

Bristol Town Administrator's Report

July 19, 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 22, 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.

A Grant Summary Document was received from the Recreation Department after the agenda was finalized seeking funds from the RiseVT Amplify program to purchase four to six paddle boards to establish a new paddle board yoga program at the Mount Abe High School pool. The application is due August 7, 2019. Rec Director Meridith McFarland can be available to provide more information. **Consider adding this as Agenda Item III.2 if Meridith is present or as Agenda Item V.2 under Other Business.**

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. Firefighter candidate interview: Merle Knight. Enclosed is an application from Fire Fighter candidate Merle Knight of Bristol. Fire Chief LaRose, Asst. Chief LaRose, Deputy Chief Forand, and I conducted an interview with him earlier this week. He and Fire Chief Brett LaRose will be present to meet with the Board.

RECOMMENDATION: The Selectboard may wish to deliberate in Executive Session per 1 V.S.A. §313(a)(3) regarding the appointment or evaluation of a public officer.

IV. REGULAR BUSINESS

Item IV.1. Discussion of Class 4 highway maintenance policies. Class 4 highway maintenance policies were discussed at the July 8 meeting in the context of LaFrance Road, and a first draft of town-wide Class 4 highway policies was planned to be available for this

meeting. This agenda item is more of a status update and to explore whether one or two Selectboard members would like to be involved in the drafting process.

A draft is in progress, but more time is needed before it will be presentable to the Selectboard and public. In the course of my research and review of various files, I found the enclosed Bristol Policy for Maintenance and Use of Class 4 Town Highways! I found it in a file folder—not in the vault with other official documents. A review of the minutes verified that it was adopted by the Selectboard at an October 2, 1991 meeting and this appears to be the entire document.

The approach I am taking with this draft would be a complete replacement of the October 1, 1991 policy, rather than a revision or amendment. I would like to collaborate with DPW Foreman Eric Cota on the draft and have at least one Selectboard member involved in reviewing it before it sees prime time.

RECOMMENDATION: Consider having a Selectboard member work with me and Eric Cota to come up with a draft Class 4 Highways Policies for review.

Item IV.2. 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.

The updated standards largely incorporate provisions from the current (2013/2014) standards as well as the new MRGP requirements. I adapted the template they provided onto Town letterhead, increased the 10 point font to 12 point, and widened the margins. The draft indicates that the Town would apply the standards to all roads, including non-hydrologically connected ones.

RECOMMENDATION: Approval.

Item IV.3. Consider options for lease or purchase of a new grader; possible action item to proceed with replacement. DPW Foreman Eric Cota and I met with the Equipment Committee Thursday, July 18. Also present were Peter Bouvier, Alan Clark, Peeker Heffernan, and Ken Johnson. The \$276,824 quote from NorTrax was reviewed for a John Deere 672G Motor Grader with 6 WD. Different substitutions and additions were discussed. They recommended not including the mid-mount scarifier, to go with the fingertip controls (vs. the antler rack), and to get a separate quote for a Viking wing. There was consensus of the committee to proceed with trading the Galion

grader and entering into an agreement for lease-to-purchase. The first payment of \$100,000 at 3.2% interest would not be due until next year, at which time then entire purchase would be made. The final purchase amount is subject to change pending quotes yet to be received for some of the adjustments.

RECOMMENDATION: Determine if additional information is needed; otherwise accept the Equipment Committee's recommendation to replace the grader.

Item IV.4. Consider submission of a project for the FY2020 ACRPC Transportation Advisory Committee (TAC) Study Request. Enclosed a Study Request Form from the Addison County Regional Planning Commission Transportation Advisory Committee. The submission due date is August 2, 2019. Projects are funded in the \$15,000 to \$20,000 range. If bids come back on the selected project higher than that, the scope can either be scaled back or the Town can choose to make up the difference. It's been a while since Bristol received one of these grants. Below is a list of potential projects we might want to consider submitting a request for:

- Preliminary design of a new sidewalk alignment and restored green space on West Street from Champlain Farms to Howden Hall.
- Scoping study for new sidewalk on Stoney Hill/Route 116 from Lovers Lane to Airport Road/West Street.
- Scoping study for new sidewalk on Airport Road from West Street to Mount Abe.
- Scoping study for new sidewalk from West Street to Pine Street along Munsill Avenue.
- Bristol Town Garage facilities needs assessment.

The ACRPC TAC recommends that Towns prioritize and submit a request for only one project per round.

RECOMMENDATION: Determine if additional information or input is needed. Select one project and authorize submission of the request.

Item IV.5. Select contractor for Howden Hall painting and minor repair project. Enclosed is the Invitation to Bid for the Howden Hall painting project. In addition to posts on Front Porch Forum and Facebook, they were directly provided to several area contractors. One bid was received by the July 17, 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.6. Approval of July 8, 2019 meeting minutes. Preliminary draft minutes of the July 8, 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.

- Copy of letter, 07/17/2019, re garbage burning concern.
- E-mails, 07/11/2019, re upcoming schedule for VTrans paving of Route 17 in Bristol and Starksboro.
- Copy of Application from Facey, Goss & McFee, P.C., 07/11/2019, to the Public Utility Commission on behalf of Bristol South GLC Solar, LLC, for a 150 kW group net metering project. (Full application package is available for review at the Town Office.)
- E-mails, 07/09/2019, re process for delinquent sewer disconnection.
- Bristol Revolving Loan status report through 06/30/2019.
- Preliminary budget status report through 06/30/2019—subject to change.

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 Information Meeting

Though the public information meeting notices publicized on Front Porch Forum, Facebook, and through other organizations have not been framed as being part of a Selectboard meeting, I prepared a special Selectboard meeting agenda for this with the thought that the Selectboard would be hosting it and that a quorum is likely to be present. Depending on the how the discussion goes for the public info part, the next steps part of the agenda could either include discussing and perhaps deciding on some specific actions to take--or deciding to schedule next steps for an upcoming agenda.

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 22

Monday: 7:00pm – Selectboard.

Tuesday: In around 1:00pm.
6:00pm – Emerald Ash Borer public info meeting.

Wednesday: 8:00am – Regional Economic Development Strategy (REDS) Committee in Middlebury.

Week of July 29

Wednesday: 10:45am – Appointment in Waitsfield. Should be in by noon.

Friday: Out of the office.

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 22, 7:00pm, at Holley Hall.
- [Selectboard](#) - **Emerald Ash Borer Public Info Meeting**: Tues., July 23, 6:00pm, upstairs at Holley Hall.
- [Selectboard](#): Mon., Aug. 5, 7:00pm, at Holley Hall.
- [Bristol CORE](#): Weds., Aug. 7, 9:00am, Holley Hall.
- [Conservation Commission](#): Thurs., Aug. 15, 6:00pm, 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:

- EAB public information meeting.
- Ash tree response planning.
- FY2019 4th quarter budget review.
- Select Mountain Street sidewalk replacement contractor.
- Stoney Hill infrastructure expense determination.
- Village Stormwater Master Plan final report presentation.
- Set property tax rate.
- 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.
- Appointment of MAUSD Bristol representative.
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator