

# **Bristol Town Administrator's Report**

## **June 21, 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 24, 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. SCHEDULED APPOINTMENTS**

Item III.1. Public Hearing - Alleged Dog Ordinance violations: Travis Manning, Nancy Perlee, Paul and Janette Hill. Enclosed are copies of the correspondences sent and received since the last Selectboard meeting. Because the certified mail letters went out a bit later in the week than expected, I modified the Monday, June 17 deadline for the dogs to be registered to *the week of June 17*.

The certified mail receipts were received from Travis Manning, but there has been no other response. The dogs remain non-registered.

There has been no response from Nancy Perlee and I left a message today on her voicemail about Monday's meeting.

Enclosed is a written response from Paul and Janette Hill. Their dogs were registered on Monday morning.

RECOMMENDATION: Discussion. Determine next steps.

Item III.2. Request for funding support for Memorial Park Trail construction: Porter Knight. Enclosed is a request from Porter Knight, representing the Bristol Recreation Club and

Bristol Trail Network coordinator, requesting \$12,000 in municipal funds (in addition to the recommended \$12,000 from the Conservation Reserve Fund) toward 1/3 of the cost of a section of an improved Memorial Park trail. The remaining third is proposed to be provided from the Legion. The precise source or sources of these funds has not yet been identified, but more information about that may be available by Monday's meeting. She and others from the Conservation Commission will be present to provide more information about their proposal. The Timber & Stone report can be found on-line.

RECOMMENDATION: Discussion. Determine next steps.

Item III.3. 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. This is a continuation of the June 10 public hearing.

Enclosed and on-line are a number of documents:

**Water**

- Proposed Water Department budget with dollar change from previous year.
- Proposed Water Department budget with percent change from previous year.
- 2018 Consumer Confidence Report

**Sewer**

- Proposed Sewer Department budget with dollar change from previous year.
- Proposed Sewer Department budget with percent change from previous year.
- Annual Core Area Wastewater System Evaluation, June 2019, Green Mountain Engineering.

**Disconnection**

- 24 VSA Chapter 129: Uniform Water and Sewer Disconnect.

The water and sewer budgets have been modified (increased) since the last discussion to reflect new information about additional major operating expenses that need to be accounted for. Treasurer Jen Myers and VTUMS Water Operator Jill Marsano will be present to discuss these and capital matters in more detail.

Copies of the water and sewer ordinances and other information were provided with the May 27, 2019 and June 10, 2019 meeting materials and are on-line.

RECOMMENDATION: Discussion. Determine if additional information is needed. Vote on final budgets.

#### **IV. REGULAR BUSINESS**

Item IV.1. Determine whether to sell or otherwise dispose of 2008 roadside mower. During last week's road trip, we visited the current roadside mower stored in the salt shed. Question were asked whether it should be kept as a backup, be sold, scrapped, or something else.

RECOMMENDATION: Advertise it for bid.

Item IV.2. 2019 sidewalk replacement projects: determine segments and scope of work. Enclosed is the current 2018-2028 sidewalk replacement plan, which indicates a section of Mountain Street and Park Place to be replaced this year. Enclosed is a draft scope of work.

RECOMMENDATION: Determine whether to defer sidewalk replacement this year and allocate the funds toward the Main Street lighting and sidewalk replacement project. Whether this year or next, determine which segments should be included and clarify and/or refine the scope of work details.

Item IV.3. Selection of contractor for dry well and culvert installation on West Street and East Street. Enclosed is the Invitation to Bid for the West Street and East Street dry well projects that was advertised earlier this month. In addition to posts on Front Porch Forum and Facebook, they were directly provided to several area contractors. Five contractors were represented at the mandatory pre-bid site walk. Based on information received after the site walk, a follow-up message was provided with additional information. One bid was received by the June 20, 2019 deadline. The details have not been disclosed in case the Selectboard decides to reissue the Invitation to Bid.

RECOMMENDATION: Determine whether to accept the bid or reissue the invitation. Possible deliberation in Executive Session regarding contract negotiations.

Item IV.4. Bristol Conservation Commission memo to adjust and correct member appointments and terms. Enclosed is a memo prepared by the Conservation Commission with a proposal to clarify inconsistent or missing information regarding past and current BCC appointments and reappointments. Many hours have been spent by myself, Sharon, and BCC members trying to accurately reflect member terms. A comparison among the BCC appointments listed in the 2016, 2017, and 2018 Annual Town Reports illustrates part of the disconnect. In some cases, mid-year appointments to vacant seats were assigned or assumed end dates that did not match the actual vacant seat term. Sometimes the appointments were not captured in the minutes or did not indicate the length of term. In one instance, because of the inconsistencies in the Town Report information, one term due to expire in 2018 was inadvertently overlooked altogether. The BCC's intent is to have three blocks of members with staggered terms. The memo represents their conclusions after much deliberation.

RECOMMENDATION: Approval with the knowledge that their proposal may modify the terms of recent and not-so-recent appointees that may conflict with other records. The names and terms should be reflected in the minutes. New re-appointments letters should be sent either affirming the terms.

Item IV.5. Bristol Rescue annual coin drop application: July 4, 2019, at North Street by the Squad, East Street by Mountain Street, and West Street near Airport Drive. Enclosed is the annual Bristol Rescue coin drop request for three locations on July 4, 2019.

RECOMMENDATION: Approval.

Item IV.6. Approval of meeting minutes of June 10 and June 13, 2019. Enclosed are draft June 13, 2019 minutes. Be sure to look them over in case I missed something from our road trip discussion that should be included. Preliminary draft minutes of the June 10, 2019 meeting are available on-line and 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.

- Copy of the Howden Hall Painting and Minor Repair Request for Proposals.
- Bristol Revolving Loan Fund status report through 05/31/2019.
- Bristol Landfill Semi-Annual Groundwater Monitoring Report, June 2019, LE Environmental.
- Copy of *The Addison County Independent* 06/17/2019 article about last week's road trip.
- E-mail, 06/12/2019, re VT Community Leadership Summit free nomination.
- Training notice: Community Planning for Disaster Recovery, 07/11/2019, at the State EOC, Waterbury.

## **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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### **Emerald Ash Borer Public Info Meeting**

Mark your calendar: the public information meeting initially eyed for July 8 is now confirmed for Tuesday, July 23, 2019, 6:00pm, upstairs in Holley Hall. A great deal of interest is expected from within Bristol and beyond. More information will be published as the details come together and the date draws nearer.

### **Main Street Lighting & Sidewalk and Paving Projects**

Representatives from DuBois & King, VTrans, and I had a very productive meeting Thursday in S. Burlington to discuss details and logistics of blending the two projects into one.

Representatives from D&K and VTrans will be present at the July 8 meeting to review the details, discuss the advantages and potential disadvantages, and look for Selectboard feedback and approval to proceed. It will also be an opportunity to nail down lamp post details (pedestal dimensions, location of outlets, etc.), the location of ADA parking spaces, and anything else that may need to be decided in order for the design plans to keep moving forward.

### **Social Media**

On Thursday evening I posted a 14-second video of Eagle Park being pummeled by a surging New Haven River. According to Facebook, that one post reached almost 10,400 people and was shared more than 150 times in less than 24 hours. Wow! On Instagram it had 108 views. This week Bristol's Facebook page passed the 400 mark with more than 475 followers.

### **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 24

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00noon.

Wednesday: 5:00pm – Annual LEPC 8 meeting, Middlebury.

Friday: 8:00am – ACEDC REDS Committee, Middlebury  
1:00pm – VTrans Bike Ped Program grant application due.

#### Week of July 1

Wednesday: 9:00am – Bristol CORE.

Thursday: Independence Day holiday – Town Office CLOSED.

### **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 24, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., July 3, 9:00am, Holley Hall.
- [Selectboard](#): Mon., July 8, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., July 16, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., July 17, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., July 18, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., July 22, 7:00pm, at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Main Street Lighting and Sidewalk project details.
- EAB public info meeting.
- Bristol Fire Dept. policies review.

- Police Department policies review.
- Police Union contract review.
- Class 4 road maintenance policies.
- Winter town-wide 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