

Bristol Town Administrator's Report

February 14, 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 17, 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. POLICE DISTRICT PUBLIC INFORMATION MEETING.

This is the first of two public information meetings regarding the Bristol Police District and its proposed FY2021 budget. The second will be Monday, March 2, 2020, 6:00pm, upstairs in Holley Hall.

The proposed revenues and expenses in FY2021 are expected to *decrease* by more than 3% and the amount slated to be raised by taxes is expected to decrease by more than 4% thanks to an expected increase in revenues and reduction in expenses. Police Chief Bruce Nason will be present to discuss the proposed budget and other departmental matters.

IV. REGULAR BUSINESS

Item IV.1. Update on Truck #2 Low Pro and reconsideration of options: Eric Cota, Public Works Foreman. Eric will be present to provide an update on the status of Truck #2 (low profile International) and recent repairs.

RECOMMENDATION: Discuss next steps. Consider moving up the replacement schedule and authorization to proceed with the purchase of the truck previously discussed.

Item IV.2. Presentation of the Bristol Highway Capital Improvement Plan, prepared by the Addison County Regional Planning Commission: Susan Schriebman-Gross.

Susan Schriebman-Gross, a consultant with the ACRPC, will present the Capital Improvement Plan she and staff at the ACRPC prepared for the Public Works Department as part of the grant-funded inventory of Bristol's roads and culverts.

Bristol received a grant from the VTrans Better Roads Program in spring 2017 to conduct a culvert and road erosion inventory, prioritize projects, and develop a Capital Improvement Plan to implement the projects over a period of five years.

It lists the various needs for improvements, potential funding sources, and a timeline for implementation are included. It is a planning tool that is intended to evolve as conditions change and projects are completed. It can also be an important supporting document when seeking grant funding for specific projects that have been identified.

The outcome of the previous agenda item may affect one or more of the recommendations in the draft CIP.

RECOMMENDATION: Discussion. Adjustments and clarification where needed.

Item IV.3. Review of Basin Street Preliminary Engineering Report Update and consider next steps: Alan Huizenga, Green Mountain Engineering. Last October, the Selectboard authorized Green Mountain Engineering to update of the 2008 Basin Street Study. This was prompted in part because of last year's culvert failure on East Street above the steep bank, as well general concerns about the stability of the bank and the Basin Street retaining walls. The updated report is enclosed.

According to the report, one of the next steps is to identify funding sources if the Selectboard wishes to move forward. Potential funding sources, many of which can be combined depending on the timing of the grant cycles, include:

- Vermont Transportation Alternatives Program
- Environmental Restoration Program
- Vermont Better Roads Program
- Clean Water Block Grant Program
- VT DEC Grants in Aid Program (with ACRPC)

The report recommends that once funding sources are identified, the project can be further developed to maximize the use of available funds. Subsurface exploration should be conducted, including dye testing of the existing surface drainage. Affected property owners should be approached early in the process to identify other needs or issues that should be considered.

Alan Huizenga from GME will be present to discuss the report, its findings, and next steps.

RECOMMENDATION: Determine if additional information is needed. Consider seeking a cost estimate for what it would take to proceed with the next preliminary steps, such as the subsurface testing and next stages of engineering, the products of which could be the basis for seeking funds for final engineering, permitting, and construction.

Item IV.4. DWSRF lead pipe subsidy update: Alan Huizenga, Green Mountain Engineering.

Enclosed is recent e-mail correspondence from the Vermont ANR, DEC Water Investment Division concluding that the Bristol water system's lead-packed joints do not qualify for the lead abatement subsidy because the leaded components of the cast iron pipe is not in direct contact with the drinking water.

Alan Huizenga will be able to provide more information about the situation.

RECOMMENDATION: Discussion. Determine what next steps the Town should consider taking.

Item IV.5. Consider Net Metering Proposal for Town properties: Green Lantern Solar and the Bristol Energy Committee.

Enclosed are a solar net metering proposal and draft agreement from Green Lantern Solar to offset a significant portion of the Town's electricity use with locally produced renewable electricity that return a savings of approximately \$4,000 a year (\$80,000 over 20 years) with no up-front investment, lease, or other initial financial commitment. Ralph Meima from Green Mountain Solar and one or more representatives from the Bristol Energy Committee will be present to discuss the proposal and next steps.

RECOMMENDATION: Determine what, if any, additional information is needed. Contact other municipalities on the reference list for information about their experiences. If interested in moving forward, have the Town Attorney review the proposed agreement.

Item IV.6. Curb cut application 20-01DA: Kevin Puls, Meehan Road. Enclosed is a curb cut application for a new residence at Meehan Road. An E-911 address has not yet been assigned. DPW Foreman Eric Cota visited the site on January 30, 2020 and noted that the sight distance to Ireland Road is good; however, some trees will need to be cut toward Upper Meehan Road to get the full sight distance. No culvert is needed at this time. The driveway must be thirty feet (30') wide for twenty-five feet (25') back into the driveway and with no more than a two percent (2%) grade.

RECOMMENDATION: Approval per DPW Foreman's recommendation that some trees be cut toward Upper Meehan Road to get the full sight distance and that the driveway must be thirty feet (30') wide for twenty-five feet (25') back into the driveway with no more than a two percent (2%) grade.

Item IV.7. Consider request to expend capital equipment funds: Police Department. Enclosed is a request from the Bristol Police Department for authorization to use capital

equipment funds to purchase six handguns (\$1,639), a multi-function printer/fax/copier (\$493), an NVR station camera system recorder (\$390), three MDC laptops and two vehicle docking stations (\$7,261), totaling \$9,783. Approximately \$16,000 is available in the fund.

RECOMMENDATION: Approval.

Item IV.8. Holley Hall meeting room presentation display proposal: Ian Albinson. Enclosed is a proposal prepared by Ian Albinson for installation of a flat screen television in the meeting room for presentations. (If you look at the mock-up picture on the last page of the proposal, you will get a glimpse of the meeting room which was spontaneously rearranged earlier this week.) Originally imagined to be installed below the heat pump on the west wall, it is now proposed to be mounted on the south wall. Estimated cost, with donated installation, is about \$700. Potential sources of funding include the Technology Reserve Fund and/or the Flood Relief Fund (for emergency operation purposes).

RECOMMENDATION: Approval.

Item IV.9. Grant authorization request: Hub Youth Center to the Samara through the Vermont Community Foundation for \$2,500. Enclosed is a grant authorization request from the Hub Teen Center for up to \$2,500 to purchase personal hygiene and self-care products for youth to use for free and to support programming that would increase resilience of LBGTQ youth in the community. No matching funds are required.

RECOMMENDATION: Approval.

Item IV.10. Grant authorization request: Hub Youth Center to the United Way of Addison County for up to \$22,500. Enclosed is a grant authorization request from the Hub Teen Center for up to \$22,500 to support programming to expand the non-screen opportunities offered at the Hub. It would be a 3-year grant with up to \$22,500 available per year. The actual grant amount to be requested has not yet been determined. No matching funds are required.

RECOMMENDATION: Approval.

Item IV.11. Consider approval of the Listers' Certificate of No Appeal or Suit Pending. Enclosed is the annual certification required by the state from the Listers Office that there are no appeals or lawsuits pending. The Listers got together and signed the form on February 4, 2020.

RECOMMENDATION: Approval.

Item IV.12. Town Meeting warning review and preparation. Enclosed is the warning for the March 2, 2020 Town Meeting. This is an opportunity to review it and prepare for Town Meeting prior to March 2. Moderator Fred Baser will not be present.

RECOMMENDATION: Discussion. Determine if any additional information is needed to have on hand for the March 2 meeting.

Item IV.13. Approval of the February 3, 2020, January 27, 2020 and January 15, 2018 (backlog, tentative) meeting minutes. The draft Feb. 3 minutes are enclosed. 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.

- Official notice from the USDA Dept. of Agriculture Natural Resources Conservation Service, 02/12/2020, re eligibility of sites for Emergency Watershed Protection funding. Approved: 23-27 West Street, 455 Ireland Road, and Ireland Road.
- Letter from Katie Reilley, received 02/11/2020, re resignation from the Conservation Commission effective March 12, 2020.
- Freedom of Information Act (FOIA) request, 02/03/2020, from James C. Foley, Esq. and Town's response.
- E-mails, 02/11/2020, re Addison County tax assessment process and timing.
- Bristol Revolving Loan Fund status through 01/31/2020.
- E-mail and flyer, 02/06/2020, re meet the Selectboard candidates forum on Friday, 02/21/2020, 7:00pm, at the Bristol Fire Station meeting room.
- E-mail from the ANR Drinking Water and Ground Water Protection Division, 02/03/2020, re 2020 public water system monitoring schedules.
- Notices of upcoming VLCT trainings.

