

Bristol Town Administrator's Report

May 24, 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 27, 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. Lloyd Dike: Planning Commission candidate interview. Enclosed is an application from Lloyd Dike expressing interest to serve on the Planning Commission. There are two vacant seats remaining, each being a 3-year term to March 2022.

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

Item III.2. Kristin Underwood: ~~Robert~~^{Paul} Fuller parcel acquisition update, request to send letter, and consider role in subdivision. Enclosed is correspondence from Kristin Underwood with information about the ~~Robert~~ Fuller parcel acquisition project and a request from Real Estate agent that a letter from the Town be provided regarding its interest in purchasing it. She drafted the enclosed draft letter for the Selectboard's consideration. Kristin also suggested the Selectboard consider fronting the money and her volunteer time to pursue a subdivision on Mr. Fuller's behalf. She plans to have more information about that.

RECOMMENDATION: Discussion. Approve sending the letter.

IV. REGULAR BUSINESS

Item IV.1. Continued discussion of the Main Street Lighting and Sidewalk and 2020 Route 116 Paving projects. Possible Selectboard action to choose preferred options.

Main Street Lighting and Sidewalk Project

Enclosed are DuBois & King's notes from this portion of the public info meeting.

Three alternatives were 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.

Funding

We received a \$100,000 grant from the Downtown Transportation Fund in 2018 for this project. Regardless of which alternative, or combination of alternatives, is selected, we need to determine where the balance of the funding can come from to complete the project. When originally conceived and authorized, the balance was proposed to come from the Bristol Revolving Loan Fund (RLF). Funds from the Capital Roads Fund could also be an option. Below is a summary of potential funding sources for consideration:

	A	B	C
	DTF	D&K	
	Budget	Budget	
Engineering	\$5,000	\$79,000	
Mobilization	\$1,500	\$15,000	
Construction	\$215,449	\$278,354	
Traffic Control	\$15,165	\$20,000	
Contingency	\$29,054	\$31,323	
Inspection	\$5,000	\$31,323	
TOTAL	\$271,168	\$455,000	
Potential Funds			Current Balance
DTF	-\$100,000	-\$100,000	Awarded
Bike Ped Prog	-\$75,000	-\$75,000	Pending
RLF	-\$100,000	-\$100,000	\$218,170
Capital Roads			\$148,278
Sidewalk Reserve			\$5,912
Stoney Hill proceeds received (Harper)			\$187,040
Stoney Hill proceeds received (Livingston)			\$122,526
Stoney Hill proceeds anticipated (Harper)			\$86,100
Subtotal	-\$3,832	\$180,000	

The DTF Budget column (A) reflects the budget in the approved Downtown Transportation Fund grant. The D&K Budget column (B) reflects the projected expenses for Alternative C (what I call the soup-to-nuts option) as currently proposed. The Current Balance column (C) reflects the balances as of May 23, 2019 in various funds.

RLF: The current balance is \$218,170, which increases a little bit each month as loan payments are paid. This scenario suggests borrowing \$100,000 from that fund. If the \$75,000 Bike & Ped grant application is awarded (see agenda item IV.3), that would leave an additional \$180,000 to come up with, based on the D&K cost estimates.

For the sake of discussion, enclosed is a summary of the Stoney Hill proceeds. Some of those funds are earmarked to construct infrastructure (road, sidewalk, drainage, electricity, data, etc.) into the Stoney Hill Business Park. The remainder, as far as I know, has not been obligated. Though the infrastructure estimates are subject to change, a ballpark estimate is currently in the area of \$57,000. This would leave a balance of approximately \$330,000 that could be available for community and economic development use.

An interesting question was raised: is voter approval required for the Town to borrow from its own RLF?

Reduce Costs

Another option is to explore ways to reduce costs. Enclosed is one scenario showing the cost reduction if concrete is not included across the driveways. In Alt B the reduction would be approximately \$14,000; in Alt C the reduction would be approximately \$23,500.

I talked with Jeremy Stephens and Eric Cota about the possibility of the Public Works folks removing the lamp posts when that time comes. Eric said they could do it if the electricity is off. In each alternative, lamp post removal is shown at \$18,200.

It's not clear to what degree disposal is included in cost estimates and whether there would be any savings for material (old concrete, asphalt, other excavated material) to be disposed of at the Town Garage.

Of course, all of this depends on actual bid results and the willingness of the Contractor to coordinate with the DPW on particular aspects of the project.

Lamp Post Pedestals

Enclosed is information prepared by DuBois & King illustrating different concrete pedestal heights: 3", 8", and 12" and with an 18" diameter and one slightly less than 18".

DuBois & King Design Services

If the Selectboard arrives at a conclusion at this meeting of which alternative or combination to proceed with, we may want to consider authorizing a contract amendment not to exceed \$XX,XXX, in order to keep the process moving forward on this tight schedule. Jeremy Stephens was working on a proposed contract amendment that would accommodate Alt B and/or Alt C for Monday's meeting, but it is still undergoing D&K's internal review.

Route 116 Paving

DuBois & King and VTrans reps outlined the scope of the 2020 Route 116 paving project at the last meeting. At some point, we will need to make decisions about the proposed changes to the number and location of ADA parking spaces in the West Street/Main Street/South Street area and whether evening construction will be an acceptable option to mitigate the construction disturbance to Main Street businesses.

RECOMMENDATION: Discussion. Determine if more information is needed. Consider authorizing a contact amendment with DuBois & King for additional design services not to exceed \$X if the Selectboard decides with alternative to proceed with.

Item IV.2. Authorization to apply to the Vermont Bicycle and Pedestrian Grant Program for additional Main Street Lighting and Sidewalk grant funds. The next round of Bike Ped grant applications is coming up: deadline is 1:00pm, June 28. Under the Small Scale Construction category, up to \$75,000 would be available. A 50% match is required, which would already be baked into the overall project budget.

RECOMMENDATION: Approval.

Item IV.3. Reconsider purchase of roadside mower for an alternative model. At the last meeting the Selectboard approved a motion specifically authorizing Public Works Foreman Eric Cota to proceed with the purchase of the John Deere Rhino ditch bank mower (specs enclosed). Since then, he received more information about the Woods ditch bank mower and found there had been a misunderstanding between what was an electric motor vs. a PTO-driven motor. Eric now recommends going with the Woods ditch bank mower from Champlain Valley Equipment for \$13,345. The summarizing table is on the next page.

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

RECOMMENDATION: Approval

Vendor	Location	Cutting Width	Other	Cost
Champlain Valley / Cutters	Middlebury	58"	hydraulic parallel arm; mini boom	\$20,400
Champlain Valley / Cutters	Middlebury	60"	Woods ditch bank mower	\$13,3345
Diamond	Morrisville	75"	flail mower	\$17,465
Mountain View /John Deere	Middlebury	60"	Rhino ditch bank mower; hydraulic pump	\$13,750

Item IV.4. Water Commission: consider preliminary Water Use Ordinance amendments, clarification of water connection fee and covered expenses, budget, and preparation for the June annual meeting. In anticipation of the Water and Sewer Districts annual meeting and public hearing for the June 10 meeting, enclosed are copies of the current water and sewer ordinances, current budget statuses through April 30, 2019, and the proposed budgets from the Town Report.

Various mentions have been made over the last year or so about revisions the Water & Sewer Commission would like to see with both ordinances. This is an opportunity to discuss that in more detail and see if it is something that can be accomplished as part of the June 10 annual meeting and public hearing.

Also enclosed is are proposed revisions to the Water Rates and Charges Schedule to clarify what the connection fee does and does not include. It also proposes increasing the hourly Water Operator time rate from \$25 to \$40 per hour.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.5. Sewer Commission: consider Septic Ordinance amendments, budget, and preparation for the June annual meeting. See Item IV.4 above.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.6. Consider DominionTech's contract for FY2020 computer security and IT services. Enclosed is a draft agreement with DominionTech for computer security and IT services for FY2020. Mike Psaros was not able to get me an updated version before the holiday, but he confirmed that the mark-ups on the enclosed draft are accurate. There would be a one-time set-up charge of \$548.90 followed by a monthly fee of \$528.90. He confirmed that if we decide other computers *do not* need the cloud back-up and file sharing, the fee could be adjusted as appropriate at any time.

RECOMMENDATION: Approval. Authorize me to sign the corrected agreement.

Item IV.7. Continued appointment and/or reappointment of Town officials. Possible deliberation in Executive Session. This is a placeholder for agenda item III.1 above.

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

Item IV.8. Approval of meeting minutes of May 13, 2019. Preliminary draft minutes of the May 13, 2019 are available but are still in the process of being reviewed. They can be expected to be e-mailed and posted on-line prior to the meeting.

V. OTHER BUSINESS.

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

- E-mail, 05/20/2019 re Firefighter request for leave of absence.
- Application for Public Assembly: American Legion annual Memorial Day Parade.
- VTrans Fact Sheet: Rehabilitation of Bridge #12 on Route 116 over Baldwin Creek.

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) – *tentative*.

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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 27

Monday: Town Office closed for Memorial Day.
7:00pm – Selectboard.

Tuesday: In around 12:00noon.

Wednesday: 9:00am – Breakfast networking meeting in S. Burlington. Should be in by 12:30pm.
5:00pm – LEPC in New Haven.

Friday: 2:30pm – Appt. in Colchester.

Week of June 3

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

Wednesday: 2:30pm – Appt. in Burlington.

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 27, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., June 5, 9:00am, Holley Hall.
- [Selectboard](#): Mon., June 10, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., June 13, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., June 18, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., June 19, 7:00pm, at Holley Hall Library.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Recreation Department updates.
- Water and Sewer District annual meeting and public hearing.
- Water Ordinance updates.
- Sewer Ordinance updates.
- Personnel compensation adjustments.
- 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