

Bristol Town Administrator's Report

June 7, 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, June 10, 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. Public Hearing - Alleged Dog Ordinance violations: Travis Manning, Nancy Perlee, Nakeeya Deas. Enclosed are three different dog ordinance violation complaints received this week. Section 125-9 of the Bristol Dog Ordinance says "[t]he Bristol Selectboard or their designee, upon receiving the complaint, shall investigate the charges and hold a hearing on the matter at a duly warned meeting within 7 days of receipt of said complaint." Letters were sent to the dog owners to let them know of the hearing. It is my understanding one of them may be out of town. Nakeeya Deas and Alazar Assefa will not be able to be present and provided a written response.

RECOMMENDATION: Discussion. Determine next steps.

Item III.2. Public Hearing - Water and Sewer District Annual Meeting: Review of operating and capital budgets and projects; consider adjustments to rates; potential ordinance updates; general issues. Enclosed and on-line are a number of documents:

- Public hearing notice
- 2018 Annual Water and Sewer District Town Report, FY2020 budgets, and Water Department Capital Plan.

Water

- Water Department budget status report through 05/3/2019

- Current Schedule of Rates and Charges (2018)
- Proposed revisions to the Schedule of Rates and Charges with revisions 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 and increasing water rates by 4%.
- Proposed budget reflecting 4% increase
- E-mails regarding pump house generator

Sewer

- Sewer Department budget status report through 05/3/2019
- Proposed increase in Sewer Usage Charge and Usage Surcharge rates
- Proposed budget reflecting those increased rates
- Quarterly flow projection by accounts reflecting the proposed increases

Treasurer Jen Myers and VTUMS Water Operator Jill Marsano will be present to discuss budget and capital matters in more detail.

RECOMMENDATION: Discussion. Determine if additional information is needed. Consider continuing the hearing to the June 24 meeting to finalize actions.

IV. CONSENT AGENDA

Item IV.1. FY2020 budget line item adjustment: move \$1,000 from General Miscellaneous to Clerk Software and Programming. We recently discovered that the Software and Programming line item in the Town Clerk's FY2020 budget did not account for all the computers related to the Clerk and Treasurer's functions that were intended to be covered under the DominionTech IT services. Two laptops at \$29/month each and one additional desktop at \$39/month need to be added, totaling \$1,164. To stay within the voter-approved FY2020 budget bottom line, we propose reallocating \$1,000 from the General Miscellaneous budget line to the Clerk Software and Programming budget line item.

RECOMMENDATION: Approval.

Item IV.2. Selectboard letter of support for the VTrans Bicycle and Pedestrian Program grant application for the Main Street sidewalk improvements project. The Selectboard authorized applying for the next round of VTrans Bicycle and Pedestrian Program grants for the Main Street Lighting and Sidewalk Project. The application is due June 28, 2019 and a letter of support from the Selectboard is required.

RECOMMENDATION: Approval; authorize the Chair to sign the letter.

Item IV.3. Curb cut application #19-03DA: Kevin Puls, 1425 Meehan Road. Enclosed is a curb cut application for a new residence at 1425 Meehan Road. DPW Foreman Eric Cota visited the site on May 31, 2019 and noted a culvert will be needed and that the sight distance will be good once the brush is cut.

RECOMMENDATION: Approval per DPW Foreman's recommendation that brush be cut on both sides of the driveway and that a 15" x 30' culvert be installed.

Item IV.4. Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program. Enclosed is a draft letter of intent for the FY2020 municipal grants-in-aid program. The Public Works Department proposes using the funds (\$8,100) for ditching, culverts, and paving Lynn Hill between Route 116 and Lower Notch Road. A 20% match of \$2,025 is required. The goal would be to complete the project by October 2019, but conditions could require more time into 2020.

RECOMMENDATION: Approval.

Item IV.5. Sullivan, Powers, & Company contract for the FY2019 audit services. Enclosed is a proposed contract for the third year of a three-year agreement with Sullivan, Powers & Company for audit services.

RECOMMENDATION: Approval.

Item IV.6. Coin drop application: N.H. Munsill Hook & Ladder Corp., Oct. 13, 2019, at 15 West Street. Enclosed is the coin drop application for the N.H. Munsill Hook & Ladder Corp. annual fundraiser on West Street.

RECOMMENDATION: Approval.

Item IV.7. Grant authorization request for Recreation Dept. to apply for RiseVT grant. Enclosed is a grant summary form for authorization for the Recreation Dept. to apply for a \$1,500 grant through RiseVT to fund Hub Teen Center programs to promote healthy lifestyles. Taylor Welch will provide more information about this under the next agenda item.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS

Item V.1. Recreation Department updates: Meridith McFarland and Taylor Welch. Recreation Director Meridith McFarland and Hub Teen Center Director Taylor Welch will be present to provide an update on Recreation Department and Teen Center recent activities, including a new summer swim lessons program, new Teen Center camps, fundraising, and more.

