

Bristol Town Administrator's Report

December 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, December 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. REGULAR BUSINESS.

- Item III.1. Continued consideration of the proposed updates to the Bristol zoning permit and subdivision fee schedule. Enclosed is the proposed update of Bristol's zoning permit and subdivision application fees originally presented on October 15, 2018. Questions were raised about the application of the new fees to residential, multi-family, and commercial projects, particularly the distinction between multi-family and commercial projects. Planning & Zoning Administrator Kris Perlee will be present to explain the proposed rationale and field any questions.

RECOMMENDATION: Determine if more information is needed. Approval, with an effective date of January 1, 2019.

- Item III.2. Planning & Zoning Department update: Kris Perlee. Enclosed is a summary report of the zoning and subdivision permit activity through 2018. It's quite a list, including more than 50 certificates of compliance. Kris will be present to provide an overview and answer any questions.

RECOMMENDATION: Discussion.

Item III.3. Budget workshop: Fire Department. Enclosed is a preliminary budget proposal for the Bristol Fire Department. As proposed, it results in a budget that is more than 10% *lower* than the previous year, largely because the bond for the pumper tanker was paid off this year—an expense reduction of about \$30,000. This will be offset elsewhere in the budget, however, by an increased allocation toward the Fire Vehicle Replacement Fund from last year's \$70,000 to \$100,000 in FY2020. This and the overall budget will be reviewed in January 2019.

RECOMMENDATION: Discussion. Determine if additional information is needed. Finalize the budget proposal in January 2019.

Item III.4. All-Hazards Mitigation Plan adoption and resolution. Enclosed are the following documents related to the review and adoption of the Bristol All-Hazards Mitigation Plan:

- E-mails from the Addison County RPC, FEMA, and VEM, 11/13/2018, regarding FEMA's determination that the draft plan is approvable.
- FEMA Local Mitigation Plan Review Tool.
- Draft Bristol Single Jurisdiction All-Hazards Mitigation Plan Update.
- Resolution to adopt the Bristol All-Hazards Mitigation Plan

The Review Tool is interesting in that it highlights the strengths of the plan and areas where it could be improved. Section 1.2 of the plan provides for the Selectboard to make adjustments prior to final adoption based on its own review and public input.

RECOMMENDATION: Determine if adjustment should be made to the draft plan. Approve the plan with or without adjustments and sign the resolution. Keep the Review Tool in mind for the next plan update in 2023.

Item III.5. Emergency preparedness general discussion and update. There has been a lot of staff turnover this past year and a lot of institutional memory left the building. This is an opportunity to reflect on our current level of emergency preparedness and consider what opportunities exist or can be created to ensure the appropriate emergency response officials are adequately prepared and aware of their duties to respond to any number or types of incidents.

Enclosed is an e-mail from State Exercise Coordinator Eric Forand with information about a statewide training exercise planned for October 2019. This is an excellent example of an exercise that should help us test how prepared we are and identify areas that need further attention.

RECOMMENDATION: This may be the first of an on-going discussion. Determine next steps.

Item III.6. Budget workshop: Public Works Department. Enclosed is a preliminary budget proposal for the Bristol Public Works Department. As proposed, it results in a

budget that is more than 5.5 percent higher than the previous year, largely due to increases in personnel and materials expenses without any anticipated increase in revenues.

RECOMMENDATION: Discussion. Determine if additional information is needed. Finalize the budget proposal in January 2019.

Item III.7. Bristol Revolving Loan Fund: consider writing off Liz Lovely debt due to bankruptcy. Enclosed is an e-mail from Clerk/Treasurer Jen Myers requesting that the Selectboard make a motion to write off the Bristol Revolving Loan Fund debt from Liz Lovely in order to clear it from the books. The remaining balance on her loan is \$74,988.64. She has declared bankruptcy and the Town is at the bottom of the pile of creditors, with next to no chance of ever getting repaid.

RECOMMENDATION: Motion to write-off the Bristol Revolving Loan Fund debt from Liz Lovely of a base amount of \$74,988.64, plus any accrued interest and penalties.

Item IV.8. Approve meeting minutes of December 3, 2018 and December 18, 2017. Draft minutes for the December 3, 2018 meeting are enclosed. If not included in the packet, the reviewed December 18, 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.

- Certification of Program Completion, 12/07/2018, from the Dept. of Housing & Community Development for the Bristol Family Housing Feasibility CDBG planning grant project.
- E-mail from Fire Chief Brett LaRose, 12/06/2018, re BFD 2019 Lieutenant election results.
- Emails, 12/06/2018, re petition to ban plastic bags in Bristol.
- Letter from ACEDC, 12/04/2018, re budget request for FY2020 and outline of activities.

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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Municipal Planning Grant Awarded

I am happy to report that Bristol's \$15,000 planning grant application to hire the Addison County Regional Planning Commission to assist with the update of the Bristol Town Plan was fully

funded! This is in addition to the \$4,000 grant Bristol was recently awarded by the Addison County Regional Planning Commission to update the Energy section of the Town Plan.

Sale of 18.9 Acres Between Stoney Hill and Lovers Lane

Stan Livingston with Charley Rose Acres, LLC is eager to close on the remaining 18.9 acres of previously state-owned Town land. A closing is tentatively scheduled for Dec. 28, 9:00am. We need to go through the same exercise of obtaining an updated calculation from the State of the funds needed to be paid to the State to secure the State's release of the reversionary rights provision in the 1999 deed. The purchase price is \$185,000. Using the same formula that was applied to the Stoney Hill Properties purchase in September, the amount that would need to be paid to the State for the release of the reversionary rights would be about \$60,400 from the purchase price.

Drivers Ed Lesson

Public Works Foreman Eric Cota shared with me recently that the Drivers Ed instructor at Mount Abe invited him to bring a plow truck to the school for two of his classes to help demonstrate to the teenage student drivers various safety precautions they should be aware of when traveling near plow trucks. In one example, the Drivers Ed vehicle was parked so to be in plow driver's blind spot and the students were able climb in the truck and see for themselves. This is the first time the Public Works Dept. and the Drivers Ed class collaborated in this way and I think it was terrific initiative.

Main Street Lighting and Sidewalk Project RFP

The request for proposals was released this week directly to numerous area engineering firms, posted on the State electronic bid system, and posted to the Bristol Web site. So far there has been a pretty good level of interest! We'll see what happens as the January 9, 2019, 4:00pm due date draws near.

Town Reports Due

It's that time of year again. Department heads and agency representatives are asked to please provide your 2018 annual reports to Administrative Assistant Sharon Lucia at town@bristolvt.org no later than Tuesday, January 8, 2019. She would prefer reports in Word and/or Excel in case something needs to be tweaked. Photos, illustrations, graphs, or other enhancements are welcomed!

Minimum Wage Increase

On January 1, 2019, Vermont's minimum wage will rate will rise \$10.78 per hour.

Schedule

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

Week of Dec. 17

Monday: 6:00pm – Selectboard.

Tuesday: In by 12:00noon.

Thursday: 10:00am – Act 250 hearing: Stoney Hill Residential Project

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4:00pm – Town Manager/Administrators monthly meeting in Rutland.

Week of Dec. 24

Monday: Town 7:30am – PT appt.

Tuesday: Christmas – Town Office CLOSED.

Friday: 9:00am – Livingston/Charley Rose Acres, LLC closing on the 18.9 acres.

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. 17, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Dec. 18, 7:00pm, at Holley Hall -- CANCELED
- [Bristol Energy Committee](#): Weds., Dec.19, 7:00pm, at Lawrence Memorial Library.
- **Christmas Holiday**: Mon., Dec. 24 – Town Office CLOSED.
- **Christmas Holiday**: Mon., Dec. 25 – Town Office CLOSED.
- [Selectboard](#): Mon., Jan. 7, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan. 8, 7:00pm, at Holley Hall -- *tentative*
- [Bristol CORE](#): Weds., Jan. 9, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., Jan. 10, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 14, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan. 15, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 21, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Departmental budget reviews (Recreation, Police, Water, Sewer).
- Bristol Fire Dept. policies review.
- Select Main Street Lighting & Sidewalk project engineer.
- Town Report review.
- 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