

Bristol Town Administrator's Report

October 4, 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, October 7, 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. SCHEDULED APPOINTMENTS

Item III.1. Jodi Lathrop: Green Mountain Stage Race concerns. Enclosed is correspondence from Jodi Lathrop expressing concerns about impacts from the Green Mountain Stage Race. She and race director Gary Kessler are expected to be present.

RECOMMENDATION: Discussion. Determine what actions or adjustments, if any, are warranted.

Item III.2. Request to close School Street and change traffic flow on Park Place on October 31, 5:00pm – 7:00pm, for Trunk or Treat event off the Town Green. Enclosed is a request to close School Street and Park Street on Halloween for activities 5:00pm – 7:00pm, with vehicles located along Park and School Streets and games would be located at the intersection of Park and School Streets. A haunted bus would be located on School Street. The parking along West Street would remain open. Time will be needed for set up and break down. Last year "No Parking" signs were posted in the morning that said no parking after 3:00pm.

On a related topic, Recreation Director Meridith McFarland reported that they will not be doing the Coffin Factory Trail this year and instead will be focusing on the October

25th Children's Halloween Party in partnership with Waitsfield Champlain Valley Telecom.

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

Item III.3. Selectboard vacancy candidate interviews. Enclosed are written letters and e-mails of interest from the following eight Selectboard candidates: Ian Albinson, Eric Carter, David Cobb, Andrea Denny, Brian Fox, Kevin Hanson, William Mount, and Jim Quaglino. Also enclosed is the advertisement that was posted in accordance with 24 VSA 961(a). The purpose of this agenda item is an opportunity for the Selectboard to interview candidates.

Up to 15 minutes is expected to be allocated for each candidate interview. Below are questions that are likely to be asked:

- If you are appointed, what are your goals as a Selectboard member?
- What do you hope to accomplish if you are appointed?
- Is it your intention to run again in March?
- Do you have any specific area where you feel that the town could be more efficient?
- What do you have to contribute or bring to the Board?
- Why do you want this Selectboard seat?
- What role do you see yourself playing once you get on the Board?
- What are your passions that you would like to pursue on the Board?
- Do you have any pet peeves that might affect your role on the Board?
- Do you have any other commitments that would prevent you from attending Board meetings or being able to be a Selectboard Liaison on other committees?
- What are the big issues in the Town that you feel the Selectboard needs to deal with?

The Selectboard is likely to deliberate in Executive Session later on the agenda, the outcome of which would be addressed under Agenda Item IV.5 below. They may also determine they need more time or wish to consider an alternative approach.

RECOMMENDATION: Discussions. Determine next steps.

IV. REGULAR BUSINESS

Item IV.1. Main Street Sidewalk and Lighting Project: budget updates, final plan details, VTrans finance and maintenance agreement. Enclosed is an e-mail from Town Clerk Jen Myers to the Selectboard while I was away providing a brief update on the Main Street Sidewalk and Lighting Project. As of this Friday afternoon, the updated plans and VTrans Finance and Maintenance Agreement have not been received to be included in the packet, but are expected to be available by sometime Monday. These will be based

on recent discussions by phone and e-mail to clarify final details. The timeline is very tight now to finalize all the documents for bidding in November.

RECOMMENDATION: Review and approval.

Item IV.2. Police Department grant summary request: Governor's Safety Highway Program. Enclosed is a grant summary request for this year's allocation of the Governor's Safety Highway Program funds. Police Chief Bruce Nason will be available to answer any questions.

RECOMMENDATION: Approval.

Item IV.3. New street name request: Hillside Drive. Enclosed is a request to name a driveway that will serve five properties off of Purinton Road to Hillside Drive. The nearest similar name is Hill Top View.

RECOMMENDATION: Approval.

Item IV.4. New street name request: Jackman Drive. Enclosed is a request to name an existing driveway off Pine Street Jackman Drive.

RECOMMENDATION: Approval.

Item IV.5. Consider appointment to fill vacant Selectboard seat. May include deliberation in Executive Session. This item is to follow up on the III.3 interviews.

RECOMMENDATION: Consider deliberation in Executive Session regarding personnel matters.

V. OTHER BUSINESS.

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

- Police Department Body Armor Policy
- Police Department Seat Belt Policy
- Police Department Stop, Arrest, and Search of Persons Policy
- E-mails and photo documentation of the Memorial Park stairs removal, 09/28/2019.
- Planning Commission 08/20/2019 minutes.
- Town Wide Police District Study Committee 09/11/2019 minutes.
- Town Wide Police District Study Committee 09/25/2019 minutes.
- Budget Status Report through 09/30/2019.
- Banner approval for Mount Abe Craft Fair, 10/28/2019 – 11/11/2019.
- E-mail from Erica Campbell of Bernie Sanders' office, 09/25/2019, re NBRC-EDC Stoney Hill grant award.
- E-mail from ACRPC, 09/25/2019, re TAC grant award announcement.
- E-mail & flyer, 10/01/2019, re Bristol Fire Dept. Safety Day on Saturday, Oct. 12.
- E-mails, 10/01/2019, re First Detector Training.

- E-mail, 10/03/2019, re Working Communities Challenge Opportunity.
- VLCT Planning & Zoning Forum flyer.

VI. 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).

New Grant Awards

We received two pieces of good news last week that the Town of Bristol will receive two new grant awards:

- \$500,000 from the Northern Border Regional Commission for the Stoney Hill Business Park infrastructure (road, sidewalks, drainage, etc.)
- \$20,000 from the Addison County Regional Planning Commission Transportation Advisory Committee to study the feasibility and alignment of a new sidewalk along Stoney Hill Road from Lovers Lane to Airport Road.

We are awaiting information from both funding sources about next steps, timing, and grant agreement details.

Front Door Lock

The new electronic keypad lock at the Town Office front entry is now fully installed and codes have been issued. Sharon Lucia will be keeper and dispenser of the codes. The idea is that each Department Head and the Chair of each commission or committee would have a code. To keep the door unlocked for meetings, the hex key must be used to hold the bar down. At the end of the night, the hex key must be used to release the bar.

Howden Hall Painting

Painting of Howden Hall is under way. Always Quality Painting reported they are halfway completed.

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 October 7

Monday: 7:00pm – Selectboard meeting.

Tuesday: In at 11:00am.
11:00am – phone conference.

Wednesday: 10:00am – Category 4 Exercise conf call.

Thursday: 6:00pm – Conservation Commission meeting.

Friday: 9:00am – Working Communities Challenge Grant Program meeting, ACEDC, Middlebury.

1:00pm – Paul Bruhn's memorial, Shelburne Farms.

Week of October 14

Tuesday: TBA, *tentative* – Visits with businesses with grease traps.

Thursday: 7:30am – ACEDC Board meeting, Middlebury.
6:00pm – MAUSC Community Meeting, Fire Station.

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., Oct. 7, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Oct. 10, 6:00pm, at Holley Hall.
- [Planning Commission](#): Tues., Oct. 15, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Oct. 16, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Oct. 21, 7:00pm, at Holley Hall.
- **Bristol Police District Town Wide Study Committee**: Weds., Oct. 23, 7:00pm, Holley Hall.
- [Bristol CORE](#): TBD.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Water system lead joint abatement: DWSRF funding and Prelim. Engineering Report.
- Basin Street improvements next steps.
- Stoney Hill Business Park infrastructure next steps.
- Firehouse Drive sidewalk plans.
- Farmers Market on Town Green request.
- Sodbusters Horseshoe Club 2020 regional tournament in Bristol.
- Budget and Capital Improvement Plan timelines.
- Continued appointment/reappointment of local officials, incl. Conservation Commission, MAUSD Bristol representative.
- 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).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator