

Bristol Town Administrator's Report

February 16, 2018

The Town Administrator's Report is intended to assist the Selectboard, and in its other capacities as Water Commission, Sewer 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 19, 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. We may want to add an Executive Session to discuss personnel matters, if necessary.

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. This has ordinarily been the first item listed under Regular Business, but with that part of the agenda so far down on the list, moving it to its own section near the start of the meeting seemed warranted. 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. VISITOR APPOINTMENTS.

Item III.1. Katie Raycroft-Meyer: Planning Commission updates. Planning Commission Chair Katie Raycroft-Meyer will be present to provide an update on the Planning Commission activities.

RECOMMENDATION: Discussion.

Item III.2. Porter Knight: request for support of Bristol Trail Network South Street to Prayer Rock Park segment. Enclosed is a letter from Bristol Trail Network representative Porter Knight requesting support from the Selectboard to pursue the improvement of an existing path from South Street to the Prayer Rock Park. A map is enclosed illustrating the approximate location of the trail, which crosses over five Town-owned parcels. The enclosed tax map excerpts identify the Town-owned parcels. Porter will be present to provide more information and answer any questions.

RECOMMENDATION: Discussion; determine if additional information is needed.

Item III.3. Fred Baser, Moderator: Review of the Town Meeting warning. Elected Moderator Fred Baser will be present to review the warning (enclosed) in preparation for Town Meeting and to discuss any other matters of interest to the Selectboard.

RECOMMENDATION: Discussion.

Item III.4. Public Hearing: Dog Ordinance violations – Robert and Pamela St. Amour. Enclosed are copies of the written complaints and correspondences to Robert and Pamela St. Amour regarding the barking of their dogs, which were determined to be constitute a nuisance per Section 125-2 of the Dog Ordinance (enclosed for reference). According to the license information on file, they have three dogs: a 5-year old female Pomeranian named Bailey, a 5-year old female Pomeranian named Lucy, and an 8-year old beagle named Lucky.

RECOMMENDATION: Discussion. Determine next steps.

Item III.5. Police District informational meeting: proposed Police District FY2019 budget. As noted in the enclosed Police District warning, this is a public information meeting to discuss the proposed Police District FY2019 budget. The proposed revenues and expenses in FY2019 are expected to decrease by -0.3%; however, the amount slated to be raised by taxes reflects a -0.7% decrease. Although Overtime and Shift Differentials are expected to increase by 89.8% and Health Insurance is expected to increase by 61.3%, an expected -40.3% decrease in Part-Time Salaries, a -24.3% decrease in Workers Comp, -40% decrease in Uniforms, -11.3% decrease in Vehicle Maintenance, -63.8% decrease in Postage, and -77.8% decrease in Miscellaneous expenses contribute to the overall -0.3% reduction of expenses.

RECOMMENDATION: Discussion.

IV. REGULAR BUSINESS.

Item IV.1. Review Police Chief job description, job announcement, review committee, and proposed timeline for recruitment. Enclosed is the current Bristol Police Chief job description, which was adopted in March 16, 2015. This is an opportunity to consider if any adjustments are necessary prior to advertising the position.

The draft ad and timeline are still a work in progress and will be provided prior to by e-mail or at the meeting.

RECOMMENDATION: Discussion. Determine if additional information is necessary. This may include discussion in Executive Session.

Item IV.2. Review Road Foreman job description, job announcement, and proposed timeline for recruitment. I learned only recently that there is not an existing Road Foreman job description and that Peter Bouvier and former Town Administrator Therese Kirby had intended to work on one together. Enclosed is the draft Bristol Road Foreman job description they were intending to adapt from a VTrans Maintenance Supervisor

description. I received it today and have not had time to compare it with other sample descriptions I gathered from other comparably-sized Vermont towns.

The draft ad and timeline are still a work in progress and will be provided prior to by e-mail or at the meeting.

RECOMMENDATION: Discussion. Determine if additional information is necessary. This may include discussion in Executive Session.

Item IV.3. Vermont Gas public forum: debrief and consider next steps. Enclosed is a copy of the sign-in sheet from the February 12, 2018 public forum regarding Vermont Gas System's proposal to construct a distribution system in Bristol and the draft License Agreement between VGS and the Town. Also enclosed are notes and comments received by e-mail from Patty Heather-Lea related to the Dec. 18, 2017 draft document. Continued review of the draft License Agreement is not expected for this agenda in order to give citizens time to provide additional feedback.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.4. Approval of \$1,250 lump sum agreement with Green Mountain Engineering for annual inspection and report for the Core wastewater system. Enclosed is a contract with Green Mountain Engineering for the annual inspection and report for the Bristol Core wastewater system. The inspection and report is a condition of the indirect discharge permit.

RECOMMENDATION: Approval.

Item IV.5. Approval of meeting minutes of February 5, 2018. A non-reviewed draft of the Feb. 5 minutes is enclosed for reference, but I do not believe it is ready for approval. Also enclosed for reference is a work-in-progress draft of the Feb. 12 public forum. Additional review is needed.

RECOMMENDATION: If a more final draft of the minutes is not made available before the meeting, postpone action.

V. OTHER BUSINESS.

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

- Treasurer's Report to Selectboard: Budget Status Report through January 31, 2018.
- FY2017 Audit Report, Sullivan, Powers & Co., PC (for pick up; not in packet)
- Final South Street Bridge VTrans project summary report.
- E-mails, 02/08/2018, conveying compliment thanking Water Operator Cyrus Marsano for clearing the fire hydrants.
- VLCT PACIF quarterly detail loss report through December 31, 2017.

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Executive Session

An Executive Session was not initially anticipated for this agenda, but the Selectboard may wish to consider adding one to discuss personnel matters associated with items IV.1 and IV.2 above. Prior to entering Executive Session, a motion would need to be made finding that premature general knowledge would clearly place the Selectboard or other parties at a substantial disadvantage regarding a particular personnel-related matter per 1 V.S.A. §313(a)(3).

Minutes

Previous minutes are again not on the agenda for review or action for the same reasons as before. I expect we will be able to catch up on review of the collection of draft minutes after Town Meeting.

Recreation Department Scholarship Fund Donations

Thank you to Patty Heather-Lea for her efforts to honor former Recreation Director Darla Senecal's contributions to the community by encouraging citizens to contribute to the Bristol Recreation Department Scholarship Fund. She reported via FPF that \$200 was raised. Thank you, too, to Darla for making that suggestion and to all who donated.

Twitter

One outcome of the Emergency Management Public Information Officer (PIO) training I attended February 15 was the importance of social media in getting information out quickly to the public in the event of an emergency. The Police, Fire, and Recreation Departments each have a Facebook page and we set up a Bristol Town Facebook page in November. Developing a Twitter presence was also recommended and others present at the training provided examples of how their communities or agencies have used it to keep people informed. The Recreation Department began using Twitter @bristolrec in 2013. So ... I went ahead and set one up last night @BristolTownAdm ! I made connections with various state, regional, and local agencies, organizations, and news outlets. Like Facebook, it can also be a source of information that could be useful to share.

Illegal Dumping on Upper Notch Road

I learned last week about the illegal dumping situation on Upper Notch Road. I understand this has been a long-time, recurring problem and the terrain has made clean-up challenging and dangerous. I would like to look into available enforcement measures and coordinate with the Fire and Highway Departments regarding practical measures for cleanup.

Schedule

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

Week of Feb. 19:

Monday: President's Day holiday – Town Office will be closed.
In at +/- 12:00noon.
6:00pm - Selectboard
Tuesday: Out of the office.
Wednesday: 9:30am – Bristol CORE meeting.

Friday: 12:00noon Town Manager/Town Administrator meeting in Proctor.

Week of Feb. 26:

Thursday: 1:15pm – Police Union contract negotiations at Howden Hall.

Upcoming Meetings:

Below are meetings that citizens, staff, board members, or others might be interested in. Underlined entries include on-line hyperlinks for more information.

- [Selectboard](#): Mon., Feb. 19, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Mar. 5, 5:30pm, at Holley Hall.
- **Police District Annual Meeting**: Mon., Mar. 5, 6:00pm, at Holley Hall.
- **Town Meeting**: Mon., Mar. 5, 7:00pm, at Holley Hall.
- **Town Meeting - Australian Ballot**: Tues., Mar. 6, 7:00am - 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Mar. 8, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Mar. 20, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Mar. 21, 9:30am, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Selectboard organizational matters.
- Appointment/reappointment of local officials.
- Selectboard goals and work plan.
- Awakening Sanctuary tax exemption agreement.
- Follow up regarding draft VGS Agreement.
- Local Emergency Operation Plan update and adoption.
- Review of Recreation Director applications.
- Police union negotiation update.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator