

Bristol Town Administrator's Report

April 26, 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 29, 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 consider 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. Planning Commission candidate interviews: J. Tyler Masters, Tom Wallace. Enclosed are applications from J. Tyler Masters and Tom Wallace expressing interest to serve on the Planning Commission. There are three vacant seats for 3-year terms to March 2022.

RECOMMENDATION: Discussion. Possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

Item III.2. Energy Committee candidate interviews: Lance Laliberte, Stephen Taylor. Enclosed are applications from Lance Laliberte and Stephen Taylor expressing interest to serve on the Energy Committee. There is one vacant seat for a 3-year term to March 2021.

RECOMMENDATION: Discussion. Possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

Item III.3. Conservation Commission candidate interview: Carla Fenner. Enclosed is an application from Carla Fenner expressing interest to serve on the Conservation Commission. There is one vacant seat to complete a 4-year term to March 2021. It turns out Carla will not be able to attend and will plan on meeting with the Selectboard at the May 13 meeting.

RECOMMENDATION: Reschedule to May 13.

IV. REGULAR BUSINESS

Item IV.1. Request from Public Works Foreman to purchase new roadside mower. Public Works Foreman Eric Cota is in the process of scoping out the appropriate model and cost estimates for the purchase of a new roadside mower. He will be present to provide more information about this request and options.

RECOMMENDATION: Discussion; determine if more information is needed.

Item IV.2. Access/Curb Cut application 19-01DA: 1062 Lower Notch Road, Sisher. Enclosed is an application for a new driveway access at 1062 Lower Notch Road. If approved, Public Works Foreman Eric Cota recommends both the brush be cut back and the bank be dug back on the downhill (west) side at least to the right-of-way edge to achieve the most sight distance. If possible, the brush should be cut back down to the bottom of the hill. After the brush and hill are cut back, a ditch should be made into where the cut out discharges.

RECOMMENDATION: Approval per the Public Works Foreman's recommendation.

Item IV.3. Consider WCVT proposal for alternative installation system for West Street banners. Kris Merchant at the Waitsfield Champlain Valley Telecom has informed us that they wish to discontinue their service of installing banners across West Street. Although there is a cost to them to provide the service, the real issue the logistics of getting a crew to direct traffic and scheduling parameters. Enclosed is an alternative proposal WCVT has proposed: installation of a pole 20' to 25' apart from the existing pole on park-side of West Street with hardware so the Town (or others) could install and remove their own banners without traffic disruption and at their own schedule. WCVT would donate the materials and arrange for the installation.

RECOMMENDATION: Determine if more information is needed.

Item IV.4. Request from Bristol CORE (Ian Albinson) to block off Main Street Saturday, June 15, 2019, 1:00pm – 9:00pm, for Pocock Rocks Music Festival and Street Fair. Enclosed is a request from Bristol CORE to close Main Street for the 10th annual festival event on Saturday, June 15. The VTrans Section 1111 permit application has been submitted but has not yet been issued. Last year it was been issued with conditions for traffic control and signage identifying the detour route. A certificate of insurance will be provided.

RECOMMENDATION: Approval. Determine if any additional information or conditions of approval are necessary.

Item IV.5. Local Emergency Management Plan: review and adoption. At the previous meeting, a draft LEMP was reviewed and a number of adjustments were either made or recommended. Enclosed is an updated copy.

Each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan (20 V.S.A § 6). A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF). The plan is expected to be updated annually and readopted between Town Meeting and May 1 every year.

RECOMMENDATION: Determine if additional information is needed. Finalize and vote to adopt the Local Emergency Management Plan.

Item IV.6. Water and Sewer Commission: consider FY2019 proposed service contracts from Vermont Utility Management Services (3-year contract) and Simon Operation Services (1-year contract). Enclosed are two contracts for water and sewer operation services. One is a renewal for a 3-year contract with VTUMS and the other is a 1-year contract with SOS. The table below is a summary of their respective annual fees.

	VTUMS Current	VTUMS Proposed	SOS Proposed
Annual	\$75,600.00	\$79,380.00	\$81,096.00
Monthly	\$6,300.00	\$6,615.00	\$6,725.00
Hourly	\$57.75	\$60.50	\$50.00
Hourly Overtime	\$73.50	\$77.00	\$75.00
Annual % Increase after 3 years		2.5% after 3 years	3.0%
Water: 87.5%	\$66,150.00	\$69,457.50	\$70,959.00
Sewer: 12.5%	\$9,450.00	\$9,922.50	\$10,137.00

Clarification: SOS is also a 3-year contract.

To clarify the VTUMS proposed Lump Sum Fee on page 4 of the proposed contract, the change from \$75,600 to \$79,380 amounts to a 5% increase. The new fee would remain fixed for three years. If after the third year a new contract is not negotiated, it would automatically renew with an increase of 2.5%.

