

Bristol Town Administrator's Report

March 15, 2020

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, March 16, 2020 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. ANNUAL SELECTBOARD ORGANIZATIONAL MATTERS

Item II.1. Elect the Chair. The Selectboard adopted a policy at some point that the role of Chair would rotate annually. The position is typically up for election after Town Meeting in March. Recent Chairpersons: Joel Bouvier (2019-2020), Peter Coffey (2018-2019), Peeker Heffernan (2017-2018), Michelle Perlee (2016-2017), Brian Fox (2015-2016), Joel Bouvier (2014-2015), Sharon Compagna (2013-2014).

Item II.2. Elect a Vice-Chair. The position of a Vice-Chair was established two years ago and Michelle Perlee was elected to it last year.

Item II.3. Designate a regular meeting schedule, subject to occasional modification. The Selectboard's regular schedule has been every other Monday for many, many years. With rare exception, the schedule landed on almost every Monday holiday. The addition of occasional special meetings can cause confusion about where in the sequence the next regular meeting falls. Meetings on holidays may be also be a barrier to the public for being able to attend.

RECOMMENDATION: Designate the second and fourth Monday of each month as a regular meeting schedule. This would result in four months of the year where there is an extra Monday, typically March, May or June, August, and November. That extra space could be used accommodate special meetings if needed, a window for catching up on backlogs, or time for folks to take vacations. If approved, I recommend it take effect at the April 13, 2020 meeting. I recommend that how to reschedule meetings landing on the Memorial Day holiday be dealt with on a case-by-case basis.

Item II.4. Consider whether to resume 7:00pm meeting start time. The Selectboard changed its regular meeting time from 7:00pm to 6:00pm last November with the expectation the start time would go back to 7:00pm after Daylight Saving Time.

RECOMMENDATION: Discussion. Decide whether continue with the DST adjustments or maintain a consistent start time year-round.

Item II.5. Designate *The Addison Independent* as the Newspaper of Record. There are other publications. This is an opportunity to affirm (or not) the use of this publication for official notices.

RECOMMENDATION: Designate *The Addison Independent* as the Newspaper of Record.

Item II.6. Designate official posting locations for the Town. 1 VSA 312 (d)(1)(B) requires that agendas for meetings of a municipal public body must "be posted in or near the municipal office and in at least two other designated public places in the municipality." The locations are currently the Town Office, Lawrence Memorial Library, and Shaw's. This is an opportunity to consider if other or additional locations should be considered.

RECOMMENDATION: Designate the Town Office, Lawrence Memorial Library, and Shaw's as official posting locations for Town notices.

Item II.7. Authorize Treasurer's Office to process weekly payroll, with the Selectboard approving warrants every other week. I do not believe this needs to be voted on every year, but is included here because it has traditionally been acted on this way over prior years. The authorization for the Treasurer to issue weekly payroll is typically a standing authorization until changed or revoked. And the Selectboard processes warrants at each regular meeting, which is part of its statutory duties and does not require any other authorization beyond that of agenda item V.8.

Item II.8. Consider adoption of Selectboard Rules of Procedure. Enclosed is a draft Rules of Procedure document. It is modeled after those from other communities and the Vermont League of Cities and Towns model. If approved, it would be good practice to review and update/amend as necessary each year at the organizational meeting. As currently drafted, it reflects the recommendation of Item II.3 and codifies the start time in Item II.4.

RECOMMENDATION: Determine if additional information is needed. Approval with or without adjustments. I would change Section IV so that it only needs to be acknowledged each year and readopted only if amended.

Item II.9. Review Conflict of Interest Policy. The enclosed Conflict of Interest Policy was adopted in April 2012. As with the Rules of Procedure, it would be good practice to

review, update/amend as necessary, and acknowledge the policy at the organizational meeting. No changes are currently proposed.

RECOMMENDATION: Determine if additional information is needed. Since they are already adopted, re-adoption is not necessary.

Item II.10. Designate Selectboard liaisons to Town departments. Two years ago the Selectboard reinstated its liaison initiative, where Selectboard members serve as liaisons to

specific departments as a resource, to gain insights of the department operations, and to share information about activities, issues, concerns, or other matters of interest with the rest of the board. The table at right reflects the current allocations. Notice that there is currently not one for the Town Office (Clerk & Treasurer).

Department	Liaison
Fire	Ian Albinson
Lister	Joel Bouvier
Planning & Zoning	Michelle Perlee
Police	Ian Albinson
Public Works	Peeker Heffernan
Recreation	(Peter Coffey)
Town Office	
Water and Sewer	Joel Bouvier

RECOMMENDATION: Determine if additional information is needed. Affirm or adjust allocations. Select a liaison for the Town Clerk and Treasurer operations.

III. 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.

IV. CONSENT AGENDA

Item IV.1. Gran Fondo request to use Route 116/17 through Bristol for Sat., June 27, 2020 bicycling event. Enclosed is a request to use Route 116/17 Saturday, June 27, 2020 for approximately 600 bicyclists to ride through town over an 8-hour timeframe as part of the annual Gran Fondo event. A March 1, 2020 overview letter from Todd Warnock outlines measures for public safety and emergency response. A certificate of insurance will be provided with the Town listed as an additional insured. The start time is proposed to be changed from 7:00am to 6:00am. I did put him in touch with the VTrans public communications consultant regarding potential issues with the paving project and the condition of the road at that time.

RECOMMENDATION: Approval.

Item IV.2. Park Use and Public Assembly Request: Fourth of July Committee, July 3 & 4, 2020. Enclosed is a park use application for the 2020 Fourth of July festivities.

RECOMMENDATION: Approval.