VI. EXECUTIVE SESSION.

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

Stoney Hill Infrastructure RFQ Update

Two responses were received for the Stoney Hill Infrastructure Project RFQ: Green Mountain Engineering of Williston and Otter Creek Engineering of East Middlebury. The committee is still in the process of finalizing a recommendation for which to select to request a cost proposal.

The RFQ is in a strange time zone because we cannot enter into any agreements until we get the "notice to proceed" from the NBRC. The remaining condition to satisfy the grant agreement is documentation of the matching funds commitment from Stoney Hill, LLC, which is in the works. I hope to have an agreement for the Selectboard's approval by the March 2 Selectboard meeting.

Public Works Site, Facility, and Needs Analysis

Five responses to the request for proposals were received by the Feb. 5 deadline. They are still in the process of being reviewed and ranked. We would like to aim for the March 2 meeting to have a recommendation to the Selectboard for moving forward.

Recruitment Workshop

I attended the workshop this week arranged by the Addison County Chamber of Commerce about recruiting in a tight labor market. Although we are fortunate to not have any vacancies right now, with the exception of the Police Department, we all know situations can change. It was a useful exchange of information about what other companies and organizations are experiencing, what has worked for some in the past, and what folks are doing now.

Town Report to the Printer

The Town Report is at the printer and is expected to be delivered to the Town Office by Wednesday, February 19.

Emerald Ash Borer Strategic Management Plan Grant Awarded

I am happy to report that our application to the Communities Caring for Canopies grant program was funded. Unfortunately, our full request was not. According to Elise Schadler, this year was grant program's most competitive pool of applications ever, with over \$51,000 requested and only \$25,000 to allocate.

Budget				
Project Component	Approved Grant Request	Applicant Match		Total Project Cost
		Cash	In-Kind/ Donations	
Personnel (salary and fringe)				
Tree Warden	\$625		\$1,375	\$2,000
Staff	\$900		\$1,100	\$2,000
Volunteers			\$1,875	\$1,875
Materials/Supplies				
Five safety vests				\$0
Equipment				
Apple iPads 32GB				\$0
Services				
Mapping - ACRPC	\$500			\$500
Travel			\$55	\$55
Other				
Total	\$2,025		\$4,405	\$6,430

The proposal includes training at least five volunteers and Town officials to inventory ash trees along approximately 50 miles of road and at four town-owned parks. At least one map will be produced by the Addison County Regional Planning Commission. I will work with a yet-to-be-appointed EAB Management Plan Committee to develop the EAB strategic management plan. At least one public information meeting will be held about the emerald ash borer and the EAB Strategic Management Plan recommendations will be presented, reviewed, and discussed at one or more Selectboard meetings.

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 17

Monday: Town Office Closed: Presidents Day Holiday
6:00pm – Selectboard.
Tuesday: 9:00am – Vermont Tree Goods loan committee meeting.
10:00am – meeting with Fred Kenney (ACEDC) re TIF District prospects.
Wednesday: 11:30am – Meet with new Vergennes City Manager (tentative).
Thursday: 7:30am – ACEDC Board meeting, Middlebury.
Friday: 2:30pm – Stoney Hill sidewalk scoping study kick-off meeting.

Week of February 24

Wednesday: 5:00pm – LEPC 8 meeting, State Police Barracks, New Haven.

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. 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.
- **Selectboard Candidates Forum**: Friday, 7:00pm, at the Fire Station meeting room.
- [Selectboard](#): Mon., Mar. 2, 6:00pm at Holley Hall.
- **Town Meeting - Floor**: Mon., Mar. 2, 7:00pm, at Holley Hall.
- **Town Meeting – Australian Ballot**: Tues., Mar. 3, 7:00am - 7:00pm, upstairs at Holley Hall.
- Bristol CORE: Tues., Feb. 4, 8:30am, Bristol Co-Working Space.
- [Conservation Commission](#): Thurs., Mar. 12, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Mar. 16, 6:00pm at Holley Hall.
- [Planning Commission](#): Tues., Mar. 17, 7:00pm, at Holley Hall.

Upcoming Agenda Items

- 2nd Police District informational meeting.
- Selection of Stoney Hill infrastructure project engineering firm.
- Selection of Public Works Site and Needs Analysis consultant(s).
- Police Union contract review.

- Appointment of E-911 Coordinator.
- Selectboard organizational meeting.
- Volunteer candidate interviews and appointments.
- 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