

Bristol Town Administrator's Report

January 31, 2020

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 in advance of or at the meeting and may be found online at bristolvt.org/meeting-minutes. 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, February 3, 2020 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, both for time management of the meeting and to allow for the public to receive notice of the matter on a future agenda.

III. SCHEDULED APPOINTMENTS

Item III.1. Fire Chief Brett LaRose and Nathan Booska: Firefighter candidate. Nathan Booska will be present to meet with the Selectboard regarding his application to serve with the Bristol Fire Department.

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

Item III.2. Energy Committee candidate interview: Carl Engval (tentative). Enclosed is Carl Engval's application to serve on the Energy Committee. I reached out by phone and e-mail about this opportunity to meet with the Selectboard, but have not heard back about whether he is able to be here. If not, this will be rescheduled.

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

IV. REGULAR BUSINESS

Item IV.1. Authorization for Town to apply for a Clean Water Block Grant up to \$20,000 for Elementary School subsurface stormwater infiltration chamber final design. We learned just two weeks ago that a second round of clean water block grants was

available, so Benton at the ACRPC quickly initiated a second application for the Bristol Elementary School infiltration project, as recommended in Watershed Consulting's Stormwater Master Plan for the Village. Again, this application, if funded, would be for 100% of final design and no match is required. I was not able to connect with school representatives prior to last week's Selectboard meeting to know if they were on board. We connected this week and the school administration was very enthusiastic in their support for moving forward with the project.

I am not sure if I mentioned that the application we submitted in December for the School Street infiltration chamber project was fully funded. We haven't received the grant agreement yet.

RECOMMENDATION: Retroactive approval.

Item IV.2. Public Assemblage permit request: Vermont Paddlers Club New Haven Ledges Race, April 11, 2020 (April 18 backup date), Eagle Park.

Enclosed is a Use of Park/Public Assemblages application (on an old form) and an event overview for use of Eagle Park for the 12th annual New Haven Ledges Race. According to the overview letter, the race course and format will be the same as the past several years, beginning from a start ramp below Eagle Park ending well up river of Route 116 in the pool below Bartlett Falls. The overview also provides specific details of how various matters will be addressed, including provisions for emergency response. According to the Public Assemblages Ordinance, this requires a Class 3 permit because of the nature of the event and Selectboard approval is required. The certificates of insurance have been received and I believe the Police and Fire Departments have been contacted.

RECOMMENDATION: Approval.

Item IV.3. Approval of Annual Certificate of Highway Mileage without changes. Enclosed are the most current VTrans maps and road length assessments. There are no new adjustments to road lengths or classifications to report this year.

RECOMMENDATION: Approval; sign the annual certificate.

Item IV.4. Approval of the January 27, 2020 and January 15, 2018 (backlog, tentative) meeting minutes. Review of the January 27, 2020 and backlogged January 15, 2018 minutes are still in process. The original draft minutes are available and posted on-line. I hope to have both completed prior to Monday's meeting.

V. OTHER BUSINESS.

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

- Letter from Ron LaRose, 01/21/2020, re Annual Above and Beyond Awards.
- Budget status report through 01/31/2020.
- Addison County LEPC 8 draft meeting minutes.
- Bristol Energy Committee draft 01/15/2020 meeting minutes.

- Planning Commission draft 01/07/2020 meeting minutes.
- Invitation to the grand opening of the Virtual Living Room at American Legion Post 19, 02/10/2020, 2:00pm.

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding personnel matters per 1 V.S.A. §313(a)(3), labor relations agreements per 1 V.S.A. §313(a)(1)(B), and pending litigation per 1 V.S.A. 313(a)(1)(E) - *tentative*.

Town Report to the Printer Next Week

This was a busy week for folks getting the 2019 Town Report materials together. It needs to be delivered to the printer on Monday.

In the course of preparing some of the budget and summary reports, we discovered an oversight in the FY2020 column of the budget worksheet: the \$15,710 (\$5,200 + \$10,510, Articles 5 and 6) of undesignated fund balance approved by voters last year to pay off two loans was not reduced in the final approved budget. This should have been reflected in cells AE330, AE335, and AE339 on our budget worksheets. The end result is an increase to taxpayers of 4.2%.

Another budget shocker arrived today: the Addison County tax. The FY2021 budget estimated \$13,600; the amount was received yesterday from the Addison County Clerk: \$16,572.

| | 2019-2020 BUDGET | 2020-2021 PROPOSED | \$\$ Difference | % Difference |
|---|-----------------------------|-------------------------------|----------------------------|-------------------------|
| SUMMARY OF EXPENDITURES | | | | |
| General Operating Fund | \$895,715 | \$922,799 | \$27,084 | 3.0% |
| Highway Department | \$774,101 | \$815,365 | \$41,263 | 5.3% |
| Recreation Department | \$283,863 | \$300,653 | \$16,790 | 5.9% |
| Voted Appropriations | <u>\$768,096</u> | <u>\$794,004</u> | <u>\$25,908</u> | <u>3.4%</u> |
| GRAND TOTAL EXPENDITURES | \$2,721,775 | \$2,832,821 | \$111,045 | 4.1% |
| SUMMARY OF NON-TAX REVENUES | | | | |
| General Operating Fund | \$184,000 | \$181,052 | -\$2,948 | -1.6% |
| Highway Department | \$98,850 | \$98,850 | \$0 | 0.0% |
| Recreation Department | <u>\$90,250</u> | <u>\$105,300</u> | <u>\$15,050</u> | <u>16.7%</u> |
| GRAND TOTAL NON-TAX REV. | \$373,100 | \$385,202 | \$12,102 | 3.2% |
| SUMMARY OF AMOUNT SUPPORTED BY TAXES | | | | |
| General Operating Fund | \$711,715 | \$741,747 | \$30,032 | 4.2% |
| Highway Department | \$675,251 | \$716,515 | \$41,263 | 6.1% |
| Recreation Department | \$193,613 | \$195,353 | \$1,740 | 0.9% |
| Voted Appropriations | <u>\$768,096</u> | <u>\$794,004</u> | <u>\$25,908</u> | <u>3.4%</u> |
| TOTAL SUPPORTED BY TAXES | \$2,348,675 | \$2,447,619 | \$98,943 | 4.2% |

U.S. 2020 Census Employment

US Census representatives have stopped by to ask us to get the word out the U.S. Census office is eagerly seeking census workers. The hourly rate has been increased to \$20/hour. For more information, go to www.2020census.gov/jobs.

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 February 3

Monday: 6:00pm – Selectboard.

Tuesday: 11:00am – Bristol CORE—*possible reschedule*

Wednesday: 10:00am – Meet with new Vergennes City Manager
1:00pm – meeting re Hardscrabble/Lower Hardscrabble Road intersection concerns.

Week of February 10

Monday: Out of the office

Tuesday: 8:00am – Recruitment workshop, Middlebury

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., Feb. 3, 6:00pm at Holley Hall.
- Bristol CORE: Tues., Feb. 4, 11:00am, location TBD.
- Conservation Commission: Thurs., Feb. 13, 6:00pm, at Holley Hall.
- Selectboard: Mon., Feb. 17, 6:00pm at Holley Hall.
- Planning Commission: Tues., Feb. 18, 7:00pm, at Holley Hall.
- Energy Committee: Wed., Feb. 19, 7:00pm, at Holley Hall.

Upcoming Agenda Items

- Selection of Stoney Hill infrastructure project engineering firm.
- Police Union contract review.
- Volunteer candidate interviews.
- Basin Street Preliminary Engineering Report.
- Selectboard Rules of Procedure and handbook.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator