

Bristol Town Administrator's Report

October 18, 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 21, 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. Meridith McFarland and Taylor Welch: Recreation Department updates, Holley Hall roof repair. Recreation Director Meridith McFarland and Hub Director Taylor Welch have a number of topics to update the Selectboard regarding new initiatives, partnerships, and other goings on. For example, in case you missed it on Front Porch Forum:

Ice Skating in Bristol at the Hockey Rink

MERIDITH MCFARLAND, RECDIRECTOR@BRISTOLVT.ORG, RECREATION DIRECTOR, BRISTOL

CALENDAR

Event: Oct 26, 2019, 5:00 PM to 7:00 PM

The Bristol Recreation Club, Bristol Recreation Department, MAUSD, and dedicated hockey/skating enthusiasts are teaming up to bring skating programming and events to the community. We will be having a Rink Work Party on Saturday, October 26 at 5:00 PM under the lights. With a weather makeup date of November 2nd at 3:00 PM.

We will be cleaning up the dirt and grime off the rink, cleaning / painting the warming hut, sizing and inventorying the skates, and talking hockey. If you are interested and want to be part of this amazing collaboration, please join us on the 26th at 5:00PM.

Taylor will provide updates about Hub activities and will be able to answer any questions regarding the three grant summary requests under Consent Agenda items 4, 5, and 6. This update also dovetails with the next agenda item regarding the establishment of a Farmers Market at the Town Green.

RECOMMENDATION: Discussion. Direction as necessary.

Item III.2. Audrey Beckwith: Town Green park use application Farmers Market 2020. Enclosed is a Park Use application for the establishment of Farmers Market from the end of May to September 2020 on Fridays from 5:00pm – 8:00pm, with one hour added for load in and load out on each end. Vendors would be located along the West Street sidewalk side of the park.

RECOMMENDATION: Determine if more information is needed; approval.

Item III.3. Mike Brown: Sodbusters Horseshoe Club Regional Tournament in Bristol 2020. Mike Brown of the Sodbusters Horseshoe Club requested to be on the agenda to announce that Bristol will be location in 2020 for the northeastern horseshoe pitching regional tournament. He will be present to provide more information.

RECOMMENDATION: Discussion. No action is expected to be necessary.

Item III.4. Eric Cota: grader purchase update; other updates. Public Works Foreman Eric Cota will be present to provide an update on the grader purchase, recent and upcoming culvert and paving projects, issues related to Thursday's nor'easter rain and wind storm, and possibly other matters.

RECOMMENDATION: Discussion. Direction as necessary.

IV. CONSENT AGENDA

Item IV.1. Approve warning for special Town Meeting election. Enclosed is the warning for the December 3 special Town Meeting election. It must be posted at least 30 days prior to the election, which would be by Sunday, November 3 (17 VSA §2641). It will also need to be published in a newspaper of general circulation at least five days before the meeting, which would be the week of November 25.

RECOMMENDATION: Approval; signatures.

Item IV.2. New street name request for 93 North Street PRD: Cottage Park. Enclosed is a request from Alison Parker and Robert Fuller via E-911 Coordinator Craig Scribner to name a new private road that will be constructed to serve an approved 6- lot planned residential development (PRD) on the former Devino property at 93 North Street.

RECOMMENDATION: Approval.

Item IV.3. Renewal of NeoPost postal machine 63-month lease. A representative from Neopost has informed us that our mail machine lease is up. The new 63-month lease agreement at \$65.19 a month is about \$0.50 less expensive than the current lease. The new lease will also provide us with an updated machine.

RECOMMENDATION: Approval; authorize the Town Clerk to sign the agreement.

Item IV.4. Bristol Hub grant summary request: Shaw Industries Community Grant Program for \$5,000 to build a greenhouse. Enclosed is a grant summary request from the Hub Teen Center for funds to build a greenhouse at the Hub. No match is required. The application deadline is November 1, 2019. The project has been approved by the Bristol Recreation Club and a zoning permit application has been submitted.

RECOMMENDATION: Approval.

Item IV.5. Bristol Hub grant summary request: Home Depot for \$5,500 for additional greenhouse supplies. Enclosed is a grant summary request from the Hub Teen Center for additional funds to build a greenhouse and its provisions. It would also be a contingency source if the Shaws Industries grant is not awarded. No match is required.

RECOMMENDATION: Approval.

Item IV.6. Bristol Hub grant summary request: Ben & Jerry's Foundation Community Action Team for \$2,000 to construct a recording studio at the Hub. Enclosed is a grant summary request from the Hub Teen Center for funds to build a recording studio in a section of the Hub Teen Center. No match is required. Meredith and Taylor will be available to answer questions under III.1 above.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS

Item V.1. Stoney Hill Properties project updates; overview and discussion of Firehouse Drive infrastructure plans. We received word last month that the Town of Bristol has been awarded a \$500,000 grant through the Northern Border Regional Commission and the U.S. Economic Development Administration for development of the infrastructure into the prospective Stoney Hill Business Park. While this is terrific news, it also brings some commitments we will need to be prepared to make as things move forward. We have not yet received the official written notification or outline of conditions that will need to be met before a grant agreement can be offered, though I will be prepared to share the information I received from my phone conversation with Christine Frost at the NRBC.

The Town committed to constructing infrastructure improvements along Firehouse Drive to the property line as part of the Stoney Hill property transaction. Those improvements have been designed as they relate to the Stoney Hill housing

development that was approved last year. Enclosed is a copy of that site plan. Construction of that infrastructure was intended to be coordinated with either construction of the housing development and/or the business park, whichever came first. The business park infrastructure has not been designed yet. Enclosed is a copy of the conceptual plan from the 2014 Stoney Hill Master Plan report that shows one possible layout.

Officers of the Fire Department recently raised some questions regarding the extension of Firehouse Drive, sidewalk details, and a West Street crosswalk.

This agenda item is an opportunity to review some of the next steps associated with all of these projects. Alan Huizenga from Green Mountain Engineering will be on hand to walk us through the current design details and other considerations.

RECOMMENDATION: Discussion. No particular action is expected to be necessary at this point.

Item V.2. Consider Green Mountain Engineering proposal for Basin Street preliminary engineering report update. Work was done this summer on the culvert and sidewalk at the East Street embankment above Basin Street. The subject of that area and the Basin/East Street intersection has been a topic of concern at the annual Selectboard/Public Works road trips. A resident at the lower part of Basin Street visited me this summer also expressing concerns. It turns out a study was done in 2008 by Green Mountain Engineering and GeoDesign that examined the conditions at that time and proposed three alternatives. Enclosed is a proposal from GME, in partnership with GeoDesign, to update that study for \$8,750.

RECOMMENDATION: Approval and authorize the work to begin immediately with funds from the Capital Road Fund.

Item V.3. Consider Green Mountain Engineering proposal to develop Preliminary Engineering Report (PER) for Village water line replacements and authorization to apply for DWSRF planning loan funds. As Alan Huizenga of Green Mountain Engineering explains in the enclosed proposal, a 100% subsidy is currently available through the state Drinking Water Revolving Loan Fund (DWRLF) for eligible costs related to the replacement of water lines with lead-packed joints. GME's 2014 water system capital improvements study identified approximately 24,000 linear feet of cast iron piping that may qualify for this funding. This is likely to include all of the circa 1905 components in areas of the village.

Frequent water line repairs along Pine Street has contributed to the deteriorating road conditions. Meanwhile, paving has been put off with the hope or plan to replace the water lines first. This would be an opportunity to line up some of the resources needed to get this done. Such a project would also provide an opportunity to include installation of strategically located drywells to deal with long-standing stormwater

drainage issues, funding for which could come from a variety of transportation and water quality grant programs. But first we need a shovel-ready plan and design.

The funding program through the DWRLF also requires the following to qualify for a Step III loan:

- A complete and signed Step III funding application along with all associated supporting financial documents;
- Positive bond vote;
- A complete Environmental Report, including all supporting documentation, historic preservation determination, and Act 250 approval, if necessary; and
- An administratively complete Permit to Construct (PTC) application.

GME's proposal would lead to completion of required Environmental Report, which could also address the stormwater elements and be used to help secure the other sources of funding. Their proposal also includes assistance with the 0% interest planning loan. Alan Huizenga will be available to provide more information.

RECOMMENDATION: Discussion. Approval of proposal and authorization to proceed with a planning loan application.

Item V.4. Emergency management planning updates: Oct. 23 and 24 statewide Category 4 exercise, Aug. 2019 table top exercise review, updated Bristol Local Emergency Management Plan. The Category 4 statewide emergency response training exercise will be happening this coming week! Months of planning, coordination, and defining the scenarios to be played out have gone into this. We are fortunate that Bristol's Eric Forand and Brett LaRose have been among the Vermont Emergency Management (VEM) leaders bringing the exercise together.

Bristol will be participating all day on Wednesday, Oct. 23 and Thursday morning, Oct. 24. The scenario will be a major storm that will have occurred statewide Monday and Tuesday, and that Wednesday's and Thursday's activities will focus on recovery. On Wednesday morning we will open Bristol's Emergency Operation Center (EOC) at Holley Hall and play out a number of clean up and recovery scenarios throughout the day and our responses to them. Many other towns and agencies around the state will be participating. Thursday morning's scenario will be to assess the recovery and close the EOC. The scenarios anticipate that Fire Dept., Police, and DPW folks will be out in the field, on the ground, dealing with the situations.

We had some real-life storm recovery to deal with this week with the nor'easter that blew through the area, fortunately not of the scale that will be the subject of this statewide exercise. Eric will provide more information about that on Monday night.

On August 22, Max Kennedy of Vermont Emergency Management facilitated a 3-hour tabletop exercise among emergency response officials, including representatives from Police, Fire, DPW, Town Office, and Bristol Rescue. A summary, or After Action Report (AAR), of the exercise is enclosed. It was a very useful exercise that challenged

us to think about our level of preparedness in a variety of situations and highlighted areas we should put additional attention to. It also showed that the Local Emergency Management Plan (LEMP) adopted in April 2019 needed some corrections and updates. A copy of the updated/corrected LEMP is enclosed.

The emphasis on the table top and statewide exercises is not on grading or judging people's performance, but to provide opportunities to illuminate gaps or areas in local emergency management readiness that could be improved *before* an actual event occurs.

RECOMMENDATION: Discussion. No particular action is expected to be necessary. An updated, expanded LEMP will be presented for adoption in April 2020.

Item V.5. Budget, capital budget, and updated meeting schedule. It's that time of year again. Enclosed is an updated meeting schedule with benchmark targets for getting the budget and capital improvement plan together.

Also included is a list of completed, current, and pending projects to help remind us of our accomplishments and set realistic expectations for what can be accomplished as we move forward. Did I miss anything?

Daylight saving time ends Sunday, November 3, which is when we *fall back* one hour. The Selectboard has traditionally adjusted its meeting start time after that to 6:00pm until the next DST adjustment in March.

RECOMMENDATION: Discussion. Determine whether to change the start time to 6:00pm.

V. OTHER BUSINESS.

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

- Revolving Loan Fund status report through 09/30/2019.
- Senator Leahy letter of thanks, 10/18/2019.
- E-mail, 10/07/2019, from ANR DWGWP re revisions to Vermont Water Supply Rule for PFAS.
- Press release for Municipal Day workshops, 10/16/2019.
- Notice of class action law suit re national opioid litigation.

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). This is included on the agenda but may not be necessary.

Town Wide Police District Survey

Monday, Oct. 21 is the deadline for submitting responses to the Town Wide Police District Survey. Printed copies are available at the Town Office and on-line at this link: <http://bit.ly/2IECe9M>.

Grease Trap Site Visits

Jill Marsano of VTUMS and I visited a number of Main Street/downtown businesses this week to follow up on my November 2018 letter regarding the importance of regular grease trap maintenance and the requirements in the Sewage Ordinance. We had productive conversations with folks, which we think will lead to more progress in reducing and/or eliminating major sources of grease, fats, and oils in the sewage system. We backed off from the initial request that documentation be provided quarterly, since absolutely none had been provided in the almost four quarters that have passed since that November 2018 letter, and instead agreed that they maintain the documentation on site to be available for periodic inspections. One business owner pointed out that other connected non-food producing properties on the system could also be contributing to the problem and that an overall outreach should be done. Good idea.

Kristen Underwood VLT Recognition

VTDigger.org recently reported that at its annual meeting on October 6 at the Breadloaf Campus in Ripton, Bristol's Kristen Underwood was among three people recognized by the Vermont Land Trust for their significant contributions to conservation in Vermont. She was awarded the Richard W. Carbin Community Conservation Award, which recognizes those who demonstrate a commitment to conservation in their communities. As noted in the article, Kristin "... was instrumental in the local fundraising campaign that led to the conservation of 600 acres of farm and forest land in Bristol. She has also been a member of the Bristol Conservation Commission." She has also been instrumental in the Saunders and Fuller conservation projects, the Memorial Park trail improvement project, the Coffin Factory trail, project, and many other volunteer efforts.

Bristol is very fortunate to have citizens such as Kristin--and so many others--who volunteer their expertise, time, resources, and muscle to improve the quality of life and environment in Bristol.

Link to the full article: <https://vtdigger.org/2019/10/10/gathering-celebrates-100-new-farms-and-the-next-generation-of-farm-entrepreneurs/>.

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 21

Monday: 9:00am – Meet with Eric, et al., re digester.
1:00pm – Category 4 statewide exercise conf call.
7:00pm – Selectboard meeting.

Tuesday: 10:30am - VT Tree Goods loan committee

Wednesday: all day - Category 4 statewide exercise; open EOC

Thursday: morning – open and close EOC.

Friday: 8:00am – REDS meeting at ACEDC, Middlebury.

Week of October 28

Monday: 5:00pm – deadline for Selectboard candidate petitions.

Tuesday: (5:00 pm) 6:00pm – Selectboard special meeting.

Thursday: Halloween.

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. 21, 7:00pm, at Holley Hall.
- **Bristol Police District Town Wide Study Committee**: Weds., Oct. 23, 7:00pm, Holley Hall.
- [Bristol CORE](#): TBD.
- [Selectboard](#): Tues., Oct. 29, 5:00pm, at Holley Hall.
- [Selectboard](#): Mon., Nov. 4, 6:00pm? at Holley Hall.
- [Conservation Commission](#): Thurs., Nov. 14, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Nov. 18, 6:00pm? at Holley Hall.
- [Planning Commission](#): Tues., Nov. 19, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Weds., Nov. 20, 7:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Budget and Capital Improvement Plan matters.
- 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