

Bristol Town Administrator's Report

March 29, 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, April 1, 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. VISITOR APPOINTMENTS

Item III.1. Core Area Sewer application to increase allocation: Michael and Susan Keith, 20 Main Street. Enclosed is an application for an increased allocation of wastewater capacity at 20 Main Street from 455 gallons per day (gpd) to 950 gpd—an increase of 495 gpd—to support a new salon. According to Bryan Harrington of the ANR Indirect Discharge Program, Bristol has an uncommitted reserve capacity of 703 gpd. Approval would leave an uncommitted reserve capacity of 208 gpd.

RECOMMENDATION: Discussion.

Item III.2. Follow up on Selectboard action regarding bark collars: Todd Baldwin. Enclosed are the series of letters former Town Administrator Therese Kirby wrote to both Brian McCormick and Todd Baldwin on the subject of the barking dogs. The question was raised whether an automatic bark collar was specified. I did not find any references to automatic vs. training collars; however, Therese Kirby's letter of February 15, 2017 to Todd Baldwin goes into considerable detail about bark collars. Although the focus is on the ultrasonic technology, it also includes the statement that "... the Selectboard is ordering you to purchase a model of your choosing..." The ultrasonic bark collar referenced appears to be a combination of automatic and remote control. The sonar

devices have since gone missing. The February 13, 2017 minutes did not specify automatic collars. Todd Baldwin is planning to be present.

RECOMMENDATION: Discussion; determine next steps.

Item III.3. Bristol Teen Center Director candidate: Taylor Welch. Meridith McFarland, Alex Mihavics, and I interviewed three candidates for the Hub Teen Center Director position earlier this month. We unanimously recommend Taylor Welch for the position. She will be joining the meeting sometime around 8:30pm. Enclosed is the job description for the Hub Teen Center Director for reference. Her resume is also provided.

RECOMMENDATION: Approval; possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

IV. CONSENT AGENDA

The Consent Agenda is a meeting/time management tool by which routine and/or non-controversial agenda items are bundled to be acted on by a single motion for approval. An item can be removed from the Consent Agenda for discussion and separate action by the request of any board member or, if the Selectboard agrees, from the member of the audience.

RECOMMENDATION: Motion to approve the Consent Agenda as presented.

Item IV.1. Use of Technology Reserve Fund for purchase of new computer for Treasurer's office per quote. Enclosed is a quote for the replacement of the Assistant Treasurer's computer, which is long overdue and very much needed. The quote reflects the state contract price for computers.

RECOMMENDATION: Approval.

Item IV.2. Ratify establishment of a Town of Bristol Instagram account. I was not tuned into Instagram personally or otherwise; however, it became increasingly to my attention that it is a very popular social media platform that, for many, is preferred over Facebook or Twitter. Last week I decided to explore it and set up a Town of Bristol Instagram account (**townofbristolvt**). I posted two photos: one of the yellow spring reminders postcard and the other of a mud season road posted sign. In just five days the account drew more than 100 followers. Compare that to the Town's Facebook account, which was established *more than a year ago* and has just under 400 followers. While I don't know yet if the number of views of an Instagram post can be measured, I know that a similar post on Facebook of the mud season road posting sign reached more than 3,000 people. That suggests that these platforms can be effective for sharing some forms of information with citizens. It will not be practical for posting things like Selectboard agendas because it relies on using an iPhone for posts.

I remain reticent about spending time during the day on social media; however, they do seem to be an effective way to deliver and receive some forms of timely information. I still try to do more of that after hours.

The Town of Bristol Social Media Policy requires the Selectboard to authorize the establishment of a new account. Oops. That is the focus of this agenda item.

Review of the policies also brought to my attention that Section 7 requires every account to include a lengthy social media statement. This does not seem to be compatible with the platform limitations on the number of characters allowable per post. At some point in the future, we may want to revisit that and the overall policy.

RECOMMENDATION: Ratify the establishment of the Town of Bristol *Instagram* account; waive the required social media statement in Section 7.

Item IV.3. Renewal of the Addison County Humane Society Homeward Bound contract. I am not certain if this annual contract renewal requires Selectboard approval. It is a budgeted expense and the contract is essentially the same as the previous year.

RECOMMENDATION: Approval.

Item IV.4. Bristol Firefighter 6-month leave of absence request: Alex Bishop. Enclosed is a request for a 6-month leave of absence from Alex Bishop.

RECOMMENDATION: Approval.

Item IV.5. Authorize Selectboard Chair to sign the 2018/2019 Vermont Youth Development Corps AmeriCorps Program Host Site Agreement. The enclosed contract as a Host Site for the FY2019 AmeriCorps program is required to be signed by the Selectboard Chair. Former Teen Center Director Brian LaClair had started the process in October 2018, but it did not get forwarded to the Board. It was signed by Michelle Perlee in 2016-2017, Brian Fox in 2015-2016, and Joel Bouvier in 2014-2015.

RECOMMENDATION: Authorize the Chair to sign the contract.

V. REGULAR BUSINESS

Item V.1. Selection of a contractor for North Street paving from Main Street to Heffernan's Greenhouse. Enclosed is paving quote from Pike Industries for paving of North Street from the Main Street intersection to Pine Tree Gardens, 140 North Street. The goal is to begin the paving the second week of May 2019. Pike's quote will not be publically disclosed at this time because Foreman Eric Cota is still in the process of obtaining quotes from other contractors

RECOMMENDATION: Review the additional quotes, if any have been received. If the other quotes are not available, determine whether to allow for more time or to go

ahead and accept the Pike quote. Possible deliberation in Executive Session re contract negotiation.

Item V.2. Update on upcoming spring projects: Public Works Foreman Eric Cota. Eric Cota will be present provide an overview of projects planned for the upcoming season, including the agenda item V.1 paving project, drainage improvements on West Street (see below), drainage improvements on East Street, and more.

RECOMMENDATION: Discussion.

Item V.3. Public Works Department request: Authorization to apply for VTrans grant for West Street drainage improvements. Enclosed is a draft grant summary form for a grant application to VTrans District 5. The original plan was to use the funds toward replacement of four catch basins on West Street in the vicinity of School Street with dry wells per Watershed Consulting's February 21, 2019 sketch level concepts summary memo (pages 7 and 8). See below for a broader update on that project.

The scope of the project may be in the process of increasing to include the replacement of the culvert that outlets behind Howden Hall and replacement of the culvert along West Street from Cumberland Farms to the catch basin (dry well?) by Howden Hall. Eric Cota is in the process of compiling cost estimates of these various components and will present what he has at the meeting.

If this recommendation is to be implemented, it should be done this year in advance of the VTrans 2020 paving of Route 116. The VTrans grant application is due no later than April 15, which is why it is on this agenda. The original thinking was that this would be through the VTrans' Class 2 Road Structures Grant Program—but we realized after the agenda item was set that West Street is a Class 1 highway. I've reached out to Ashley Bishop of VTrans District 5 to find whether a West Street structures project is eligible. If it is not, or if the Selectboard does not support moving forward with it at this time, we would want to shift the focus to another project, such as paving of North Street.

VTrans Annual Financial Plan

Any VTrans grant application also requires the submission of an Annual Financial Plan. The AFP posted on-line is a draft and is subject to change pending the outcome of this agenda item. This would ordinarily be on the agenda as a separate item for Selectboard approval but was overlooked and will need to be added per agenda item I.1.

RECOMMENDATION: Receive additional information. Determine what the focus of an application to VTrans should be and whether to authorize it. Finalize and approve the VTrans Annual Financial Plan.

Item V.4. Continued appointment and/or reappointment of Town officials. Enclosed is an updated summary of Town Officer positions with indications whether folks are interested in being reappointed. Liz Hermann, Kevin Brown, Randy Sargent, Cale Pelland, and Ken Johnson have indicated their interest in being reappointed to their respective positions. Bill Sayre subsequently added his name to that list. We may have others by Monday's meeting. No responses have been received yet for the remaining positions that were advertised on Front Porch Forum, Facebook, and posted at Shaw's and the Town Office.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions. Possible deliberation in Executive Session.

Item V.5. Review Selectboard schedule, goals, and priorities for 2019 – 2020. Enclosed is a preliminary schedule for the 2019-2020 year ahead. Its purpose is to provide an overview of matters likely to be on the Selectboard's docket over the coming year. It is also an opportunity for the Selectboard to consider its goals for the year ahead, what matters you would like to see addressed, set priorities, and identify target dates for matters to be taken up. Of course, other matters tend to emerge that throw those plans off, but it is still useful to have goals. On page 2, the line between current and pending projects is fuzzy and some might warrant being considered current projects.

