

Bristol Town Administrator's Report

January 11, 2019

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, January 14, 2019 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.

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. APPOINTMENTS.

Item III.1. Michael Psaros, DominionTech Computer Services. Jen Myers, Kris Perlee, and I met with Mike Psaros recently to discuss the Town's computer security and maintenance systems. The company he represents, DominionTech, gave a presentation last year at a training conference for Clerks and Treasurers. Jen arranged for him with us to discuss tech support options for our systems. The Town Office generally relied on Theodore (Theo) Kovaleff from NEMRC over the years for our occasional IT needs. He is no longer working for NEMRC and is actually now with DominionTech. Enclosed is an outline of services they provide. Mike will be present to provide more information about security and maintenance steps we should be considering in this age hacking, viruses, malware, and ransomware.

RECOMMENDATION: Consider contracting with DominionTech for IT services. Determine if more information is needed.

IV. REGULAR BUSINESS.

Item IV.1. Budget workshop: General Fund, Capital Budget and Plan. Enclosed is a work-in-progress Capital Improvement Plan for FY2020 – FY2025. FY2019, the current year, is included for reference.

According to the FY2017 audit, the General Fund closed out the fiscal year with an undesignated fund balance of \$212,152. Other currently undesignated funds are listed below.

Stoney Hill proceeds*	\$187,000
Lovers Lane 18.8 acres proceeds	\$122,526
Johnson Bequest	<u>\$103,009</u>
Subtotal	\$412,535
Undesignated FY2017 Fund Balance	<u>\$212,152</u>
TOTAL	\$624,687

* The Firehouse Drive infrastructure expenses would be paid for from these funds.

One suggestion was to use some of these funds to pay off smaller loans (see Table 3 of the CIP). This is reflected in the draft warning in the next agenda item. Two other suggestions come to mind: beef up the Technology Fund and establish (via an article on the warning) a Tree Reserve Fund and allocate funds to it.

An updated General Fund budget with adjustments from the last meeting and input from Jen Myers and Peter Ryan is not yet available. I expect to e-mail and post an updated version sometime on Monday and will have printed copies at the meeting.

RECOMMENDATION: Discussion. Determine if more information is needed.

Item IV.2. Continued review of the Town Meeting warning. Enclosed is a revised draft warning for Town Meeting. Thursday, January 17 is the deadline for petitioned articles with 5% verified voter signatures to be submitted to be included. Shaded appropriation requests have not yet been received. Article 15 is likely to be modified by the outcome of the capital budget discussion and allocation of undesignated funds above.

RECOMMENDATION: Corrections or adjustments as needed.

Item IV.3. 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. This is continued from the December 17, 2018 meeting, at which the Selectboard wanted more information about the bankruptcy status. We now know that there is no chance for recovering any of those funds.

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.4. Consider recommendations for use(s) of the Andrew Johnson bequest. Enclosed is a compilation of the responses received to date from members of the community with ideas for how the Andrew Johnson bequest could be used. More than 70 suggestions were offered by at least fifty different people.

RECOMMENDATION: Determine next steps and if additional input should be sought.

Item IV.5. Maple Street replacement trees: consider options and next steps. Enclosed is information from Tree Warden John Swepston regarding the replacement of the Maple Street trees that were sacrificed for the sidewalk project. He recommends a cultivar red maple, the Autumn Blaze. He cites the following benefits of this tree:

1. They are used extensively in urban settings due to their tolerance of urban challenges (salt, flooding, drought, compaction);
2. They grow relatively quickly;
3. They are brilliantly red in the fall and are a spectacular fall tree; and
4. They are a type of maple that would complement *Maple* Street.

One drawback is the potential for sidewalk heaving. He suggests they can be strategically located to minimize that risk and recommends planting in the spring.

RECOMMENDATION: Determine if additional information is needed. Get quotes from area nurseries, including warranties and the price for planting.

Item IV.6. Approval of meeting minutes of December 17, 2018, January 7, 2019 (current), and January 15, 2018 (catch-up). Sharon is still working on draft minutes of the December 17, 2018 meeting from the video tape. The January 7, 2019 (last week's meeting) and the January 15, 2018 (last year) meeting minutes are still in progress and are not enclosed. If not e-mailed and posted prior to Monday's meeting, they should be available by the next meeting.

V. OTHER BUSINESS.

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

- E-mail from Mark Bosma, 01/11/2019, re spring floo/ice jam seminars in February.
- Letter from the ANR Drinking Water and Groundwater Protection Division, 01/07/2019, re the recent sanitary survey completed of the Bristol Water System.
- Letter from the ACRPC, 01/03/2019, re changes in annual municipal assessments.
- Bristol Revolving Loan Fund status as of 12/31/2018.

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).

Schedule

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

Week of Jan. 14

Monday: 6:00pm – Selectboard.

Tuesday: 9:00am–3:00pm - Master Scenario Events List (MSEL) conference, Berlin. This is a preparatory event for the Category 4 statewide emergency response exercise planned for October 2019.

Thursday: 7:30am – ACEDC board meeting.

Friday: 10:00am – meeting with Meridith and VLCT loss control rep.

Week of Jan. 21

Monday: 6:00pm – Selectboard.

Tuesday: In by 12:00noon.

Wednesday: 7:30am PT appointment. I expect to be in by 9:30am.

Thursday: 12:30pm –Addison and Rutland County Town Managers & Administrators monthly meeting, Brandon.

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., Jan. 14, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Jan. 15, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Jan. 16, 7:00pm, at Lawrence Memorial Library.
- [Selectboard](#): Mon., Jan. 21, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 28, 6:00pm, at Holley Hall – special meeting?
- [Bristol CORE](#): Weds., Jan. 30, 9:00am, Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Bristol Fire Dept. policies review.
- Select Main Street Lighting & Sidewalk project engineer.
- Town Report review.
- Human Powered Parade request.
- VTrans 2019 Highway Mileage Certification.
- Continued appointment/reappointment of local officials.
- Water Ordinance updates.
- Adirondack View right-of-way status.
- 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