

Bristol Town Administrator's Report

July 3, 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, July 8, 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. Agenda items IV.3 and IV.4 are closely related and perhaps should have been reversed in order.

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. Recognition: Sergeant George (Randy) Crowe's 25 years of service with the Bristol Police Department. Sergeant George (Randy) Crowe joined the Bristol Police Department on July 1, 1994—25 years ago this year. This will be an opportunity to recognize Randy Crowe for his 25 years of service to the Bristol Police Department.

Item III.2. Kristen Underwood, et al.: National Science Foundation Smart and Connected Communities grant application proposal and authorization request. Enclosed is information about an opportunity for Bristol to be one of three municipalities included in a Smart and Connected Communities grant program through the National Science Foundation. A letter of intent to participate is due August 6, 2019 and a complete proposal is due September 6, 2019.

As proposed, this NSF grant could pay toward an innovative pre-treatment solution for Bristol's downtown wastewater system that is integrated with smart technologies. For example:

- An innovative pre-treatment system could be developed to double existing capacity of the Bristol WW treatment system, and address grease inputs from restaurants and possibly brewing waste inputs.
- Sensors could measure TSS, BOD, and flow in real time to enable dynamically-updated estimates of WWTF usage and residual capacity, that could allow the Town to make more timely decisions about new business inquiries in the historic downtown.
- System operational parameters could be viewed in real time through a web-based "dashboard" accessible to system operators, the town, and VTDEC. Possible options for remote operations. Address associated cyber-security issues.
- Associated smart metering of usage from the water system (that could also detect leaks).
- Enable redevelopments of the downtown district through improvements to and possible expansion of the WW system.

According to the grant summary form, no matching Town dollars would be required; some matching in-kind time would be expected from the Town Administrator and Wastewater Operator for training. Kristen Underwood, Alan Huizenga, and Scott Hamshaw are planning to be present to provide more information.

RECOMMENDATION: Discuss how this relates to the 2018 GME report about the wastewater capacity increase options through pretreatment. Authorization to proceed.

IV. REGULAR BUSINESS

Item IV.1. Main Street Lighting and Sidewalk and 2020 Route 116 Paving projects: Logistics of merging Main Street Lighting & Sidewalk Project with the Route 116 VTrans paving project; Design details: lamp post bases and outlet locations, location of ADA parking spaces, crosswalk improvements, etc. Members of the DuBois & King and VTrans project team will be present to provide an update on recent discussions involving the prospect of combining the Main Street Lighting and Sidewalk Improvement Project with the VTrans Route 116 paving project. Combining the projects has the potential to yield significant cost savings and other benefits for the Main Street project, but there may also be some tradeoffs.

Information will also be provided regarding the lamp post options, potential crosswalk improvements, and ADA parking options. (The presentation printout in your packets is a work-in-progress draft to have something for you to think about before the meeting; an updated version will be presented at the meeting. The final version will be posted on-line when available.)

RECOMMENDATION: Authorize the merger of the Main Street improvement project and Route 116 paving project into a single contracted project to be bid by

VTrans. Finalize lamp post and pedestal details, ADA parking locations, crosswalk improvements, and any other matters.

Item IV.2. Continued review of 2019 sidewalk replacement projects: determine segments and scope of work. This is continued from the previous meeting because there was an open question about whether the DPW crew could or should do the preparatory work for the sidewalks, which would affect the scope of work that gets published. There are also a few remaining questions (highlighted) on the enclosed draft RFP. Also enclosed for reference is the current 2018-2028 sidewalk replacement plan, which indicates a section of Mountain Street and Park Place to be replaced this year.

RECOMMENDATION: Finalize which segments should be included and clarify and/or refine the scope of work details.

Item IV.3. Consider request(s) for maintenance and/or upgrades of LaFrance Road and overall discussion of Class 4 highway maintenance policies. On the evening of Thursday, June 20, we received a call that heavy rains had "blown out" a culvert on LaFrance Road off Upper Notch Road such that residents could not get through. Four men from the Public Works Dept. spent three or more hours bringing material and repairing the area into the night.

According to the official Town Highway Map, 0.64 miles of LaFrance Road is Class 4 and another 0.8 mile is identified as an untraveled or impassable Class 4 road. It is also identified as a hydrologically connected road which would be subject to the updated Town Road and Bridge Standards below.

The applicable section for Class 4 roads states: "Stabilize any areas of gully erosion with the practices described above [Appendix A, Section 1] or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts." In addition to specific standards for dirt roads and all construction and soil disturbing activities, Appendix A, Section 1 provides the following regarding feasibility: "Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in of this documentation does not require the acquisition of additional state of federal permits or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures, historic landscapes, or vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge."

Correspondences from 1994 to 2013 reflect past discussions among residents and the Selectboard regarding maintenance of the road. Based on the analysis from the VLCT, it appears the Town is at least obligated to maintain the culverts and bridges of Class 4 roads.

The Selectboard is in the process of developing policies for future consideration and maintenance of Class 4 roads. Not all Class 4 roads are created equal, and they should be considered in the context of their location, the goals of the Town Plan, historic and environmental factors, future needs, and other factors. A first draft is expected to be on the July 22, 2019 agenda for discussion.

RECOMMENDATION: Determine if additional information is needed.

Item IV.4. Consider adoption of VTrans updated Town Road and Bridge Standards. Enclosed are documents associated with the updated Town Road and Bridge Standards recently distributed by VTrans. They point out that the Road and Bridge Standards currently in place and adopted by many Vermont towns will no longer be in effect after July 31, so they urge communities to consider adopting the updated standards by August 1, 2019.

These standards reflect new requirements as a result of the new Municipal Roads General Permit, which primarily focus on hydrologically connected roads—roads that are connected to surface waters through ditches, culverts or other drainage structures.

This is on the agenda now to help us get familiarized with the guidance, give us some time to think about what questions we may have, and to think about the implications of whether Sections 4, 5, 6, and 7 should be implemented town wide including non-hydrologically connected roads.

RECOMMENDATION: Consider what additional information may be needed. Anticipate action to adopt at the July 22, 2019 meeting.

Item IV.5. Consider whether to revisit closure of the Memorial Park access. Peeker and Porter met at Memorial Park over the weekend and discussed various options. This is on the agenda for Peeker to provide an update and possibly share other thoughts about whether the access to Memorial Park should be closed.

RECOMMENDATION: Discussion; determined whether the park access should be closed.

Item IV.6. Update on status of the grader; possible action item to proceed with replacement. This is on the agenda to follow up on the previous discussion about options for replacing the grader.

RECOMMENDATION: Determine if additional information and/or input from the Equipment Committee is needed.

Item IV.7. Rooted Vermont request to use Upper Meehan and Meehan Roads for Return to Gravel multi-town bicycle event, August 4, 8:30am – 6:00pm beginning in Richmond.

Enclosed a request from Rooted Vermont for use of Upper Meehan and Meehan Roads for a new bicycle event on August 4, 2019. A press release with more information and an excerpt of the routes are enclosed. Two different routes, long (85 miles) and a short (45 miles). It would begin and end in Richmond at Cochran's Ski Area and follow mostly gravel roads through Starksboro, Ripton, Lincoln, Huntington Richmond, and Bristol. Approximately 500 bicyclists are expected to participate, with about half doing the long and half doing the short route, and they are expected to be spread out in numbers over the course of the day. Both routes apply to the Bristol roads. A certificate of insurance and the Town of Bristol listed as an additional insured has been provided.

RECOMMENDATION: Approval.

Item IV.8. 2. Reappointment of Naomi Drummond to the ACTR Board. Enclosed is Naomi Drummond's request to be reappointed to the ACTR Board.

RECOMMENDATION: Approval.

Item IV.9. Approval of June 24, 2019 meeting minutes. Preliminary draft minutes of the June 24, 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.

- Letter to Nancy Perlee, 07/03/2019, re dog nuisance hearing follow-up.
- E-mail, 07/02/2019, re heads up about a tap dance class overhead for a brief part of the 07/22/2019 Selectboard meeting.
- Note from Pat Steele, 06/25/2019, re lack of picnic tables at Memorial Park.

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 July 8

Monday: 7:00pm – Selectboard.

Tuesday: In around 12:00noon.

6:00pm – Emerald Ash Borer public info meeting.

Week of July 15

Thursday: 7:30am – ACEDC Board meeting in 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., 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.
- [Selectboard - Emerald Ash Borer Public Info Meeting](#): Tues., July 23, 6:00pm, upstairs at Holley Hall.
- [Bristol CORE](#): Weds., Aug. 7, 9:00am, Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Select Howden Hall painting contractor.
- EAB public information meeting.
- Ash tree response planning.
- 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