RECOMMENDATION: Discussion.

Item V.2. Update of the Main Street Lighting and Sidewalk and 2020 Route 116 Paving projects. Efforts have focused most recently on the contract amendment (next agenda

item) to reflect the Selectboard's decision to proceed with a modified version of Alternative B.

There have also been conversations among the DuBois & King team and VTrans officials about the possibility of merging the Main Street sidewalk project into the VTrans paving project and bid documents. (!) Doing this would ensure they proceed in a coordinated sequence and could simplify overall project management. It was suggested that in that scenario, VTrans would take on the responsibility—and expense—of the construction inspection for the entire project. While that may result in savings on one side of the project ledger, becoming a VTrans project may result in additional design or procedural costs to conform to VTrans standards. In his June 6, 2019 e-mail, Jeremy Stephens of DuBois & King outlines some questions that need to be explored before a decision is made. I have not yet had the chance to connect with Brandon Kipp of VTrans, but there is a good chance I will have more information in time for Monday's meeting.

Details about the lamp post design details remain to be discussed, such as the location of the outlets and the height of the concrete pedestal. Since that is not especially time sensitive, I recommend it be deferred to possibly an upcoming June or early July meeting, particularly if it could coincide with Jeremy Stevens and/or others of the team being there to discuss the possibilities of merging the two projects.

RECOMMENDATION: Discussion.

Item V.3. DuBois & King contract amendment #1 to reflect modified Alt. B Main Street Lighting and Sidewalk Improvement Project. May include deliberation in Executive Session to discuss contract negotiations. Enclosed is a contract amendment that reflects our discussion from the previous meeting and the selection of Alternative B. Although changes may come along, such as merging the project with the VTrans paving project or eliminating the construction inspection, executing this contract now will enable DuBois & King to continue with the design process and stay on schedule.

RECOMMENDATION: Approval.

Item V.4. Tandem-NBM-Pomerleau alley project: Ian Albinson (Bristol CORE). Bristol CORE Executive Director Ian Albinson will be present to provide an overview of a concept to temporarily block off the alley between the National Bank of Middlebury and Snapp's to create a pop-up pocket park. He will outline the various conversations and ideas about this project. We recently learned, however, that an earlier Act 250 permit may have included a condition that the alley access be provided. More information may be available by Monday's meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item V.5. Bristol Fire Department Firefighter leave of absence requests: Nathan Bouvier and Peter J. Ryan. May include deliberation in Executive Session to discuss personnel

matters. Enclosed is a request from Nathan Bouvier for a 6-month leave of absence without pay retroactive to May 1, 2019 with an end date of November 6, 2019. Also enclosed is a request from Peter J. Ryan for a leave of absence without pay retroactive to April 1, 2019 with an end date of December 31, 2019. It turns out I was mistaken at the previous meeting about Selectboard approval not being required for the leave of absence request.

RECOMMENDATION: Possible deliberation in Executive Session. Approval.

Item V.6. News alert: Emerald Ash Borer found in Bristol. We received word this week that the Emerald Ash Borer (EAB) has been found in Bristol—the first confirmed siting in the Champlain Valley and possibly the first urban (village) street tree reported in Vermont. Other sitings have been in woodland settings. Town Tree Warden John Swepston and I met with Elise Schadler of the Vermont Department of Forests, Parks, Recreation and Addison County Forester Christopher Olson on Thursday. There is more information than I can summarize here and will provide an update at the meeting. In the meantime, this link has a lot of good information:
<https://www.vtinvasives.org/invasive/emerald-ash-borer>

RECOMMENDATION: Discussion. Determine next steps.

Item IV.7. Approval of meeting minutes of May 13 and May 27, 2019. Preliminary draft minutes of the May 13 and May 27, 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-mails, 06/04/2019 re Stoney Hill infrastructure cost estimate update.
- Budget status report through 05/31/2019.
- Letter, 06/03/2019, from the Division for Historic Preservation re comments on the Cook proposed sand and gravel extraction and reclamation on VT Route 116.
- Bristol Planning Commission 04/02/2019 and 04/16/2019 minutes.
- Funding announcement 05/31/2019, for BGS Building Communities Grants.

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/or 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 June 10

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00noon.

1:00pm – meeting with Eric and resident of Lower Hardscrabble Road.

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

Thursday: 2:30pm – West and East Street projects mandatory pre-bid site visits.

4:00pm – Annual DPW road trip.

Friday: Out of the office – *tentative*.

Week of June 17

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

Thursday: 1:00pm – ICS 402 training in New Haven.

DPW Foreman Eric Cota plans to be out of the office June 17 through June 28.

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., 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.
- [Selectboard](#): Mon., June 24, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., July 3, 9:00am, Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Main Street Lighting and Sidewalk project updates.
- EAB response 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