

Bristol Town Administrator's Report

October 12, 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 15, 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. Continued consideration of updated Bristol Fire Department Policies: Fire Chief Brett LaRose. Enclosed is grant summary form from the Bristol Fire Department seeking authorization to apply for up to \$135,000 to replace 15 SCBA units with a spare air cylinder and face piece for each plus one (1) RIC Pack with air cylinder. A 5% match of \$6,750 is proposed to come the Fire Dept. Capital Equipment Fund. The application deadline is October 26, 2018.

RECOMMENDATION: Approval.

Item III.2. Consider fee schedule updates. Vermont State Statutes prescribe the vast majority of fees that municipalities may charge for services. The enclosed VLCT draft Clerk Fees Schedule is an example of the variety of statutory fees for Town records.

A recent public records request brought to light that the Town of Bristol does not appear to have an adopted policy or fee schedule related to charging costs for staff time (after the first 30 minutes) necessary to comply to with such requests and for the cost of the actual copies requested. The fee schedule adopted by the Selectboard in 2013 covers other costs, but not these.

1 VSA 316:

(d) The Secretary of State, after consultation with the Secretary of Administration, shall establish the actual cost of providing a copy of a public record that may be charged by State agencies. The Secretary shall also establish the amount that may be charged for staff time, when such a charge is authorized under this section. To determine "actual cost," the Secretary shall consider the following only: the cost of the paper or the electronic media onto which a public record is copied, a prorated amount for maintenance and replacement of the machine or equipment used to copy the record, and any utility charges directly associated with copying a record. The Secretary of State shall adopt, by rule, a uniform schedule of public record charges for State agencies.

(e) After **public hearing**, the legislative body of a political subdivision shall establish **actual cost charges** for copies of public records. The legislative body shall also establish the amount that may be charged for staff time, when such a charge is authorized under this section. To determine actual cost charges, the legislative body shall use the same factors used by the Secretary of State. **If a legislative body fails to establish a uniform schedule of charges, the charges for that political subdivision shall be the uniform schedule of charges established by the Secretary of State until the local legislative body establishes such a schedule.** A schedule of public records charges shall be posted in prominent locations in the town offices.

A copy of the Secretary of State's Uniform Fee Schedule is enclosed, which provides general costs for staff time and copies.

Recreation Dept. Holley Hall Rental Fees

Enclosed is a proposal prepared by Recreation Director Meridith McFarland to increase Holley Hall rental fees. Below is a simple summary:

	Bristol Resident		Non-Resident / Business	
	Current	Proposed	Current	Proposed
Non-Profit (fundraising, education, service events)	\$75	\$100	\$100	\$150
For-Profit (concerts, conferences)	\$225	\$250	\$300	\$400
Use of downstairs staging/dressing room	\$20	\$75	\$20	\$75
Sound Technician		\$125		\$125

The proposed fees are based on comparable rates charged by other venues. They also are also intended to take into account the overhead associated with hosting such

events, including set-up, clean-up, wear and tear, bathroom supplies, heat, electricity, etc.

Coincidentally, the March 19, 2018 minutes in agenda item III.8 reflect when Val Hanson made a presentation to the Selectboard about the new audio system and the need to provide for a sound technician. The cost of the sound technician, which the renters would coordinate with privately, is included in the proposed fees update.

Planning & Zoning Dept. Application Fees

Enclosed is a proposal prepared by Planning & Zoning Administrator Kris Perlee to update Bristol's zoning permit fees to be more in line with those of comparably-sized communities.

The existing and proposed comparisons include samples of what the fees would look like for particular applications. The biggest difference is going from a flat application fee for some applications to one based on the square footage of the proposed building. Also included is a snapshot comparison of the fees from five other comparable municipalities.

Fire Station Community Room Rental Fee

The suggestion has been made that a fee structure should be put in place for use of the Fire Station community meeting facilities. This is an opportunity to begin that conversation and see if there is agreement on what that fee structure might look like.

