

Bristol Town Administrator's Report

November 15, 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, November 18, 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. Bristol Fire Department: Chief Brett LaRose:

- Passing of George Smith, 62-year member of the Bristol F.D.
- Firefighter candidate interview: Jacob Herrick
- Approval of Firefighter Alexis Fojo's LOA extension request
- ISO survey update
- Alcohol catering for annual dinner

Chief LaRose would like to acknowledge the passing and service of 62-year Bristol Fire Department member George Smith, who was laid to rest Thursday, Nov. 14.

Jacob Herrick will be present to meet with the Selectboard regarding his application to serve with the Bristol Fire Department.

Firefighter Alexis Fojo has requested an extension to her leave of absence.

The BFD is in the midst of an intensive evaluation through the ISO to re-evaluate the Town's fire insurance rating. The last survey was in 2013. The Fire Department and Water District have made significant progress in that time that is expected to

contribute toward improving the score, which would benefit the Town and residents.

The Department would like to bring the annual dinner back to the Fire Station (01/11/2020). Alcohol had been traditionally served at the event. A caterer has been lined up and ready to submit the necessary paperwork to the Town. The question whether alcohol would be permissible within a municipal building.

RECOMMENDATION: Moment of silence and reflection. Possible deliberation in Executive Session per 1 V.S.A. §313(a)(3) regarding personnel matters. Alcohol permitted subject to provision through a licensed caterer.

Item III.2. MAUSD community engagement update and invitation: Krista Siringo. Krista Siringo, Bristol's representative to the MAUSD Board, would like to provide an update on the community discussions and invite Selectboard and members of the community to participate in the third meeting on Nov. 20.

Item III.3. Recreation Department survey update: Meridith McFarland. Enclosed is an updated recreation survey developed with the assistance of a UVM survey team.

RECOMMENDATION: Discussion. Determine if any adjustments should be made. Authorize issuance of the survey.

Item III.4. Conservation Commission candidate interview: Jono Chapin. Enclosed is Jono Chapin's application to serve on the Conservation Commission.

RECOMMENDATION: Possible deliberation in Executive Session per 1 V.S.A. §313(a)(3).

Item III.5. Planning Commission /Town Plan update: Katie Raycroft-Meyer. Planning Commission Chair Katie Raycroft-Meyer would like to provide an update on the PC's Town and Energy Plan updates.

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

IV. CONSENT AGENDA

Item IV.1. Bristol Hub grant summary request: Walmart \$1,500 for healthy food and snacks. Enclosed is a grant summary form from the Hub Teen Center for an application to Walmart for \$1,500 in support of healthy after school snacks. It is a rolling application program and no match is required.

RECOMMENDATION: Approval.

Item IV.2. Bristol Hub grant summary request: Neat Repeats \$500 for healthy food and snacks. Enclosed is a grant summary form from the Hub Teen Center for an application to

Neat Repeats for \$500 in support of healthy after school snacks. Application deadline is 11/27/2019 and no match is required.

RECOMMENDATION: Approval.

Item IV.3. Selection of printing company for the FY2019 Annual Town Report. Administrative Assistant Sharon Lucia solicited quotes from area companies for printing of the 2019 Annual Town Report. The following three responses were received:

Reprographics - \$985.00 (1st year) \$950 (2nd year)

\$25 per additional proof; \$10 per corrected page

Delivery to office included

(\$38.75 1st year; \$73.75 2nd year) (price below L Brown & Sons quote)

L Brown and Sons Printing, Inc. - \$1,023.75 (2 year price)

\$8.00 per page changes

Jet Service Envelope/Accura Printing - \$1,599.00

(includes pdf of final version, schedule, TOC and up to 25 alterations)

RECOMMENDATION: Accept the Reprographics quote for the next two years.

Item IV.4. Town Administrator grant summary request: two Clean Water Block Grants up to \$20,000 each for North and School Street drywell final designs. With assistance from the Addison County Regional Planning Commission, we have an opportunity to apply for up to \$20,000 per application to the Clean Water Block Grant program for final designs and permitting of two of the stormwater projects recommended in the Bristol Stormwater Master Plan completed in July 2019. Watershed Consulting provided budget estimates in the area of \$17,000 for final design, permitting, and public involvement. Application deadline is 12/10/2019. No match is required.

RECOMMENDATION: Approval. If only one application can be funded, the School Street drywell project would be the higher priority.

V. REGULAR BUSINESS

Item V.1. Consider formation of a committee to develop an emerald ash borer strategic plan and authorization to apply for a Communities Caring for Canopy Grant. On October 10, 2019, Tree Warden John Sweptson and I met with the Conservation Commission to discuss moving forward with the development of an emerald ash borer strategy. Conservation Commission members did not feel this is something they could take the lead on but would want to be involved.

We have copies of emerald ash borer strategic plans from Rutland, Middlebury, and Montpelier. I am sure others are available. Middlebury has a Tree Committee. Montpelier has a Parks Department and an active Tree Board. The Rutland plan was developed in-house with Department staff and the City Tree Warden. It was

reported in the Addy Indy that Ferrisburgh recently formed a citizen committee to develop a plan.

The Vermont Department of Forest Parks and Recreation recently issued two grant programs: Communities Caring for Canopy Grant Program (CCCGP) for up to \$5,000 and an Emerald Ash Borer Management Grant Program (EAMGP) for up to \$15,000. A community must already have a plan in order to apply to the EAMGP. The CCCGP can be used to develop a plan.

Application deadline is 01/17/2020. The CCCGP requires a 50% match, which could be in the form of cash, in-kind time or services, and cash value for volunteer assistance. I don't know yet what the scope of work or budget would be for the grant

RECOMMENDATION: Authorize the formation of an Emerald Ash Borer Strategic Plan Committee. Advertise for volunteers in November and December. Members would be appointed at a meeting in February.

Item V.2. Review of preliminary DRAFT Bristol Winter Operations Plan and Policy.
Enclosed is a very work-in-progress draft of a Winter Operations Plan and Policy. It's on the agenda now for feedback and direction as it continues to take shape. Sections dealing with Main Street sidewalk winter maintenance, snow removal, and private agreements require more attention.

RECOMMENDATION: Discussion and feedback.

Item V.3. Request by Green Mountain Power that the Town install an illuminated STOP sign at the Burpee Road intersection with Monkton Road. Enclosed is a request from Green Mountain Power that an illuminated STOP sign be installed at the intersection of Burpee Road and Monkton Road. Although I have not yet received accident data for that intersection, the utility pole in that area has apparently been the victim of many collisions. The Selectboard, at a previous meeting, declined to agree to install a guardrail to protect the pole and suggested the pole be relocated slightly.

RECOMMENDATION: If the Selectboard supports the idea, GMP should be required to pay for it. Other ideas?

Item V.4. Consider authorization to apply to the USDA Natural Resources Conservation Service Emergency Watershed Protection Program to assist three properties affected in the Oct. 31-Nov. 1 storm. After the October 31 – November 1, 2019 storm that resulted in multiple flood damages, I was contacted by three property owners with concerns about the safety and stability of their properties: (1) substantial riparian loss at 455 Ireland Road, (2) steep slope failure at 25 West Street, and (3) potential riverbank instability at 2015 South Route 116. There is also a downed tree along property #3 in the New Haven River that may cause ice jamming and flooding if not

removed. Enclosed are photos that show the riparian loss associated with property #1 is clearly threatening a structure (garage) and there is concern it may also be a threat to the adjacent public road.

The USDA Natural Resource Conservation Service administers an Emergency Watershed Protection program that provides up to 75% funding for such things as:

- remove debris from stream channels, road culverts, and bridges;
- reshape and protect eroded streambanks;
- correct damaged or destroyed drainage facilities;
- establish vegetative cover on critically eroding lands;
- repair levees and structures; and/or
- repair conservation practices.

However, the Town needs to be applicant—or sponsor as they call it. We first need to submit a letter to the NRCS requesting assistance, and then they would send out a representative to assess whether the project would be eligible.

The amount of the grant funding per property is based on the value of the structure that is imperiled, which does not necessarily correlate with the cost of the restoration or stabilization. More information about the program is enclosed and on-line at <https://www.nrcs.usda.gov/wps/portal/nrcs/main/vt/programs/financial/ewp/>.

RECOMMENDATION: Authorization to submit the letter of request (draft enclosed). If the NRCS EWP folks find one or more of the properties to be eligible, the property owners would need to agree to comply with the provisions of the program, provide legal access to their properties, and be responsible for the 25% match and any non-grant related expenses or expenses for work beyond what was funded by the grant.

V. OTHER BUSINESS.

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

- Bristol Hub Teen Center January – October 2019 summary report.
- Report of the damage done to the Universal Fishing Platform (UFP) at Eagle Park from the October 31 – November 1 storm prepared by members of the Conservation Commission.
- Budget status report through October 31, 2019.
- Final schedule for Capital for a Day in Addison County, Monday, Nov. 18, 2019.
- Letter from Attorney General T. J. Donovan, 11/01/2019, re opioid litigation.
- Bristol Energy Committee minutes 10/16/2019.
- Bristol Conservation Commission minutes 10/10/2019.

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 1 V.S.A. §313(a)(4).

Budget and Capital Plan

We are a bit behind on the FY2021 budget and capital plan process this year, but I am confident we will be able to catch up in December.

Northern Border Regional Commission Stoney Hill Grant Agreement

We received the NBRC Stoney Hill grant agreement. No work may begin on the project until an official Notice-to-Proceed is issued by NBRC. The following items must be submitted to NBRC or completed prior to issuance of a Notice-to-Proceed:

- a. Completed Standard Form 3881 (Automated Clearinghouse (ACH) Vendor/Miscellaneous Payment Enrollment Form)
- b. Signed Grant Agreement
- c. Documentation of non-NBRC matching funds with coversheet listing the total amount of funding and each funding source.
- d. Deed demonstrating transfer of property from Stoney Hill Property, LLC to the Town of Bristol, VT.
- e. Documentation that the site is outside of any flood plain.

I will be following up with the NBRC folks about what exactly is expected regarding c. and d. above. I will also be talking with them about whether funds can be released to cover the legal expenses associated with c. and d., which was part of the project budget. The signed grant agreement and completed ACH form must be returned by Friday, Nov. 22.

ISO Hydrant Flow Tests

During the week of November 18, VTUMS will be conducting flow tests on eight fire hydrants at different locations in the Village. Water will need to be discharged from a hydrant for about ten minutes and the changes in pressure on nearby hydrants monitored. This flushing will have the same potential effects on customers as annual flushing exercises (decrease in pressure, sediment in tap water, etc.). It will also be more of a challenge, not only because of the cold weather, but because a hose cannot be used to direct the discharge of the water, which could result in high volumes of water in the road or elsewhere. Efforts will be made to minimize the disruptions. The hope is that, once completed, the flow tests will result in an improved ISO score that will translate into lower fire insurance premiums for the community.

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 November 18

Monday: 8:00am – Capital for a Day sessions at BristolWorks.
6:00pm – Selectboard.

Tuesday: In by 12:00noon.

Wednesday: 5:00pm – LECP 8 at West Haven Police Barracks.

Thursday: 7:30am – ACEDC Board breakfast with Legislators, Middlebury.

Week of November 25

Thursday: Thanksgiving: Town Office will be CLOSED.

Friday: Day after Thanksgiving: Town Office will be CLOSED.

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., Nov. 18, 6:00pm at Holley Hall.
- [Planning Commission](#): Tues., Nov. 19, 7:00pm, at Holley Hall.
- [Bristol Energy Committee](#): Thurs., Nov. 21, 7:00pm, at Holley Hall.
- [Bristol CORE](#): TBD.
- [Selectboard](#): Mon., Dec. 2, 6:00pm, at Holley Hall.
- **Special Town Meeting**: Tues., Dec. 3, 7:00am – 7:00pm, upstairs at Holley Hall.
- [Selectboard](#): Mon., Dec. 16, 6:00pm at Holley Hall.
- [Conservation Commission](#): Thurs., Dec. 12, 6:00pm, at Holley Hall.

Upcoming Agenda Items

Likely agenda items for upcoming meetings include:

- Budget and Capital Improvement Plan review.
- Continued appointment/reappointment of local officials, incl. Conservation Commission, MAUSD Bristol representative.
- Bristol Fire Dept. policies review.
- Police Union contract review.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Adirondack View right-of-way status.
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator