

Bristol Town Administrator's Report

September 13, 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 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, September 16, 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, both for time management of the meeting and to allow for the public to receive notice of the matter on a future agenda.

III. REGULAR BUSINESS

Item III.1. Consider whether to accept Pike Industries' proposal for paving Lower Notch Road in November. Enclosed is a quote from Pike Industries for paving the Lower Notch Road this November for \$25,835.25. They would coordinate it with the Route 17 paving project they are doing for VTrans. This would be a shim coat to get that stretch of road through the winter. DPW Foreman Eric Cota intends to be present to provide more information.

RECOMMENDATION: Determine if more information is needed; otherwise, approval.

Item III.2. Consider pay-off for Stoney Hill infrastructure obligation. Enclosed is an updated cost estimate from Green Mountain Engineering of \$79,773 for the Town's obligation to construct a sidewalk, road, and other infrastructure on Firehouse Drive to the Stoney Hill Properties line. We have the original estimates from 2105/2016, GME's original estimate, GME's updated estimate, and an estimate from Naylor & Breen based on the design plans. A compilation of these estimates is also enclosed.

The tables (1) through (4) are set up to sort out what the final, net Stoney Hill sale proceeds are projected to be after all obligations are paid, with a focus on the Town's

infrastructure obligation. The Table (1) estimate of \$65,502 is based on 2015/2016 quotes and a wild guess estimate of the WCVT cost. The Table (2) estimate of \$43,881 is based on the assumption that Town crew and materials would be used to build the road, which, at this point, is not likely to happen. The Table (3) estimate of \$79,773 reflects GME's updated estimate without Town resources. The Table (4) estimate of \$77,481 is Naylor & Breen's estimate based on the GME design plan.

The purchase and sale agreement(s) require the Town to provide this infrastructure by December 31, 2019. Failure to do so would release Stoney Hill Properties' obligation to pay the \$86,100 balance due of the total purchase price. The original plan was to piggyback the construction with either the housing or business park construction to maximize efficiencies and cost savings, but that cannot happen before December 31, 2019. The purpose of the estimates at this point is to determine a reasonable sum of money to pay to Stoney Hill Properties now to cover those costs for construction at some point in the future. In this way both the Town and Stoney Hill Properties will be able to meet their obligations.

Kevin Harper intends to be present to provide more information and participate in the deliberations.

RECOMMENDATION: Determine if additional information is needed; otherwise, determine a figure based on the above range of estimates, payment of which would satisfy the Town's obligation per the purchase and sale agreements. One option is to round up to an even \$80,000 and call it a day. Then deduct that amount from the \$86,100 Stoney Hill Properties (SHP) would owe to the Town and SHP would pay the Town the balance, satisfying its obligation.

Item III.3. Recreation Dept./Hub Teen Center grant authorization request: Spark! Connecting Communities for activities to increase college readiness and job placement. Enclosed is a grant summary request from the Hub Teen Center to apply for funds from the Spark! Connecting Communities program for \$3,000 to establish programs and activities that will increase college readiness and job placement.

RECOMMENDATION: Approval.

Item III.4. Revolving Loan Fund loan adjustment request: Eric Forand. May include deliberation in Executive Session regarding contract negotiations. Enclosed is a request from Eric Forand to amend the terms of his loan through the Bristol Revolving Loan Fund to 10 years or 5 years amortized over 10 years with a balloon payment at year 5 and to reduce the interest rate to 1.5%. Under the current loan terms, the interest rate is 2.5% and a balloon payment of \$6,575.69 is due Oct. 16, 2019. The RLF Committee met on Wednesday, Sept. 11. Michelle Perlee was present and will be able to convey the committee's recommendation.

RECOMMENDATION: Consider deliberation in Executive Session regarding contract negotiations.

IV. OTHER BUSINESS.

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

- E-mails, 09/11/2019, between VTUMS and UVM re Senior Capstone Design program and Bristol PFAS removal project
- E-mail, 09/04/2019, from VLCT re protocol for adoption of Police Department policies.
- E-mails, 09/04/2019, re CWSRF project priority list bypass.
- Budget status report through 08/31/2019.
- RLF status report through 08/31/2019.

V. 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).

Front Door Lock

Mike from Middlebury Lock installed the electronic keypad lock today at the Town Office front entry, but it is not yet set up. That is expected to happen in early October as there are some kinks that need to be worked out.

Howden Hall Painting

Always Quality Painting is expecting to begin painting of Howden Hall next week. Though no longer on the Selectboard, Ted Lylis will continue to be closely involved with overseeing this project and performing some of the wood repair components.

West Street Dry Wells Project

Josh Masterson has indicated they will be starting the drywell project in early to mid-October. Once started, it is not expected to take more than two weeks. Nearly all of the parts have been delivered for the project.

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 September 16

Out of the office.

Week of September 23

Out of the office.

Week of September 30

Monday: 9:00am – Alan Huizenga & Joel Bouvier re DWSRF funding.

Wednesday: 9:00am – Bristol CORE

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.

- Labor Day: Mon., Sept. 2 -- Town Office will be closed.
- [Selectboard](#): Mon., Sept. 2, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Sept. 16, 7:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Sept. 17, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Sept. 18, 7:00pm, at Holley Hall.
- **Bristol Police District Town Wide Study Committee**: Weds., Sept. 25, 7:00pm, Holley Hall.
- [Bristol CORE](#): Weds., Oct. 2, 9:00am, Holley Hall.
- [Selectboard](#): Mon., Oct. 7, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Oct. 10, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Appointment of member to vacant Selectboard seat.
- Basin Street improvements next steps.
- Evergreen tree plantings at Fire Station.
- Green Mountain Stage Race concerns.
- Budget and Capital Improvement Plan timelines.
- Ash tree EAB response planning.
- Police Department policies review.
- Bristol Fire Dept. 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