

Bristol Town Administrator's Report

November 30, 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, December 3, 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. Appointment of Bristol Fire Chief. The advertisement for appointment to the position of Fire Chief was posted on Front Porch Forum, reported in *The Addison County Independent*, and was provided directly to Bristol Fire Fighters. Enclosed is the one response received.

RECOMMENDATION: Determine if an interview is desired. May include deliberation in Executive Session.

Item III.2. Appointment of Bristol Deputy Fire Chief. The advertisement for appointment to the position of Deputy Fire Chief was posted on Front Porch Forum, reported in *The Addison County Independent*, and was provided directly to Bristol Fire Fighters. Enclosed is the one response received.

RECOMMENDATION: Determine if an interview is desired. May include deliberation in Executive Session.

Item III.3. Budget workshop: Recreation Department. Enclosed is a preliminary draft budget for the Recreation Department. Insurance rates for workers comp and PACIF have

not yet been received from the Vermont League of Cities and Towns. A key change from this budget from the prior year(s) is the transition from two full-time and two part-time employees to three full-time employees. Recreation Director Meridith McFarland and Hub Director Brian LaClair will be present to provide more information.

RECOMMENDATION: Discussion. Adjustments as necessary.

Item III.4. 76 West Street and Community Center Steering Committee updates and determine next steps. Enclosed are minutes from the 11/08/2018 Steering Committee meeting at which those present voted unanimously that 76 West Street not be pursued for use by the Recreation Department. Meridith and Brian will provide an overview of the Steering Committee's process and findings. Architect Christopher Huston from Bellwether Architects of Middlebury will be present to share his site analysis of 76 West Street and possible scenarios for a new, consolidated recreation/community center.

The status of the updated recreation survey will also be discussed. If not included in the packet, a final copy may be available at the meeting.

RECOMMENDATION: Discussion. Determine next steps.

Item III.5. Consider second amendment to the Stoney Hill Properties, LLC Purchase and Sale Agreement to extend completion date. Enclosed a proposed amendment to the once-amended Purchase and Sale Agreement between the Town and Stoney Hill Properties, LLC to allow for an extension to December 31, 2019 for the Town to complete its commitment to install infrastructure along Firehouse Drive. The original plan had been to coordinate it with the construction of the adjacent housing development, which has been delayed.

RECOMMENDATION: Approval.

Item III.6. Consider resolution to release the Town's interests in all remaining "perpetual lease lands" in the Town of Bristol per 24 V.S.A. §2409(b)(2). The Town of Bristol was recently asked to approve a quit claim deed to release "perpetual lease land" rights on a property off Hardscrabble Road, which the Town has done before in previous similar situations. These perpetual lease lands, or glebe lands, are a vestige from when land grants were first charted from the British government centuries ago for use by educational, ecclesiastical, or municipal corporations. Enclosed are various documents that provide background and more explanation.

The Town has no practical use for these rights and they have been considered a nuisance in real estate matters. Recognizing that, the legislature passed a bill recently that would have these perpetual lease lands expire statewide on January 1, 2020—unless the Town votes to either retain them or the release them sooner.

RECOMMENDATION: Approve the resolution to release all perpetual lease lands in the Town of Bristol.

Item IV.7. Approval of meeting minutes of November 19, 2018 and December 4, 2017. Draft minutes for the November 19, 2018 meeting are enclosed. If not included in the packet, the reviewed December 4, 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.

- Sample letter, 11/21/2018, sent to Main Street property owners regarding grease traps.

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.

Main Street Lighting and Sidewalk Project

Substantial progress has been made getting the request for proposals together to hire an engineer to develop the design, bid, and construction documents for the Main Street Lighting and Sidewalk Improvement Project. Anticipated schedule:

Benchmark Date	Milestones
December 2018	Engineering RFP advertised at least 3 weeks
January 2019	Hire engineer
	Kick-off meeting
March – May 2019	Preliminary plans completed
	Public meeting for input (probably as part of a regular or special Selectboard meeting)
	Historic Preservation review
	State Dept. of Public Safety review
June 2019	Finalize plans and construction documents
July – August 2019	Advertise construction bid docs
	Award contract
September – November 2019	Begin and complete construction

If things end up taking longer, such as State reviews or more public outreach, bidding could occur in the fall for early spring 2020 construction. In that case, the project would be closely coordinated with the VTrans 2020 Village paving project schedule. The Vermont Downtown Transportation Fund grant requires the project to be complete by October 2020.

VT Route 17 Paving in 2019

We have received word that VTrans plans to pave approximately 3.8 miles of Route 17 from the Route 116 intersection (mile maker 0.600) into Starksboro to mile marker 2.050 in the summer of 2019 from mid-July to mid-October. The Bristol-Starksboro STP FPAV(19) project will consist of coarse-milling, resurfacing with a leveling course, guardrail improvements, pavement markings, and other highway related items. Centerline rumble strips are proposed at select locations within the limits of the project.

Questions, concerns or comments should be directed to Matthew Bogaczyk, VTrans Project Manager at (802)793-5321 or matthew.bogaczyk@vermont.gov or Lori Bullock at lori.bullock@vermont.gov.

Grease Trap Maintenance

Enclosed is a sample of the letters sent to property owners on Main Street with restaurants or other establishments that require preliminary treatment of their wastewater to prevent grease, oil, hair, or other inappropriate materials from going into the Bristol Core Area Sewer. Article 7 was highlighted, which requires the property owner to provide the Town with records of maintenance of their preliminary treatment facilities (grease traps). We recommended that grease traps be cleaned at least monthly and requested that maintenance records be provided to the Town quarterly based on the following schedule:

Quarter	Date Due
January, February, March	April 15
April, May, June	July 15
July, August, September	October 15
October, November, December	January 15

At least one property owner promptly contacted VTUMS for a quote to assist with or provide the monthly maintenance.

USDA Civil Rights Compliance Review

Because federal USDA funds will ultimately be used in the West Street infrastructure improvement project financing, the Town is now required to complete a Civil Rights Compliance Review every three years. The first was completed this month. It involves completing several questionnaires and forms seeking information about discrimination and handicapped accessibility as they relate to the management of the municipal water system and the demographics of our water customers, employees, and Water Commission members. The handicapped accessibility questions focused on Holley Hall because this is where water customers can come to pay their water bills or get information. The discrimination issues related to how information about the water system is provided to current or prospective customers,

employees, and Water Commissioners to ensure full and equal access. Two employees and two members of the Water Commission were also required to complete a questionnaire related to discrimination. Thank you Jen, Eric, Michelle, and Ted for doing that.

Below is guidance provided by the USDA:

1. Establish Civil Rights compliance file.
2. Review all ads and other printed materials to add the required nondiscrimination statement and applicable civil rights logos. Keep a copy of all newly printed materials and place in Civil Rights compliance file.

“For written materials, brochures, handbooks, manuals, advertisements, etc. use the following for non-discrimination statement, Fair Housing and/or Accessibility logo or Equal Opportunity Statement (Source - USDA Departmental Regulation 4300-3), and RD AN No. 4448 (1901-E), dated 11/17/2009:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, gender, and familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).



If the material is too small to permit the full statement to be included, the material will at minimum, include the following statement in print size no smaller than the text:

This institution is an equal opportunity provider and employer.

3. Review application for service and redesign to include provision of ethnic/racial data. Print new redesigned applications and place a copy in Civil Rights compliance file.
4. Annually, prepare a list of corporate officers; indicate gender and ethnic/racial type and place in Civil Rights compliance file.
5. Review employee applications and redesign to include provision of ethnic/racial data. Prepare an annual summary of employees by gender and ethnic/racial type and place in Civil Rights compliance file.
6. Conduct a self-evaluation of your facility for barriers to full participation as required by Section 504 of the Rehabilitation Act of 1973 and identify methods for eliminating the barriers. In the event a transition plan must be developed, file a copy of the self-evaluation and transition plan in the Civil Rights compliance file.

7. Place the "And Justice for All" poster in a prominent public place in your facility. (This has been done.)

We fared pretty well in the accessibility self-assessment, which was a 3-page checklist. The extensive renovations to Holley Hall a few years ago included a lot of ADA improvements. According to the checklist, we may want to consider adding tactile signage in certain areas. We may also want to look into getting a TTY (teletype) phone for the front office. As we update the water ordinance and application forms (and perhaps other documents, also), we should be sure to include the non-discrimination/equal opportunity statements.

FY2018 Audit Underway

The audit team from Sullivan Powers & Associates are deep into the FY2018 audit and has been working closely with Jen M. and Peter R. They are expected to return in mid-December for at least another full day. The audit is not expected to be completed until sometime in February, although a draft will be available sometime before then.

Schedule

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

Week of Dec. 3

Monday: In by 1:00pm (various appointments)
6:00pm – Selectboard.
Tuesday: In by 11:00am.
Wednesday: 9:00am –Bristol CORE
Friday: 7:00am – ACEDC annual meeting, Middlebury

Week of Dec. 10

Tuesday: 7:30am – PT appt.
4:30pm Dr. appt. in Berlin (leave by 3:00pm)
Wednesday: 7:00pm – Community Center Steering Committee at the Hub
Thursday: 3:00pm – ACEDC Economic Development Committee in Middlebury

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., Dec. 3, 6:00pm, at Holley Hall.
- [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.
- [Selectboard](#): Mon., Dec. 17, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Dec. 18, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Dec.19, 7:00pm, at Lawrence Memorial Library.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Departmental budget reviews.
- Bristol Fire Dept. policies review.
- All-Hazards Mitigation Plan adoption and emergency preparedness.
- Continued consideration of zoning permit application fee adjustments.
- Continued appointment/reappointment of local officials.
- Water Ordinance updates.
- Adirondack View right-of-way status.
- Selection of Main Street sidewalk and lighting project engineer.
- 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