

# **Bristol Town Administrator's Report**

## **November 16, 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, November 19, 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. Park Use request by Chabad of Middlebury: Chanukah Menorah on the Town Green, Nov. 30 – Dec. 11. Enclosed is an application to install a menorah on the Town Green near the gazebo from Friday, Nov. 30 to Tuesday, Dec. 11 over the Chanukah holiday. The 3' x 6' structure would be mounted on a 2' x 2' base. A menorah lighting ceremony would occur on one of the nights of Chanukah, including refreshments. Access to electricity is requested. According to the Public Displays and Assemblages Ordinance, a display occurring longer than three days requires Selectboard approval. Rabbi Binyamin Murray plans to attend to answer any questions.

RECOMMENDATION: Determine if any additional information is needed; approval.

Item III.2. Park Use request by Bristol CORE: Lumen on the Town Green, Dec. 22, 4:00pm – 7:00pm. Enclosed is an application for use of the Town Green for the third annual Lumen celebration Saturday, Dec. 22 that includes a fire performance by the Cirque de Fuego troupe in an approximately 20' x 20' area near the fountain and Memory Tree for about 30 minutes. Access to electricity is requested. The performers will

have their own insurance. A procession would then go down Main Street where visitors can gather around four fire pits. The Bristol Fire Department has been asked to provide "fire watch" during the event. Ian Albinson plans to be present to answer any questions.

RECOMMENDATION: Approval with appropriate precautions and that the performers list the Town of Bristol as an additional insured.

Item III.3. Review of updated Recreation Department community survey prepared by UVM students. Enclosed is a draft survey developed by a group of students from Bristol resident and UVM professor Kelly Hamshaw's Local Community Initiatives class to continue getting community input on the services and programs provided by the Bristol Recreation Department. Recreation Director Meridith McFarland will not be able to attend, but someone else knowledgeable about the initiative is expected to be present to offer more information and receive feedback.

RECOMMENDATION: Discussion. Determine next steps.

Item III.4. Request by Bristol Conservation Commission to spend \$2,000 from the Conservation Reserve Fund for an appraisal of the Paul Fuller River Corridor easement area to be placed in permanent conservation. Enclosed is a request and additional information from the Bristol Conservation Commission to use \$2,000 from the Conservation Reserve Fund to have an appraisal completed on the 14.7-acre piece of the Fuller parcel located at 1525 South 116 Road, which previously entered into a River Conservation Easement and directly abuts the town-owned Saunders River Access along the New Haven River. Much of this land is located within the FEMA-designated floodplain. There have been discussions among the various parties to explore the possibility of these 14.7 acres being sold to the Vermont River Conservancy using public/private funds and subsequently be turned over to the Town of Bristol in a process similar to the Town's acquisition of the Saunders River Access. Conservation Commissioner Kristin Underwood is planning to attend to provide more information.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.5. Request by Bristol Conservation Commission to spend \$1,500 from the Conservation Reserve Fund for structural engineering assessment of Memorial Park infrastructure. Enclosed a request from the Bristol Conservation Commission to use up to \$1,500 from the Conservation Reserve Fund for the services of a structural engineer to participate in an onsite meeting at Memorial Park with Josh Ryan from Timber & Stone, LLC, to understand the revised trail alignment and construction materials proposed in the preliminary design by Timber & Stone and advise if a full structural assessment of the existing bridge should be conducted. (Timber & Stone, LLC was retained separately by the Bristol Rec Club with funding from American Legion Post 19 to prepare designs for trail refurbishment at the Park.) The cost

estimate assumes structural engineer services at \$150 / hour for 10 hours. If a full structural assessment of the bridge is advised by the engineer, a request for bids would be prepared to solicit competitive proposals from three or more engineering firms. The structural engineer would also conduct a preliminary structural engineering inspection to address potential safety concerns and Town liability associated with the aging bridge structure. The goal is to have all this completed in time to allow Porter Knight of the Bristol Recreation Club to apply for a grant by January 1, 2019 to build the redesigned trail. Kristin Underwood and Porter Knight plan to be available to provide more information.

RECOMMENDATION: Approval.

Item III.6. Review of preliminary budget goals and Town Meeting preparations timeline. Enclosed is a draft schedule and outline of the dates ahead to tackle the FY2020 General Fund, Water District, Sewer District, and Police District budgets and preparations for the March 2019 Town Meeting. Also enclosed is the FY2019 budget status report through October 31, 2018. Budget reviews are proposed to begin Dec. 3 with the Recreation Dept. and Dec. 17 with the Fire Dept. Police, Public Works, and other operational budgets are still in progress.

We are also working on a new format for a capital improvement plan that may or may not be ready for prime time, but at least could be used for discussion.

RECOMMENDATION: Discussion; adjustments as needed.

Item III.7. Request to name the A. Johnson Company driveway to Andrew Johnson Drive. The Vermont E-911 Board has brought our and the A. Johnson Company's attention that they would like all the separate buildings on the A. Johnson campus to have a numbered address. The simplest way to accomplish that would be to name the roadway that serves them. The proposed name is Andrew Johnson Drive.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item IV.9. Approval of meeting minutes of the November 5, 2018 and November 20, 2017. Draft minutes for the November 5, 2018 meeting are enclosed. If not included in the packet, the reviewed November 20, 2017 minutes are expected to be distributed by e-mail prior to the meeting.

RECOMMENDATION: Adjustments as needed; approval.

## **V. OTHER BUSINESS.**

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

- E-mail thread, 11/08/2018, re tree removal on Saunders River Access property line.
- Correspondence re installation of an MUTCD roadway sign at the Sycamore Park entrance on Route 116 south.

- E-mail tread, 11/08/2018, re Woodland Apartments water line connection.
- Letter from VT Division for Historic Preservation, 11/06/2018, re review of Stoney Hill Residential project off Firehouse Drive.
- VTrans Route 116 Paving Project meeting summary, 11/05/2018.
- Stormwater Master Plan project kickoff meeting notes, 09/24/2018.
- RLF status report through 09/30/2018.

## **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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### **Bristol All-Hazards Mitigation Plan Update**

We received word this week that Bristol's draft All-Hazards Mitigation Plan was deemed approvable by FEMA. The next step will be for the Selectboard to formally adopt it and sign an adoption resolution, which is slotted for Dec. 17 meeting agenda to coincide with a broader discussion about emergency preparedness.

### **Schedule**

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

#### **Week of Nov. 19**

Monday: 6:00pm – Selectboard.  
Tuesday: In at noon.  
Wednesday: 7:30am – PT appt.  
Thursday: Town Office closed.  
Friday: Town Office closed.

#### **Week of Nov. 26**

Wednesday: 7:30am – PT appt.

### **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., Nov. 19, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Nov. 20 7:00pm, at Holley Hall.
- THANKSGIVING: The Town Office will be closed Thurs., Nov. 22 and Fri., Nov. 23.
- [Bristol CORE](#): Weds., Dec. 5, 9:00am, Holley Hall.
- [Bristol Community Center Steering Committee](#): Weds., Dec. 12, 7:00pm, at the Hub Teen Center.
- [Conservation Commission](#): Thurs., Dec. 13, 6:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Dec.19, 7:00pm, at Lawrence Memorial Library.
- [Selectboard](#): Mon., Dec. 3, 6:00pm, at Holley Hall.

**Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Departmental budget reviews.
- Bristol Fire Dept. policies review.
- All-Hazards Mitigation Plan adoption.
- Continued consideration of zoning permit application fee adjustments.
- Continued appointment/reappointment of local officials.
- Water Ordinance updates.
- 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