

Bristol Town Administrator's Report

December 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, December 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. SCHEDULED APPOINTMENTS

Item III.1. Mount Abraham Unified School District Board – Bristol Representative candidate: Annie Denny. Enclosed is an e-mail from Annie Denny expressing interest in serving as Bristol's representative to the MAUSD Board to fill the vacant seat of a 3-year term until the March 2, 2020 Town Meeting election. To run for election to complete the remaining two years of the term, a petition with at least 30 signatures of registered voters would need to be submitted to the Town Clerk for inclusion on the March 2, 2020 ballot by January 16, 2019.

RECOMMENDATION: May include deliberation in executive session.
Appointment.

IV. REGULAR BUSINESS

Item IV.1. New Selectboard member welcome: Ian Albinson. Enclosed is the letter Ian Albinson presented to the Selectboard in September when appointments to the vacant Selectboard seat were being contemplated. This is an opportunity for Ian to further introduce himself and have a general discussion as a member of the Board.

RECOMMENDATION: No action is necessary.

Item IV.2. Review of adopted Conflict of Interest policy. Consider development of a Bristol Selectboard Handbook. Enclosed is a copy of the Bristol Conflict of Interest Policy that was adopted in 2012. This is on the agenda as part of a new member orientation and as a refresher for current members.

It appears that the Bristol Selectboard does not have a written Rules of Procedure policy. As we are approaching a period of turnover on the Selectboard, I think having one would be a good idea. There are many good models and examples to work from and that can be adapted to fit the direction of the Board. Because Peter Coffey does not intend seek re-election, we know we will be welcoming another new member in March.

Related to that, we might want to think about developing a Selectboard handbook. The Vermont League of Cities and Towns put together a very useful one in 2006; it covers a wide range of topics in a general way.

Enclosed are the tables of contents from the City of Montpelier and Town of Middlebury Selectboard handbooks. Although they are tailored for a Town Manager form of administration, the concept is the same and both handbooks reflect the unique character and values of their communities. Also enclosed is an excerpted article from the Middlebury handbook "Introduction for Selectboard Members," which I think is very useful and could among the elements of a Bristol Selectboard Handbook. Other documents could include the Conflict of Interest Policy, the Town and Village merger document, the Procurement Policy, and other policies and documents we tend to refer to on a regular basis.

RECOMMENDATION: Discussion.

Item IV.3. General fund and capital budget workshop: Recreation Department and (tentative) Public Works capital plan follow-up. Enclosed is a draft Recreation Department FY2021 budget. As currently proposed, overall expenditures are up by 7.4%, with the net supported by taxes increased by 10.1%. Meridith expects to be present to walk us through it.

At the last meeting there was discussion about the Public Works capital plan and the need to update the Town Report table, among other things. This is in the works. If not included in the packet, an updated DPW capital plan draft will be provided at or prior to the meeting.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item IV.4. Park Use request by Chabad of Middlebury: Chanukah Menorah on the Town Green, Dec. 18 – Jan. 1. Enclosed is an application to install a menorah on the Town Green near the gazebo from Dec. 18 to Jan. 1. over the Chanukah holiday. Like last year, the 3'x 6' structure would be mounted on a 2'x 2' base. A menorah lighting ceremony would occur on one of the nights of Chanukah, including refreshments.

Access to electricity is requested. According to the Public Displays and Assemblages Ordinance, a display occurring longer than three days requires Selectboard approval.

RECOMMENDATION: Approval with the condition that insurance certificate be provided with the Town of Bristol listed as an additional insured.

Item IV.5. Resolution to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Enclosed is a resolution I developed last year in response to ACEDC Director Fred Kenney's request that the Selectboard adopt a resolution to appoint (reappoint) me to the ACEDC board for one year. I got on the board initially as Therese Kirby's replacement. Let me know if anyone is interested.

RECOMMENDATION: Approval; sign the form.

Item IV.6. Errors and Omissions Report from the Bristol Listers related to the 2019 Grand List. Enclosed is a memo from the Listers with the identifying three corrections to be made to the Grand List. The net result would be an increase in 2019 Grand List by \$192,700.

RECOMMENDATION: Approval.

Item IV.7. Approval of the December 2, 2019 meeting minutes. Review of the draft minutes is in progress. If not included in the packet, they will be provided and posted online prior to the meeting.

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

V. OTHER BUSINESS.

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

- E-mails from GMP, 12/11/2019, re continued concerns about the utility pole at Monkton Road and Burpee Road and recommendation for illuminated STOP sign.
- Letter from GMP, 12/6/2019, re they have partnered with Efficiency Vermont to replace the leased street lights with LED.
- Letter from Lincoln Selectboard to VTrans, 12/9/2019, requesting review of the Route 116/Lincoln Road intersection in response to safety concerns.
- Revolving Loan Fund status report through 11/30/2019.

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).

Emergency Watershed Program Flood Damage Assessments

Michel (Mike) Lapointe from the NRCS Emergency Watershed Program, Andrew L'Roe from the ACRPC, and I went on site visits last week to check out several properties along the New

Haven River and Lewis Creek that reported flood damage. Mike will be preparing a report of his findings in the coming weeks. At least one of the properties is not likely to be eligible for the EWP funds for one reason or another, but I was reminded that the Vermont Disaster Recovery Fund (<https://www.vdrf.org/>) could be a resource.

One property, 455 Ireland Road, sustained significant damage and is undeniably eligible for a 75% grant through this program. More information about this is likely to be on the next agenda item to determine next steps.

Better Roads Grant Application Submitted

We met today's deadline to submit an application to the VTrans Better Roads Program to enlarge and relocate the inlet on Mountain Street in an effort to capture more of the stormwater coming off the hill and reducing, if not preventing, the impacts of future flood events in that neighborhood. The total project cost is estimated at \$37,290. If funded, we could receive up to \$29,830 in grant funds, matched by 7,460 in Town funds or in-kind services. Many thanks to Eric for tracking down all the budget estimates. We should hear by late winter (February-March), if not sooner, whether the grant will be awarded.

Stoney Hill Business Park Infrastructure Project

The Stoney Hill Business Park Infrastructure project Request for Qualifications (RFQ) is near to being finalized and is expected to be published on Monday, Dec. 16, with responses due in late January. A review committee of me, Eric Cota, as Selectboard member, and Kevin Harper is proposed to review the responses. The concept is to rank the response by the most qualified and then negotiate a scope of work and budget with the top pick. If agreement cannot be reached, we would move the next-ranked consultant, and so on. This process is required by the Northern Border Regional Commission and we cannot enter into any contracts until a Notice to Proceed has been issued by the NBRC.

The one last thing I need to submit to the NRBC in order for them to issue the Notice to Proceed is documentation of where the match is coming from. I've drafted a form of agreement that lays out the parameters and commitments of this public-private partnership and it is in the process of being reviewed by Kevin Brown. Kevin Harper is OK with what I drafted.

We are also in the process of wrapping up the finishing touches on the final \$80,000/\$6,100 transaction related to the sale/purchase of Stoney Hill. Kevin Brown and Kevin Brennan are sorting out a provision to include in the final statement regarding what would happen if Stoney Hill does not actually, for whatever reason, construct the infrastructure that the Town will have basically paid \$80,000 for.

General Updates

- VTUMS completed the ISO flow tests this week and Brett sent the results off to the ISO office in New Jersey for review.
- The Public Works site and needs analysis is also near to being finalized and is expected to be published next week.
- The West and East Street drainage work is essentially complete. Masterson will return in the spring to seed and mulch the disturbed areas.

- The auditors have completed a draft of the FY2019 audit, which we should be seeing soon.

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 16

Monday: 2:00pm – VOREC grant application meeting at Holley Hall
6:00pm – Selectboard.
Tuesday: In by 12:00noon.
Wednesday: 4:30pm – Fire Dept. budget meeting
Thursday: 7:30am – ACEDC Board meeting in Middlebury

Week of December 23

Monday: Out of the office.
Tuesday: Out of the office.
Town Office will close at 12:00noon.
Wednesday: Holiday.

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., 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.
- [Bristol CORE](#): Tues., Jan 7, 11:00am, at Holley Hall.
- [Conservation Commission](#): Thurs., Jan. 16, 6:00pm, at Holley Hall.

Upcoming Agenda Items

- Continued budget and capital improvement plan review: Fire, Police, general fund, insurance and benefits, etc.
- Town Meeting and warning preparations.
- 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