RECOMMENDATION: Discussion. Continue to one or more subsequent meetings for further consideration.

Item V.6. Approval of meeting minutes of March 18, 2019. Draft minutes of the March 18, 2019 are available.

VI. OTHER BUSINESS.

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

- E-mail re NRBC funding, 03/28/2019 re Stoney Hill.
- Letter from Allen Karnatz, 03/28/2019 re jaywalking.
- Letter from DuBois & King, 03/27/2019, re Route 116 paving project.
- Letter from VT ANR, 03/22/2019, re coliform sampling plan approval.
- Letter from VT Gas, 03/21/2019, re pipeline update.
- E-mail from Daniel Hecht, 03/12/2019, re GMWEA grant project.
- Notice of VEM Preparedness Conference.

VII. EXECUTIVE SESSION.

The Selectboard may wish to 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 attorney-client communications per 1 V.S.A. §313(a)(1)(F).

Village Stormwater Master Plan

Dana Allen of Watershed Consulting presented their February 21, 2019 *Stormwater Master Plan for Bristol, VT – Task 4 – 30% Concept Design – Sketch Level Concepts Summary* memo to members of the Stormwater Committee on February 27 and March 5 by teleconference. The Committee had previously agreed that the sites identified in the memo were high priorities for stormwater treatment. The Committee concurred with the recommendations in the memo, which then authorized the Watershed Consulting team to proceed with 30% design plans and more detailed cost estimates.

Dana Allen and I met with Bristol Elementary School Principal Kevin Robinson and Facilities Director Joel Fitzpatrick on Tuesday, March 26 regarding the recommendations for the installation of stormwater treatment on the BES property. The recommendations were very well-received and coincided with issues they were already thinking about.

A presentation will be made at a Selectboard meeting after the 30% design phase is complete.

Route 116 Paving Project

DPW Foreman Eric Cota and I met with VTrans folks and the project engineer(s) on site March 18 to review the project details. A number of adjustments and considerations were discussed, mostly related to the location of ADA parking spaces, crosswalks, and drainage. Preliminary plans (11" x 17") have been provided for review. Comments will be received until April 26, 2019. A public information meeting is in the process of being scheduled to solicit broader public input.

Maple Street Tree Replacements

Greenhaven Nursery has tagged the Autumn Blaze trees will get us on the schedule for spring. As we get closer to planting season (mid-May/June) they will coordinate a time with Tree Warden John Swepston to stake out the tree locations and planting.

Dog License Renewal and Registrations Due April 1

Reminder: New dog licenses and renewals are due by April 1 per 20 VSA 3581. After April 1, license fees increase from \$9 to \$11 for neutered and spayed dogs and from \$13 to \$17 for non-neutered or spayed dogs. A current rabies certificate is also required.

Property Tax Installment Due April 5

The final property tax installment is due by midnight, Friday, April 5, 2019, either received at the Town Office or deposited in the drop box. Post marks will not be accepted. Between this and dog license registrations (late or not), the Town Office is expected to be pretty busy this week. Citizens should plan ahead in case there is a wait.

Firewall Installation

Folks from DominionTech will be on site Tuesday afternoon, April 2 to install the new firewall, software, and whatever else.

Schedule

Unless otherwise noted, I expect to be in the office from 8:00am to 4:30pm, though anything can change from day to day and often does ...

Week of Apr. 1

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00noon.

Wednesday: 9:00am – Bristol CORE.

Friday: Out of the office.

Week of Apr. 8

Wednesday: 7:30am PT appointment; 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., Apr. 1, 7:00pm, at Holley Hall
- [Bristol CORE](#): Weds., Apr. 3, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., Apr. 11, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Apr. 15, 7:00pm, at Holley Hall
- [Planning Commission](#): Tues., Apr. 16, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Apr. 17, 7:00pm, at Lawrence Memorial Library.
- [Selectboard](#): Mon., Apr. 29, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Continued appointment/reappointment of local officials.
- Appointment of MAUSD Bristol representative.
- Winter maintenance policies and practices for Main Street sidewalks.
- American Legion 100th Anniversary Proclamation.
- Local Emergency Management Plan (LEMP) review and adoption.
- Bristol Fire Dept. policies review.
- Police Department policies review.
- 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