

Bristol Town Administrator's Report

March 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, March 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. POLICE DISTRICT PUBLIC INFORMATION MEETING.

This is the second of two public information meetings regarding the Bristol Police District and its proposed FY2020 budget.

The proposed revenues and expenses in FY2020 are expected to increase by 1.6% however, the amount slated to be raised by taxes reflects a -0.4% decrease. The largest component of the increase in expenses is in compensation and benefits, as is the case among all the departments. A proportion of administrative expenses associated with the Town Clerk/Treasurer, Administrative Assistant, and Town Administrator is no longer being charged off to the department. Detail revenues are projected to decrease by almost -29%, which will be offset by the projecting increase in the MAUSD contract by 125%.

IV. REGULAR BUSINESS.

Item IV.1. Request by Public Works Dept. to purchase new chloride trailer with Capital Equipment Reserve funds. Below is a summary of quotes from various vendors for either the purchase or fabrication of a new equipment trailer to replace the current 10-ton trailer used for applying chloride. The current trailer was purchased 15 years ago and has deteriorated from the chloride exposure to the point that it may be a hazard. It needs new frame rails and new cross members for the rear half, new axles, and a new deck.

The DPW team is requesting authorization to purchase of a new trailer from Strutsman for \$11,700, plus \$1,900 shipping from Iowa with funds from the Capital Equipment Reserve Fund. This unit would come fully equipped with a 1,600-gallon tank and pump. The chloride would be drawn from the center of the tank rather than from the end, which will make for more efficient application when going up or down hills. The frame is open and will be easier and more effective to clean. The current 1,600 tank and pump would remain available as spares and the spray bar would need to be mounted. The current trailer would either be sold or otherwise disposed of.



Although the trailer currently being considered is one foot wider (9' 6") than is what is legally allowed on Vermont roads (8' 6"), according to the Vermont DMV it is exempt from State permits.

The current balance of the Capital Equipment Reserve Fund is \$21,158 and will be \$121,158 after the FY2019 appropriation is applied in June. Article 12 of the Town Meeting warning includes an allocation of \$110,000.

Vendor	Product	Cost	Notes
Stutsman Agricultural Products	9-ton trailer, 1,600-gallon tank and pump	\$11,700 + \$1,900 shipping from Iowa	1 yr warranty on trailer, 5 yr warranty on tank
Sargents	Fabricate new trailer per description	\$9,536 + new axles	Will need to add two new axles.
Perfection Motor Sports	12 ½ ton equipment trailer	\$10,800	\$200 option for second jack
G. Stone	12 ½ ton equipment trailer	\$13,480	Includes 5 yr warranty

RECOMMENDATION: Approval.

Item IV.2. Consider cost proposal from DominionTech for installation of a firewall and other security services on Town Office computers. Enclosed is the proposal received from DominionTech to install a new firewall at the Town Office. The cost for the

hardware, installation, and configuration is \$4,604. There would be an additional cost of \$35 per month (\$140) for cyber security software on up to 10 computers until we sign on with them for their full tech support services in July.

The Technology Reserve Fund will have a balance of \$6,588 after the FY2019 appropriation is transferred. Article 12 of the Town Meeting warning includes an FY2020 allocation of \$10,000.

RECOMMENDATION: Approval.

Item IV.3. Approval of meeting minutes of December 17, 2018, January 28, 2019, and February 18, 2019. Draft minutes of the January 28 and February 19, 2019 meeting are enclosed. Draft minutes of the December 17, 2018 meeting are in progress. If not e-mailed and posted prior to Monday's meeting, they should be available at an upcoming meeting.

V. OTHER BUSINESS.

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

- Note of thanks from Lawrence Memorial Library, received 03/01/2019, re Ten Below Variety Show.
- Note of thanks from the Gile family, received 02/28/2019.
- 2019 Town Meeting Day Notes from the Addison County Solid Waste Management District.
- Letter from the Addison County Chamber of Commerce, 02/20/2019.
- Letter from FEMA, received 02/22/2019, re final approval of Bristol's All-Hazards Mitigation Plan.
- VT Dept. of Environmental Conservation Municipal General Roads Permit Spring 2019 newsletter.
- Notice of the VLCT Spring Selectboard Institute on Saturday, 03/30/2019 in Rutland.
- Notice of the VLCT Strengthening Communities for the Future event, 03/27/2019, in East Burke.
- Budget status report through 02/28/2019.

VII. 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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Schedule

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

Week of Mar. 4

Monday: 6:00pm – Selectboard / Police District informational meeting.
7:00pm – Annual Town Meeting.

Tuesday: In around 12:00noon.
2:30pm – Stormwater Masterplan Committee meeting follow up with consultant.
Wednesday: 9:00am – Bristol CORE.
10:30am – Main Street Lighting and Sidewalk Improvement Project kick-off meeting and site walk with DuBois & King.

Week of Mar. 11

Friday: 7:30am – PT appt.; should be in by 10:00am.

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., Mar. 4, 6:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Mar. 6, 9:00am, Holley Hall.
- Daylight Saving Time: Sunday, March 10, 2019, 2:00am.
- [Conservation Commission](#): Thurs., Mar. 14, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Mar. 18, 7:00pm, at Holley Hall
- [Planning Commission](#): Tues., Mar. 19, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Mar. 20, 7:00pm, at Lawrence Memorial Library.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Maple Street tree replacement quotes.
- Review of mowing bids for the 2019 and 2020 seasons.
- Bristol Teen Center Director candidate.
- Bristol Fire Dept. policies review.
- Appointment/reappointment of local officials.
- Police Union contract review.
- Water Ordinance updates.
- Sewer Ordinance updates.
- Adirondack View right-of-way status.
- Continued consideration of the Orchard Terrace water line extension and cash flow projections.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator