

Bristol Town Administrator's Report

August 2, 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, August 5, 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. Bob Spofford – appeal of water repair invoice. Enclosed is a request from Bob Spofford of Garfield Street that the Water District share in the cost of the water line leak repair. The above ground portion of the curb stop was broken off at some point. Upon excavation, no water was found to be leaking from the valve box; rather, the leak was evident on the customer's side of the curb stop where the service line had been soldered to the unit.

RECOMMENDATION: Acting as the Water Commission, determine if additional information is needed.

IV. REGULAR BUSINESS

Item IV.1. Stormwater Master Plan final report and presentation: Dana Allen (Watershed Consulting). Enclosed are Watershed Consulting's 30% design plans and final report of the four projects the committee selected be pursued through the Environmental Restoration Program grant: (1) subsurface chambers at Bristol Elementary School, (2) subsurface chambers off North Street on the east side of the Town Green, (3) subsurface chambers off School Street on the west side of the Town Green, and (4) a series of dry wells on West Street. Dana Allen from Watershed Consulting will present their final report and recommendations and Allie Dinwiddie from the Addison

County Regional Planning Commission will be present to help answer questions about next steps.

RECOMMENDATION: Discussion.

Item IV.2. Select contractor for Mountain Street sidewalk replacement. Enclosed is the Invitation to Bid for the Mountain Street sidewalk reconstruction project. An alternative bid option was included this year in the Town elects to have the Public Works Department prepare the site and base materials. Also enclosed is a memo summarizing the three bids received.

RECOMMENDATION: Consider deliberation in Executive Session.

Item IV.3. Consider bids for purchase of the 2008 ditch bank mower. One bid was received by the July 31 deadline for the 2008 ditch bank mower. It has not been disclosed publicly in case the Selectboard decides to reissue the invitation.

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

Item IV.4. Set the municipal tax rates. Enclosed is Town Treasurer Jen Myer's calculations of the municipal tax rates for the general fund (\$0.2127), highway fund (\$0.2018), Recreation Department (\$0.0579), special articles (\$0.2296), local agreements (\$0.0037), and Police District (\$0.3135). Despite rate decreases in the general fund, highway fund, local agreements, the overall tax rate reflects an increase of just over 4%. Growth in the Recreation Department (10.9%) and special articles (10.6%) account for the increases. Jen intends to be at the meeting and would be available to answer any questions.

RECOMMENDATION: Vote to approve the tax rates.

Item IV.5. Approve and execute the West Street infrastructure USDA loan documents. Enclosed are the long-awaited USDA loan document for the West Street water and stormwater improvement projects. This will result in two bond loans: (1) water system improvements bond of \$572,803.24 at 2.25% over 40 years, and (2) stormwater system improvements bond of \$259,715.60 at 2.25% over 30 years. This translates to a Water District debt payment of \$21,802 for 40 years and a general fund debt payment of \$11,994 for 30 years.

RECOMMENDATION: Approval. Execute the documents.

Item IV.6. Approve and execute the Peoples United Bank South Street bond anticipation note renewal documents. Enclosed are the loan documents for renewal of the bond anticipation note with People's United Bank. While voters approved a bond, the Town has been paying down the bond anticipation note by paying principal and interest

annually and renewing the note each year based on a 5- year loan schedule. After this year's payment of \$13,554 in principal and \$1,9122.88 in interest, the new loan balance will be \$52,620 at 3.2% interest. Annual renewal will continue until the note is paid off in 2023.

RECOMMENDATION: Approval. Execute the documents.

Item IV.7. Green Mountain Stage Race request to use Town roads Sept. 1, 2019. Enclosed is the Green Mountain Stage Race's 19th annual request for use of the Town roads on September 1, 2019. The route would go through downtown Bristol from Notch Road up South Street, then turning right onto Route 116/17 to the Appalachian Gap. Racers would start to arrive in Bristol at around 10:00am and the very last racer would be through town by about 1:30pm. Police officers will be located at major intersections. A certificate of insurance has been provided.

RECOMMENDATION: Approval.

Item IV.8. Approval of July 8, July 22, and July 23, 2019 meeting minutes. Drafts of the July 8 and July 23, 2019 minutes are enclosed. Preliminary draft minutes of the July 22, 2019 are 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.

- E-mail from Hub Director, 07/31/2019, re Hub Community Advisory Board.
- E-mail and memo, 07/24/2019, from VT ANR Drinking Water and Groundwater Protection Division regarding required PFAS sampling.
- E-mail from Jeremy Stephens, 07/19/2019, with Main Street Lighting & Sidewalks Improvement projects update.
- Energy Committee minutes, 07/17/2019.
- Conservation Commission minutes, 07/11/2019.

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

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Emerald Ash Borer Follow-Up

The video of the July 23 presentation is now online at <http://bit.ly/2LVgMke>. Following the public information presentation, the Selectboard discussed next steps. It was agreed we would get copies of the emerald ash borer management plans produced by other Vermont towns (Middlebury, Rutland, and Montpelier). This has been done. The other step was to reach out to the Conservation Commission to find what level of interest they would have for being part of this process. This has been done and they will be discussing it their meeting on Thursday, August 8.

Bristol Hub Community Advisory Board

Hub Teen Center Director Taylor Welch has taken the initiative to resurrect the Hub Community Advisory Board. It appears the last time the CAB met was in November 2017. Since then there has been a complete turnover in the Recreation Department personnel and records have yet to be found that describe the intended structure and scope of the CAB. Although it's listed on the Application for Volunteer Positions form among the other Selectboard-appointed committees and commissions, there is no mention in any recent Town Reports of its past members, terms of office, or activities. A meeting was held Thursday, August 1 at the Hub. Going forward, I recommend we tidy up those details.

Beau the Dog

You may recall that Beau the dog was banned from residing in Bristol after many running at large violations under the care of his previous people. Last month, Beau was captured while running at large in Bristol's Lower Notch area and impounded. He was not claimed after 10 days and was delivered to Homeward Bound and has been neutered. The folks at Homeward Bound have asked an interesting though currently hypothetical question: if a different Bristol family wishes to adopt him, can Beau return to Bristol now that he is neutered?

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 August 5

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00pm.

Wednesday: 9:00am – Bristol CORE.

10:00am – Main Street alley pocket park meeting at NBM.

11:00am – VT Tree Goods loan committee.

Week of August 12

Tuesday: 9:00am – Category 4 training prep conference call.

4:00pm – appointment in Montpelier; will need to leave around 2:30pm.

Thursday: 10:30am – appointment in Burlington; in around 12:00pm.

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., Aug. 5, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Aug. 7, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., Aug. 8, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Aug. 19, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Aug. 20, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Aug. 21, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Ash tree EAB response planning.
- Jackman's pre-buy contract offers.
- Safe Routes to School Pleasant Street greenway proposal.
- FY2019 4th quarter budget review.
- Stoney Hill infrastructure expense determination.
- Bristol Fire Dept. policies review.
- Police Department policies review.
- Police Union contract review.
- Class 4 highways maintenance policy.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Process to become a Certified Local Government (CLG).
- Continued appointment/reappointment of local officials, incl. MAUSD Bristol representative.
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator