

# **Bristol Town Administrator's Report**

## **November 27, 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](http://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, December 2, 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. Ian Albinson for Bristol CORE: Town Green Park Use Request for annual Lumen event. Enclosed is an application for use of the Town Green for the fourth annual Lumen celebration Saturday, Dec. 21 from 5:30pm to 7:00pm, with a 4:30pm load-in start. The celebration includes a fire performance by the Cirque de Fuego troupe in an approximately 20' x 20' area near the fountain and Memory Tree for about 30 minutes. Access to electricity is requested. The performers will have their own insurance. A procession would then go down Main Street where visitors can gather around four fire pits. The Bristol Fire Department has agreed to provide "fire watch" during the event. Ian Albinson plans to be present to answer any questions. Under Bristol's Public Assemblage Ordinance, this would require a 3<sup>rd</sup> class permit and Selectboard approval.

RECOMMENDATION: Approval with appropriate precautions and that the Town of Bristol be listed as an additional insured.

Item III.2. Porter Knight: Bristol Trail Network updates and request for RTP grant application support. Porter Knight would like to provide an update about 2019 Bristol Trail Network progress and next steps for 2020. She is also applying for another Recreation Trails Program grant, due Dec. 17, and would appreciate the Selectboard's

support. She also has thoughts about Memorial Park repairs and possible budget considerations.

RECOMMENDATION: Discussion. Provide support for RTP grant application.

#### **IV. REGULAR BUSINESS**

Item IV.1. General fund and capital budget workshop: Public Works Department. Enclosed is a preliminary draft of the Public Works Department FY2021 budget. Not surprisingly, it reflects increases in materials (sand, salt) and personnel (compensation, benefits). Updated figures for VLCT PACIF insurance have not been received yet. Indebtedness is down by more than 32% with the South Street Bridge payoff. Revenues are projected to either be flat or slightly lower, resulting in an overall increase in the amount supported by taxes by 2.4%.

Also enclosed is a copy of the Highway Department Long Range Capital Equipment Plan from the FY2018 Town Report (p. 46). This should be reviewed and updated to reflect investments from this year and adjustments going forward.

RECOMMENDATION: Discussion. Determine if additional information is needed. Consider reducing the rotation interval of Town trucks from 10 years to 8 for better trade-in values and reduced maintenance costs. Also, consider a plan for trading in the grader and loader every 5 years.

Item IV.2. Grant summary request: Better Roads Program for Mountain Street stormwater improvements. Enclosed is a grant summary document for an application to the Vermont Better Roads Program for up to \$20,000 for design, engineering, and construction to enlarge the headwall and inlet on Mountain Street. The application deadline has been extended to Friday, December 13. A 20% match would be required. I've asked Green Mountain Engineering for an estimate of the cost to design a solution.

At least two properties that we know of on Spring Street were heavily impacted by the stormwater flow from the Halloween storm. Even if the debris screen could have been kept clear, the inlet would not have been able to handle the volume of water coming off the hill, which had no where else to go but down Mountain Street and across to Spring Street.

The current idea is to enlarge the existing 2-foot pipe, which connects to a 4-foot pipe/drop inlet on Mountain Street, and improve the debris screen. It may not prevent future flooding, but will hopefully reduce potential impacts. More information may be available at the meeting.

RECOMMENDATION: Approval.

Item IV.3. Continued review of preliminary DRAFT Bristol Winter Operations Plan and Policy. If not included in the packet, an updated draft will be provided at or prior to the meeting.

RECOMMENDATION: Continued discussion and feedback. Set a target date to more directly solicit stakeholder and public input.

Item IV.4. Public Works Facility site and needs analysis draft scope or work for review. Enclosed is a very draft RFP for the Public Works Department Building, Site, and Needs Analysis. I want to be sure the scope of work is aligned with the Selectboard's expectations: is it too much or not enough? More information about the characteristics of the site might be useful. Do we want to include an assessment of the Dog Pound facility or handle that separately?

RECOMMENDATION: Discussion. Determine if any additional information or additional review is needed.

Item IV.5. CWSRF Planning Loan application approval for water line replacement engineering report (requires Selectboard signatures). This is on the agenda because the Selectboard needs to sign the application. The 12-page application has been a collaboration between Green Mountain Engineering, the Town Clerk/Treasurer, and myself and is in the process of being finalized. It will be provided at or prior to the meeting.

RECOMMENDATION: Approval; sign the application form.

Item IV.6. Approval of the November 18, 2019 meeting minutes. Unfortunately, no recording exists for the November 18, 2019 meeting. The video did not record due to operator error (mine) and digital recorder also failed.

RECOMMENDATION: Review, adjustments if needed, and approval of the minutes.

## **V. OTHER BUSINESS.**

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

- Letter from Ernie Senecal, 11/14/2019, re flood damage to property at 24 Spring Street from the Halloween storm. He is requesting reimbursement for the costs of repair.
- Memo from Bob Donnis, 11/24/2019, re the Nation Prescriptive Opiate Litigation Fund Distribution with request and suggestion that the Town consider forwarding whatever proceeds received to The Turning Point of Addison County to support the services they provide.
- E-mail re Hub Teen Center newsletter, 11/25/2019.
- Revolving Loan Fund status report through 10/31/2019.
- Planning Commission minutes, 11/19/2019.
- Conservation Commission minutes, 11/14/2019.

- Planning Commission minutes, 10/15/2019.
- E-mail from Addison County Chamber of Commerce, 11/25/2019, re 2020 Legislative Session discussion invitation for 12/10/2019, 10:00am, at the Middlebury EMS building.
- E-mail from VLCT, 11/25/2019, re Economic Development Caucus Pre-Session Public Hearing on 12/11/2019, 6:00pm, at the Statehouse.
- E-mail from VLCT, 11/15/2019, re S.54 and commercial cannabis resolution.

## **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).

### **ISO Hydrant Flow Tests**

VTUMS began flow testing efforts Tuesday night, but found the pressure connection on the 5" gauge to be defective. They are looking into a repair for that and have ordered an alternative meter in lieu of the large flow gauge to utilize on the 2" connection of the flow hydrants for the next batch of testing. Due to the weather, mechanical issues, and the holiday, the testing will resume next week. Fire Chief LaRose has requested an extension from the ISO to mid-December.

### **West and East Street Drainage Work**

All of the new drainage work on West Street has been completed, including related water line repairs. The culvert replacement at the Lord's Prayer Rock was completed today. All paving has been completed. Next week, Masterson plans to tackle the East Street drainage work, which involves installing three new dry wells and connected culverts. VTUMS will be standing by in case water service lines below the new piping will need to be lowered and insulated, as was the case for the West Street work.

### **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 December 2**

Monday: 8:30am – Bristol CORE  
6:00pm – Selectboard.

Tuesday: In by 12:00noon.

Wednesday: 8:30am – NRCS EWP site visits  
10:30am – ACEDC Working Communities Challenge Grant committee, Middlebury.

#### **Week of December 9**

Friday: 1:00pm – Town/City Managers and Admins holiday gathering, West Rutland.

### **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.

- [Bristol CORE](#): Mon., Dec. 2, 8 :30am, at Holley Hall.
- [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.
- [Planning Commission](#): Tues., Dec. 17, 7:00pm, at Holley Hall.
- [Conservation Commission](#): Thurs., Dec. 19, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Jan. 6, 6:00pm\_at Holley Hall.

### **Upcoming Agenda Items**

Likely agenda items for upcoming meetings include:

- Continued Budget and Capital Improvement Plan review.
- Town Meeting and warning preparations.
- Continued appointment/reappointment of local officials, incl. Conservation Commission, MAUSD Bristol representative.
- 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