm, to benefit Love Your Brain Foundation and Zeno Mountain Farm. Enclosed is a request from the Vergennes Union High School Class of 2019 for permission to walk on Briggs Hill Road, Monday, October 15, as an alternate route for a Walk-a-Thon fundraiser to support the *Love Your Brain Foundation* and *Zeno Mountain Farm* in Lincoln. The Walk-a-Thon time is between the hours of 9:00am - 2:00pm. They are also asking for permission to put up signs along the route a week ahead of time to give drivers notice that a group will be along the route on October 15.

The preferred route would start at the firehouse behind the Jerusalem Store, proceed down Downingville Road to Quaker Street, and then up to Zeno Mountain Road. The alternate route would start in Bristol at Briggs Hill Road (off of Lincoln Road) to West River Road, then to Quaker Street. Approximately 98 students, teachers, and parents are expected to participate. Safety measures of past senior walk-a-thons have a bus following the students and/or a teacher's car with a sign and a lead

sheriff's or a teacher's car with a sign. The students all have the same color T-shirt for identification. Signs along the route and notices on Front Porch Forum alert drivers ahead of the event. If Briggs Hill Road is used as the alternate route, no cars would be parked there.

A representative is available to attend if the Selectboard feels it is necessary. It is possible, even likely, the Briggs Hill Road alternative will not be used, but they want to cover their bases in case it is.

RECOMMENDATION: Determine if additional information is necessary.  
Approval.

Item III.2. Consider updated Bristol Fire Department Policies: Fire Chief Brett LaRose. Enclosed and updated Bristol Fire Department Policies document prepared by Fire Chief Brett LaRose. He will be present to answer any questions.

RECOMMENDATION: Fire Chief LaRose recommends these replace the January 2, 2017 version.

Item III.3. Consider request to extend Bristol Fire Department leave of absence by three months: Fire Fighter Chad Perlee. Enclosed is an e-mail thread relating to the request from Fire Fighter Chad Perlee to extend his 6-month leave for an additional three months. The leave is currently due to expire September 30, 2018.

RECOMMENDATION: Approval.

Item III.4. Acknowledge bequest from the Andrew Johnson estate and begin discussion about how the funds should be applied. Enclosed is a copy of the generous bequest the Town of Bristol has received from the estate of Andrew Johnson in the amount of \$103,008.83. It is my understanding that the intended use of the funds is unrestricted. This raises a number of questions and opportunities. How would the Selectboard wish to acknowledge receipt of this generous gift? How would the Selectboard wish to proceed to determine the most appropriate use—or uses—for the funds?

RECOMMENDATION: Discussion. Determine next steps.

Item III.5. Consider hydrant replacement on West Street. Folks from the Vermont Utility Management Services investigated the report of the leaking hydrant on West Street by Paige & Campbell and determined it should either be replaced or decommissioned and bagged. The 1884 hydrant is of such a vintage that replacement parts are no longer available. Bagging the hydrant will take time to locate the valve in the street that has been paved over prior to shutting off the the hydrant's water service off. The valve will also need to be located, uncovered, and

exercised if the hydrant is to be replaced. The type of replacement would also need to be determined. Estimated full project cost is about \$4,000 per hydrant with all parts/labor/paving etc. The hydrant alone is about \$2,000. The other costs are for the associated valves, blocking, excavation, paving etc.

RECOMMENDATION: Assess the availability and adequacy of other hydrants in the area if this one is no longer in service and determine whether fire protection would be adequate. If to be replaced, the expense can either come from the \$10,000 budgeted for supplies or the \$24,800 budgeted for capital improvements.

Item III.6. Consider electronic land records proposal: Town Clerk/Treasurer Jen Myers. Town Clerk/Treasurer Jen Myers and Assistant Treasurer Peter Ryan have been investigating options for investing in an on-line subscription-based land records platform. They have consulted with different vendors and recently visited with officials in Lincoln and Middlebury, who each offer on-line land records research, but with different vendors and platforms. Jen will be present to provide an overview of her findings and recommendations to date. The discussion is expected to be continued in Executive Session.

RECOMMENDATION: Discussion. Determine next step and what additional information may be necessary.

Item III.8. Approval of meeting minutes of the September 17 and April 14, 2018. Draft minutes for the September 17 and April 14, 2018 meetings are enclosed and posted on-line. We are making progress on the backlog.

RECOMMENDATION: Adjustments as needed; approval.

## **V. OTHER BUSINESS.**

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

- E-mails, 09/28/2018, re Ray E. Davison Training Foundation Funding Request.
- Vermont DEC Project Review Sheet, 09/28/2018, for the Woodland Apartments water line interconnection.
- Vermont DEC Project Review Sheet, 09/28/2018, for Bristol Train Network.
- E-mails, 09/20/2018, re planning for the VTrans 2020 TH 1 paving project.

## **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/or potential contract negotiations per 1 V.S.A. §313(a)(1)(A).

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### **Hydrant Flushing Update**

The hydrant flushing schedule is still on pause due to emergency repairs and other time-sensitive matters that has required VTUMS' attention. Updates will be posted on Bristol's Web site, Facebook page, and Front Porch Forum as information becomes available.

### **Sidewalk Replacement Project**

Acker Excavating plans to begin the sidewalk replacement project on the first week of October starting on Mountain Street. He may begin the preparations on a weekend to minimize conflicts with school operations, though the pour would more likely be on a weekday. Public Works Foreman Eric Cota is coordinating with Sargent's Tree Service to arrange for removal of the three trees and stumps.

### **VT Route 116/17 Repaving in Village**

Enclosed is recent correspondence from Chris Lathrop, P.E., of DuBois & King, who will be working with VTrans on the 2020 repaving project through the Village. He and his team are in the process of setting up a pre-design conference for late Oct./early Nov. with Town officials to discuss the details and general scope of the Bristol STP PC20(2) Route 116 Class 1 paving project and any issues or concerns there may be. D & K's survey department intends to survey the project limits from October 1 through October 8 to develop the base plans.

### **Schedules**

It's hard for me to believe it will be October already. Unless otherwise noted, I expect to be in the office from 8:00am to 4:30pm.

#### Week of Oct. 1

Monday: 7:00pm – Selectboard.  
Tuesday: Out of the office.  
Wednesday: 11:30am – VLCT PACIF Annual Meeting in S. Burlington.  
Thursday: Out of the office.

Public Works Foreman Eric Cota will be out of the office all this week.

#### Week of Oct. 8

Monday: Columbus Day – the office will be OPEN.

### **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., Oct. 1, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Oct. 11, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Oct. 15, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Oct. 16, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Oct. 17, 9:00am, Holley Hall.
- [Bristol Energy Committee](#): Weds., Oct. 17, 7:00pm, at Holley Hall.

- [Selectboard](#): Mon., Oct. 29, 7:00pm, at Holley Hall.

**Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Review and update fees schedule.
- 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