RECOMMENDATION: Determine if additional information is necessary. Approve the proposed Recreation Dept. and Planning & Zoning Dept. fee updates, effective December 1, 2018 to allow for the printed and published schedules to be updated. Accept the Secretary of State's uniform fee schedule until such time the Town of Bristol develops and adopts its own actual cost fee schedule.

Item III.3. Consider acceptance of the Cott System electronic land records proposal. May include deliberation in Executive Session. Following up from Clerk/Treasurer Jen Myers' presentation at the previous meeting about the electronic land records platform, enclosed is a proposed contract from Cott Systems to help us transition our land records onto this cloud-based electronic platform. Total costs for the first year (December 1 – June 30) are expected to be about \$9,000. Jen plans to be present to discuss the proposal in more detail.

RECOMMENDATION: Determine if additional information is needed. The Selectboard may wish to deliberate in Executive Session regarding contract negotiations.

Item III.4. Consider authorization for employees to participate in the EyeMed insurance program through VLCT VERB. In addition to the Property and Casualty Intermunicipal Fund (PACIF) and workers' comp coverage it provides, the Vermont

League of Cities and Towns also provides access to other insurance products through its VLCT Employment Resource and Benefits (VERB) Trust. One such offering is vision insurance through EyeMed Vision Care. It is voluntary, does not require a block of employees to sign on, and the annual premium is paid 100% by the employee. It does, however, require the municipality to pick just one of the plan offerings and administer the premium expense as a payroll deduction in the same manner other benefit deductions are paid. The program provides discounts for such things as eye glasses, contact lenses, and exams. It also provides access to a hearing health program through AmpliFon for discounts on such things as hearing exams and hearing aids. At least one employee is interested in participating. There is no additional cost or obligation to the Town other than the payroll deduction administration.

RECOMMENDATION: Authorize the Town Clerk/Treasurer to work with VLCT to allow employees to voluntarily participate in the VERB vision insurance program.

Item III.5. Consider whether to adjust VLCT PACIF insurance coverage values for municipal buildings. Enclosed is an e-mail thread and a copy of the Town of Bristol property schedule covered under the VLCT's Property and Casualty Intermunicipal Fund insurance. The values are what our premiums are based on. It appears that in some instances, the buildings and contents may be over or under-insured if we compare the values to what the Listers derived from the recent town-wide reappraisal.

Suzie Benoit at VLCT explained that they pay an appraiser to evaluate properties every 5 to 7 years to determine the replacement cost values. An inflation factor is then applied each year. In the case of the Bristol Hub, the 2013 replacement value was determined to be \$325,529, but with the annual inflation factor applied, it is now determined to be \$352,920. Given our recent discussions about the need to find a new facility for the Teen Center because of the building's declining condition, this caught my attention. Compare that to the \$61,500 value the Listers derived. I explained that situation with Suzie and I jokingly suggested that the inflation factor should have been *deducted* from the value not added to it. In that case, She agreed to adjust the figure back to the original 2013 value.

There is obviously a difference between the replacement value of a building and its current value based on its condition and other factors. And then there is the calculation of risk: what are the odds of needing to replace an entire building or its contents? Today was the deadline to return our renewal package to VLCT, but I have a small extension. I am interested in the Selectboard's thoughts about how you would like to proceed.

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

Item III.6. Consider salt purchase from Cargill up to \$32,000, sand from A. R. Rathbun up to \$50,000 and chloride from Allstate Asphalt up to \$22,000. Enclosed are annual purchase orders for salt, sand, and chloride. We learned after they were signed that they have typically required Selectboard approval. The salt from Cargill is and the chloride from All State Asphalt have been sole source purchases. DPW Foreman Eric Cota obtained verbal quotes from other vendors for the sand elected to go with A. R. Rathbun. The amounts correspond to what was budgeted.

RECOMMENDATION: Approval.

Item III.7. Consider whether to reschedule the October 29 Selectboard meeting date to November 5. My elbow surgery was originally scheduled for Oct. 17, which fell neatly between Selectboard meetings and I planned to prepare for the Oct. 29 meeting remotely with Sharon's help. I also expected I would be able to drive by then to attend the meeting. The surgeon's office subsequently changed it to Oct. 24, which means I will not be able to attend a meeting on Oct. 29. The next regular meetings would have been Nov. 12 and 26.

This is on the agenda for the Selectboard to decide whether to keep the Oct. 29 meeting date and go ahead without me with a light agenda or reschedule it to Nov. 5. And if rescheduled to Nov. 5, would the Selectboard want to keep the original next regular meeting date of Nov. 12 or keep to the every-other-Monday schedule, in which case the next meeting would be Nov. 19, and so on?

Reminder: the first November meeting will start at 6:00pm.

RECOMMENDATION: Discussion.

Item III.8. Approval of meeting minutes of the October 1 and March 19, 2018. Draft minutes for the October 1 and March 19, 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.

- Bristol Hub Teen Center update: Sept. 24 – 28, 2018.

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

Hydrant flushing in the Mountain View and Mountain Terrace neighborhoods was completed on Thursday, Oct. 11. In the course of exercising some valves, we learned water service in other areas of the water district were impacted with either low pressure, no pressure, or no water. The phones were ringing off the hook Thursday from dozens of customers calling about not having water or pressure. Despite postings on Front Porch Forum, Web site, and Facebook, the callers were not aware of the planned hydrant flushing. I would be curious to know of those customers who did see the notices, if they helped them to prepare. I recommend a notice be published in *The Addison County Independent* in advance of the continued hydrant flushing planned for the west side of the district.

West Street Hydrant Replacement

We learned recently that the leaking hydrant on West Street that the Selectboard approved to be replaced does not have a shut-off valve. For one to be installed would require excavation to the water main, disruption of water service for a length of time, and would increase the cost of the replacement by approximately \$1,500 for just the parts. VTUMS next weekly update is likely to have more specifics about that. The Public Works Dept. would not be available to assist with the excavation until sometime in November given their current schedule and priorities, which is not a good time to open up a road given the changing weather conditions. If the hydrant is to be replaced this year (sooner rather than later), a contractor may need to be hired. Given all of the above, we are probably looking at a spring replacement.

Sidewalk Projects Update

The Mountain Street sidewalk project got off to an awkward start, but that has been completed. Work on Maple Street is expected to be completed today with final grading and seeding over the weekend or early next week. Tree Warden John Swepston will be presenting me with recommendations for replacement tree species, locations, and timing for when they should be planted. Experiences gained on this project will hopefully help the next one(s) go more smoothly.

VT Route 116/17 Repaving in Village

DPW Foreman Eric Cota and I will be meeting with the VTrans-DuBois & King team for a pre-design conference on November 5 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.

Lawrence Memorial Library Painting

We received word that the painting and other touch-ups of the front steps of the Lawrence Memorial Library, including reinstalling the center railing, has been completed by Always Quality Painting. Nancy Wilson reported they are pleased with the job.

VLCT Annual Meeting

I attended the VLCT Annual Meeting on Oct. 3 and am glad I did. There was some spirited discussion among those present from other municipalities and a number of changes were made to the proposed 2019-2020 VLCT Municipal Policies. It was also a good networking opportunity.

Schedules

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

Week of Oct. 15

Monday: 7:00pm – Selectboard.

Tuesday: In at 12:00pm.

Wednesday: 9:00am – Bristol CORE
6:00pm – Bristol Recreation Club Trustees at the Hub.

Thursday: 7:30am – ACEDC board meeting in Middlebury.

Planning & Zoning Administrator Kris Perlee will be at a training all day Weds., Oct. 17.

Weeks of Oct. 22 - 29

I will be out of the office from Wednesday, Oct. 24 through Friday, Nov. 2.

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. 15, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., ~~Oct. 16~~, 7:00pm, at Holley Hall. >> **Rescheduled to Oct. 30.**
- [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. >> RESCHEDULE?
- [Conservation Commission](#): Thurs., Nov. 8, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Preliminary budget discussion and goals.
- First quarter budget review.
- Andrew Johnson bequest ideas update.
- 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