RECOMMENDATION: Determine if additional information is needed Possible deliberation in Executive Session.

Item IV.7. Continued appointment and/or reappointment of Town officials. Possible deliberation in Executive Session. Enclosed is an updated summary of vacant Town official positions. The Energy Committee line should be corrected to reflect a vacancy created from the resignation of David Cobb last month. The term would go through March 2021.

Also enclosed is information from the Addison County Regional Planning Commission regarding reappointment of a representative to the Transportation Advisory Committee (TAC). Peter Grant has been Bristol's representative in recent years. The Selectboard already voted to reappoint Bill Sayre and Peter Grant as Bristol's representatives to the full ACRPC Commission.

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

Item IV.8. Consider a Proclamation from the Town of Bristol recognizing the 100th anniversary of the establishment of the American Legion. In recognition of the 100th anniversary of the establishment of the American Legion, Ron LaRose asked if the Selectboard would consider issuing a proclamation acknowledging this occasion and the contributions the American Legion as made to the Bristol community and beyond. A draft is currently in process based on information from the American Legion and the American Legion Post 19 Web sites and awaiting feedback from Ron LaRose. The draft is expected to be provided prior to (by e-mail) or at the meeting for review.

RECOMMENDATION: Review the draft, edit as appropriate, and consider voting on a final version for signature.

Item IV.9. Approval of meeting minutes of April 15 and April 19, 2019. Draft minutes of the April 15 and April 19, 2019 meeting are enclosed and posted online.

V. OTHER BUSINESS.

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

- Letter from Vermont Drinking Water and Groundwater Protection Division, 04/17/2019, re Bristol Water System Lead and Copper Sampling Plan approval.
- Letter from Vermont Drinking Water and Groundwater Protection Division, 04/17/2019, re Woodland Apartments Consecutive Exemption approval.
- Letter from Vermont Department of Health, 04/17/2019, confirming the appointment of Ted Lylis as Deputy Town Health Officer for a 3-year term.
- Memo from Addison County Regional Planning Commission, 04/15/2017, re contacts, reappointments, and data updates.
- Conservation Commission minutes, 03/14/2019.
- Notice of VLCT Municipal Employment Law and Human Resources workshop, 06/05/2019.

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) and potential contract negotiations per 1 V.S.A. §313(a)(1)(A).

Tree Warden Updates

Tree Warden John Sweptson worked with Recreation Director Meredith McFarland recently to remove dead wood from a number of trees on the Town Green. He noted that two red maples had significant amounts of dead wood in them; one of the trees is healthy and happy, but the other is struggling. He will keep an eye on it this growing season to see how it leafs out, and if we need to consider possible removal.

He noted that there is a very large declining sugar maple at 34 Pleasant Street. He recommends it be removed as it has some serious decay in the topmost portions and it is leaning heavily over two honey locusts on the property. He reported that the property owner is OK with its removal.

According to information on the Vermont Community Forestry Web site, its removal would not require a public hearing as a residential shade tree if it is diseased, infested with a pest, and/or is a threat to public safety:

<http://www.vtcommunityforestry.org/sites/default/files/pictures/publichearing.pdf>

When and how the tree is to be removed remains an open question.

He also observed the same tree on Garfield Street that Ted Lylis brought to the Selectboard's attention at the last meeting that he recommended be taken down. John has offered to remove it.

Main Street Lighting and Sidewalk Project / VTrans Route 116 Paving Project Public Info Meeting

A combined public information meeting for the Main Street Lighting and Sidewalk Project and the VTrans Route 116 Paving Project is currently being planned for the Selectboard's regular meeting on Monday, May 13. DuBois & King is the engineer on both projects, both projects directly affect one another, and this would be an important time in the sequencing of them to share important information with the public and get public input. A number of details in both projects will be of interest to residents, commuters, and others who will be affected by the final design details and construction, including but not limited to:

- Number and location of ADA accessible parking spaces,
- Curb adjustments,
- Drainage,
- Crosswalk improvements,
- Lighting details,
- Signage adjustments,
- Construction timing and degrees of disruption,
- And more ...

More information will be provided as the date draws near.

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. 29

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00noon.
Wednesday: 9:00am – Bristol CORE.
1:00pm – Dept. Heads meeting.
4:30pm – appt. in Berlin; need to leave by 3:00pm.
Thursday: 7:30am – PT appointment; should be in by 10:00am.
1:45pm – Safe Routes to School at BES.
Friday: 12:00pm – meeting in Middlebury.

Week of May 6

Thursday: 7:30am – PT appointment; should be in by 10:00am.
1:00pm – VT Tree Goods loan committee meeting.
3:00pm – ACEDC Regional Economic Development Strategy Committee meeting, Middlebury

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. 29, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., May 1, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., May 9, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., May 13, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., May 15, 7:00pm, at Holley Hall Library.
- [Planning Commission](#): Tues., May 21, 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.
- 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.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator