

# **Bristol Town Administrator's Report**

## **May 10, 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, May 13, 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. Conservation Commission candidate interview: Carla Fenner. Enclosed is an application from Carla Fenner expressing interest to serve on the Conservation Commission. There are now two vacant seats, both to complete a 4-year term to March 2021.

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

Item III.2. Green Lantern Solar: request for preferred site designation letter for a 150kW net-metered solar array on land owned by Helen and Allen Rathbun on Route 116. Green Lantern Solar is proposing to build a 150kW net-metered solar array on land owned by Helen and Allen Rathbun on the west side of Route 116. It would not be visible from the highway. Because it is considered ordinary agricultural land--mostly fill, including paper mill waste--it would need to obtain "preferred site" designation through letters of support from the local Planning Commission, Selectboard, and Regional Planning Commission per PUC Rule 5.100, under "Preferred Site." According to Ralph Meima of GLS, there are nine kinds of preferred sites, including capped landfills, brownfields, and reclaimed gravel pits. This site would come under the catch-all category that relies on local and regional government support.

Enclosed is a copy of the Planning Commission's letter of support and a draft letter of support from the Selectboard. Ralph Meima plans to be present to answer any questions.

RECOMMENDATION: Approval.

Item III.3. Joint Public Information Meeting: DuBois & King representatives: Main Street Lighting and Sidewalk Project and 2020 Route 116 Paving. This is a combined public information meeting for the Main Street Lighting and Sidewalk Project and the VTrans Route 116 Paving Project. DuBois & King is the engineer on both projects, each project directly affects the other, and this is 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,
- daytime vs. nighttime construction,
- cost estimates,
- and more ...

Enclosed and on-line are a number of documents associated with both projects.

#### Main Street Lighting and Sidewalk Project

Construction of this project is currently anticipated for the fall of 2019. The original scope of work called for replacing the 14 lamp posts, replacing the brick paver areas with stamped concrete to match the intersection, and to realign the granite curbing.

DuBois & King conducted a detailed survey of the sidewalk areas in order to accurately capture the different grades of sidewalk, driveways, and curbing. Because existing conditions present some challenges, three alternatives are proposed:

- Alternative A: reflects the current/original scope. Estimated cost: \$312,000.
- Alternative B: expands the scope to include complete replacement of the sidewalk on the south side of Main Street. Estimated cost: \$431,000.
- Alternative C: includes the replaced sidewalk and extends the sidewalk and stamped concrete across driveways. Estimated cost: \$455,000.

We received a \$100,000 grant from the Downtown Transportation Fund in 2018 for this project. We learned this week that the additional grant funding sought from the 2019 Downtown Transportation Fund was not awarded. It would have helped narrow the gap from the original project budget and current cost projections and included funds for new benches and bike racks. The next round of Bike and Pedestrian Grant Program funding is due in June and I will apply again for additional funds. The balance of non-grant-funded expenses were projected to come from a possible combination of the Bristol Revolving Loan Fund (current balance \$218,117), Sidewalks Reserve Fund, Capital Road Fund, and/or other sources.

Route 116 Paving

This project bridges the gap, so to speak, where the Route 116 VTrans paving projects left off to the east and west of the Village—Lord's Prayer Rock and Airport Drive. It will be curb to curb milling and resurfacing and include replacement of signage, striping, and some drainage improvements where possible through grading and ditching.

Of particular note are the proposed changes to the number and location of parking spaces and ADA parking spaces in the West Street/Main Street/South Street area. The project will be particularly disruptive to Main Street businesses and residents. How best to mitigate the disruption? Is evening construction an acceptable option?

Representatives from DuBois & King will be present to provide an overview of the scope of the projects, answer questions, and receive feedback.

RECOMMENDATION: Receive information. Determine if more information is needed. Provide guidance to the engineers on preferred options.

**IV. REGULAR BUSINESS**

Item IV.1. Request from Public Works Foreman to purchase new roadside mower. Public Works Foreman Eric Cota has been scoping out different models and prices for the purchase of a new roadside mower. We met with members of the Equipment Committee Thursday to review the options and information currently available. There were some questions that Eric is planning to follow up on but, based on the information summarized below, the he and the committee members recommend the John Deere.

Copies of the equipment options from the various vendors are posted the Bristol Web site and will be available at the meeting.

<b>Vendor</b>	<b>Location</b>	<b>Cutting Width</b>	<b>Other</b>	<b>Cost</b>
Champlain Valley / Cutters		58"	hydraulic parallel arm; mini boom	\$20,400

Champlain Valley / Cutters		60" / 72"	Woods ditch bank mower	\$12,400 / \$14,600
Diamond	Morrisville	75"	flail mower	\$17,465
Mountain View /John Deere	Middlebury	60"	Rhino ditch bank mower; hydraulic pump	\$13,750

There is currently \$107,649 in the Capital Equipment Reserve Fund, including this year's allocation of \$100,000.

RECOMMENDATION: Receive updated information and determine if any other information is needed. Approval.

Item IV.2. Access/Curb Cut application 19-02DA: 70 Devino Lane, Carpenter. Enclosed is an application for a new driveway access at 70 Devino Lane. Public Works Foreman Eric Cota noted that the sight distance is good and a culvert would not be needed. He recommends approval with the condition that the driveway be at least twenty feet (20') wide at the entrance to a least twenty-five feet (25') in length to accommodate one vehicle exiting and one vehicle entering at the same time. He also noted a broken tree limb needs to be removed.

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

Item IV.3. Proposed upgrade to Town Green sound system wiring: Ted Lylis. Enclosed is a plan prepared by Ted Lylis to restore the sound system wiring on the Town Green. It includes digging a trench and extending an outlet at the base of four trees. He will provide more information at the meeting.

RECOMMENDATION: Determine if more information is needed.

Item IV.4. Water Commission: clarification of water connection fee and covered expenses. Enclosed is a copy of an invoice that was issued to Smith & McClain for the recent water connection and new curb stops at 93 North Street. There appears to be uncertainty about what the connection fee of \$500 per new connection is intended to include. Does it include the cost of the copper pipe, curb stop, and Water Operator time or are those additional expenses?

Also enclosed is a copy of the updated fee schedule (Appendix B) from June 25, 2018, which specifies that the new connection fee is \$500 "plus the cost of the meter for the connection *and any additional time and materials needed* [emphasis added]." Here it is clear the cost of the meter would be an additional customer expense. The enclosed minutes from that meeting do not shed much light on the Water Commission's discussion of what the connection fee itself was intended to include.

Section 7 of the Water Ordinance (excerpt below) addresses applications for new service connections and information about the connection fee references Appendix B.

7. 02 Installation of Service

a. The User will be responsible for all peripheral costs of installing new water services. These costs include, but are not limited to:

- (1) digging and paving;
- (2) obtaining permits and easements if digging across roadways or the property of others;
- (3) returning all Town or Town-owned property to its original condition.

b. The Owner will be responsible for the entire cost of installing, owning, and maintaining the service pipe from the curb stop to the Owner's premises (with the exception of water meter, meter setting appurtenances, and backflow preventer), regardless of whether the Town performs the installation upon the Owner's request and agreement by the Town, or whether the Owner makes the installation via private contractor in accordance with the Town's Construction Specifications.

(1) From the distribution main to the curb stop at this property line (or street line) the installation:

(a) must comply with the Town's Specifications (Section 9.00 CONSTRUCTION SPECIFICATIONS);

(b) must be inspected and approved by the Town before the installation may be covered; and

(c) upon completion and acceptance, will become the property of the Town and will be maintained by the Town.

(2) From the curb stop to the User's premises, the installation (with the exception of the meter);

RECOMMENDATION: Discussion. Make sure the upcoming updates to the Water Ordinance clarify this point.

Item IV.5. Consider renewal of the Line of Credit with People's United Bank for the West Street project. Although the West Street water and stormwater project is completed, it has taken us some time to organize the eligible expenses for reimbursement, but we are in the home stretch. The line of credit signed a year ago is due, but we need just a little more time to submit the documentation to USDA Rural Development for review and approval and arrange for the loan closing, which will be used to pay off this line of credit.

RECOMMENDATION: Approval; sign loan documents.

Item IV.6. Continued appointment and/or reappointment of Town officials. Possible deliberation in Executive Session. Enclosed is an updated summary of vacant Town official positions with names included to reflect recent appointments. Lance Laliberte declined the offer to serve on the Planning Commission and so has been added to the Energy Committee, as approved at the previous meeting.

RECOMMENDATION: Continue to advertise the remaining vacant positions.  
Possible deliberation in Executive Session.

Item IV.7. Approval of meeting minutes of April 29, 2019. Draft minutes of the April 29, 2019 meeting are enclosed.

## **V. OTHER BUSINESS.**

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

- E-mails with VLCT, 05/08/2019, re manure on Town road.
- E-mails re River Road pot hole, 05/07/2019.
- Notice of Appearance, Michael Leddy, Esq., 05/03/2019, in Shores v. Unknown Mail Carrier, et al.
- Fire Station Annual Stormwater Inspection Report, 05/01/2019, Green Mountain Engineering. Everything was found to be in compliance with the state permit.
- Annual Inspection for the Bristol Landfill, 04/23/2019, Green Mountain Engineering. They identified minor soil erosion, some damage from mowing machinery, and some washouts along the northern drainage swale. DPW crew will restore the areas this summer.
- Updated Selectboard Calendar and Goals.
- Revolving Loan Fund status as of 04/30/2019.
- Budget status report as of 04/30/2019.
- Class 1 Permit approval for wedding on the Town Green Saturday, 05/25/2019.
- VLCT Notice of Planning & Zoning spring workshop, 06/18/2019,

## **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).

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### **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 May 13

Monday: 9:30am – 5:00pm - ACEDC Board Retreat, Vergennes  
6:30pm – Public Info Meeting prep  
7:00pm – Selectboard.

Tuesday: In around 12:00noon.

Wednesday: 7:30am – PT appointment; should be in by 10:00am.

Thursday: TBD – Trail walk with Porter and Meridith.

#### Week of May 20

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., 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.
- [Selectboard](#): Mon., May 27, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., June 5, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., June 13, 6:00pm, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Fuller parcel update.
- Water and Sewer District annual meeting.
- Water Ordinance updates.
- Sewer Ordinance updates.
- Dominion Tech contract.
- Bristol Fire Dept. policies review.
- Police Department policies review.
- Police Union contract review.
- Winter maintenance policies and practices for Main Street sidewalks.
- Continued appointment/reappointment of local officials.
- Appointment of MAUSD Bristol representative.
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator