

# **Bristol Town Administrator's Report**

## **February 1, 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, February 4, 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. REGULAR BUSINESS.**

Item III.1. Consider Gran Fondo request to use Route 116/17 through Bristol for June 29, 2019 bicycling event. Enclosed is a request to use Route 116/17 Saturday, June 29, 2019 for approximately 600 bicyclists to ride through over an 8-hour timeframe as part of the annual Gran Fondo event. A January 2, 2018 overview letter from Todd Warnock outlines measures for public safety and emergency response. A certificate of insurance will be provided with the Town listed as an additional ensured.

RECOMMENDATION: Approval.

Item III.2. Approval of Annual Certificate of Highway Mileage without changes. Enclosed are the most current VTrans maps and road length assessments. There are no new adjustments to road lengths or classifications to report this year.

RECOMMENDATION: Approval; sign the certificate.

Item III.3. Consider request to refinance Red Clover Family Dentistry RLF loan. The Bristol Revolving Loan Fund Committee met on January 8, 2019 to consider Red Clover Family Dentistry's request to refinance their loan. A balance of approximately \$47,000 remains. The original \$75,000 loan was a term of 8 ½ years at 3% interest,

with a balloon payment due January 1, 2019. The RLF Committee recommends the loan be refinanced for a term of five years at 4% interest.

RECOMMENDATION: Approval per the RLF Committee's recommendation.

Item III.4. Consider selection of a consulting engineer for the Main Street Lighting and Sidewalk Improvement Project. May include deliberation in Executive Session. Enclosed is a copy of the request for proposals for engineering services that was issued for the Main Street Lighting and Sidewalk Improvements Project. Four responses were received by the January 9, 2019 due date. The board of Bristol CORE served as the review committee and met Wednesday, January 30 to discuss and make a recommendation. The technical proposals were reviewed and ranked first before the cost proposals were reviewed. The table below summarizes the bids and ultimately the committee's ranking of the technical proposals.

<b>Bidder</b>	<b>Location</b>	<b>Estimated Hours</b>	<b>Cost Proposal</b>
DuBois & King	S. Burlington, VT	492	\$49,993
Lamoureux & Dickinson	Essex, VT	322	\$36,328
Otter Creek Engineering	E. Middlebury, VT	417	\$45,280
Hallam ICS/DeWolfe	S. Burlington/ Montpelier, VT	Did not provide	\$59,700

The Bristol CORE review committee acknowledged the level of effort that went into preparing the proposals. In the final analysis, the committee recommended going with DuBois & King. One member favored L&D, but also was OK going with D&K. It appears D&K may have overestimated their hours on some tasks, or other proposers may have underestimated theirs. If pared down to the range of the other two, D&K's cost also becomes within their range.

RECOMMENDATION: Select DuBois & King and authorize the Town Administrator and Bristol CORE committee to meet with the appropriate D&K representative(s) to refine the scope of work details and associated hours and come back to the Selectboard with a proposed contract agreement. The Selectboard may wish to deliberate in Executive Session.

Item III.5. Approval of meeting minutes of December 17, 2018, January 14, 2019, and January 28, 2019. Draft minutes of the January 14, 2019 meeting are enclosed. Draft minutes of the December 17, 2018 and January 28, 2019 are in progress. 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-mails re snow removal at corner of North Street and Garfield Street, 01/31/2019.

- Letter from East Engineering, 01/21/2019, certifying the public water system connection construction for Woodland Apartments.
- Bristol Energy Committee meeting minutes, 01/16/2019.
- Bristol Planning Commission meeting minutes, 01/15/2019.
- Bristol CORE meeting minutes, 01/02/2019.

## **VI. EXECUTIVE SESSION.**

The Selectboard may deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding personnel matters per 1 V.S.A. §313(a)(3), contract negotiations per 1 V.S.A. §313(a)(1)(A), and pending litigation per 1 V.S.A. §313(a)(1)(E).

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### **Town Report to the Printer**

Today was the deadline to get all our 2018 Town Report materials to the printer. It was a bit of a mad dash today to get the General Fund budget formatted and other reports completed. Thank you to Sharon Lucia for deftly dealing with last minute submissions and adjustments and to Jen Myers for delivering the printed set.

I found and corrected one formula in the Municipal Solid Waste Program section of the budget that did not capture the \$1,000 that was added for the Landfill Closure reporting. This increased the General Operating Fund bottom line by \$1,000 and I made the correction in the warning before it got posted and went off to the printer.

There will be a short window of opportunity to make any other corrections, updates, or adjustments when the proof comes back, though additional layout fees would apply.

### **Updates**

Updates on the stormwater master plan project, a recent visit to the water system pump house with representatives from Champlin Associates and VTUMS, our responses to the recent ANR DEC water system sanitary survey, and more will be provided at the meeting.

### **Schedule**

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

#### **Week of Feb. 4**

Monday: 6:00pm – Selectboard.

Tuesday: 3:30pm – appointment in Berlin; would need to leave around 2:00pm  
(or may work from home that day).

Wednesday: 9:00am – VT Tree Goods loan committee, Holley Hall

Friday: 8:15am PT appointment. I expect to be in by 10:00am.

11:30am – Police Union meeting at Howden Hall.

#### **Week of Feb. 11**

Monday: 12:00pm – Lunch meeting.

Tuesday: 9:00am – Dentist appt. in Waitsfield.

Thursday: 3:00pm – ACEDC Regional Economic Development Strategy Committee.

### **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., Feb. 4, 6:00pm, at Holley Hall
- [Conservation Commission](#): Thurs., Feb. 14, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Feb. 18, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Feb. 19, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Feb. 20, 7:00pm, at Lawrence Memorial Library.
- [Bristol CORE](#): Weds., Jan. 30, 9:00am, Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Downtown Transportation Fund grant application authorization.
- Memorial Park update.
- Recreation Department personnel titles.
- Maple Street tree replacement quotes.
- Bristol Fire Dept. policies review.
- Human Powered Parade request.
- 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