Item IV.3. Green Mountain Engineering contract: Annual Wastewater System Inspection per Indirect Discharge Permit #ID-9-0208-1. This is an annual contract for services required by Section D2(A) of Indirect Discharge Permit #ID-9-0208-1

RECOMMENDATION: Approval.

Item IV.4. Green Mountain Engineering contract: Annual Fire Station Inspection per Discharge Permit #7468-9015-T. The stormwater discharge permit for the Bristol Fire Station requires an annual inspection and report of the stormwater collection, treatment, and control system to ensure it continues to be properly operated. The inspection must be conducted by June 15th of each year and the report must be submitted to the Secretary of ANR by July 15th of each year.

In addition, the Town must submit every three years to the Department a written statement signed by a designer that the stormwater collection, treatment, and control system are properly operating and maintained. The first re-statement of compliance was provided by July 15, 2018; the next would be due by July 2021.

Green Mountain Engineering, the system's designer, has offered to provide the service this year for the nominal fee of \$1.00.

RECOMMENDATION: Approval.

Item IV.5. Certification of Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Enclosed is the annual certification to attest that the Town of Bristol is in compliance with the Codes and Standards that were adopted on July 22, 2019. This is required for eligibility for various VTrans grant programs.

RECOMMENDATION: Approval.

V. REGULAR BUSINESS

Item V.1. Conservation Commission candidate interview: Jeff Lunstead. Enclosed is a volunteer application from Jeffrey Lunstead, who expressed interest in both the Conservation Commission and the Planning Commission. He recently attended meetings of both boards. Jeff is planning to be present to answer any questions. There are currently three vacant seats on the Conservation Commission and two on the Planning Commission. After the agenda was set and published, I learned he is leaning toward the PC.

RECOMMENDATION: The Selectboard may wish to deliberate in Executive Session regarding personnel matters.

Item V.2. Continued consideration of the Green Lantern Solar net metering proposal for Town properties. Enclosed are the documents from the February 17 meeting at which Ralph Meima was present to explain the proposal and answer questions.

RECOMMENDATION: Determine if additional information is necessary.

Item V.3. Consider dump truck and equipment bid results and authorization to proceed with purchase. Enclosed are the RFPs that were published for both a new truck (body and chassis) and the related equipment. The following sealed bids were received for the 11:00am the opening this morning:

Vendor	Base Bid	Trade-In (included in base bid)
EQUIPMENT		
Tenco	\$69,672	\$0
H.P. Fairfield	\$73,304	\$0
Viking	\$67,850	\$0
TRUCK		
Clark's – Option 1	\$73,683	\$15,000
Clark's – Option 2	\$89,093	\$15,000
Clark's – Option 3	\$145,589	\$15,000
J & B International	\$95,066	
Charlebois Freightliner	\$80,310	\$22,000

The information above does not reflect the particulars of each bid and things that may or may not be included or deviated from the specs. DPW Foreman Eric Cota will be taking time to review the bids more closely and expects to be present at the meeting to discuss the particulars and present a recommendation.

RECOMMENDATION: Determine if additional information is needed.
Authorization to proceed.

Item V.4. Discussion of Coronavirus COVID-19 preparations, response, and potential impacts to department operations. There is an increasing amount of information and alarm developing about best approaches to manage the spread of the coronavirus. As the number of confirmed COVID-19 cases become closer to home, the risks and likelihood of other nearby exposures increases. What is the Town of Bristol doing to prepare? Currently:

- Monitoring the situation in and around Vermont.
- Frequent communications from the State Emergency Operation Center (SEOC), Vermont Emergency Management (VEM), Vermont Health Department (DOH), and other state agencies.
- The annual process for updating Bristol's Emergency Management Plan has begun and will include a new Continuity of Operations plan that identifies essential functions, lays out the succession of individuals and delegations of

authority in the event front line, next-in-line, etc. staff or officials are not available to perform their duties.

- The colorful hygiene poster has been posted and distributed at the Town Office and we are practicing and promoting the recommended protocols:
 - Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Stay home when sick.
 - Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
 - Clean and disinfect frequently touched objects and surfaces.
- Emergency services personnel have been provided with updated protocols.
- A new page has been posted on Bristol's Web site with information for citizens about the coronavirus: <http://bristolvt.org/coronavirus-disease-2019-covid-19/>. It will be updated as needed.
- No change in Town Office hours or services are currently planned, although that may change.
- Employees and patrons to the Town Office are advised to maintain safe distances to minimize potential exposure.

What other municipalities and agencies are doing is also being monitored. Enclosed are examples of what some other municipalities and organizations have done to date. Many have also posted information on their Web sites.

The Town Health Officer and Deputy EMD are being consulted for additional guidance. There is little doubt the situation will have changed and more information will be available by Monday's meeting.

RECOMMENDATION: This is an opportunity to discuss what additional steps the Town of Bristol could and should be making going forward. Determine what, if any, additional information is needed and next steps.

Item V.5. Appointment or reappointment of Town officers. May include deliberation in Executive Session to discuss appointments. Enclosed is a table listing all (I hope) the Town officer positions whose terms are up this year with indications whether folks are interested in being reappointed. Outreach to the prospective reappointees only went out earlier this week, so it is not a surprise there are still a few we have not heard back from. It is likely we will have more responses by Monday's meeting.

RECOMMENDATION: Reappoint those who expressed interest; advertise the remaining positions. Possible deliberation in Executive Session.

Item V.6. Consider approval of Public Access easement for the Fuller property via the Saunders property. Enclose is a proposed easement prepared by the Vermont Rivers

Conservancy Attorney to assure that public access to the Fuller parcel is provided through the Saunders parcel and NOT anywhere from Route 116.

RECOMMENDATION: Approval.

Item V.7. Approval of the February 17 and March 2, 2020 meeting minutes. Review of the draft February 17 and March 2, 2020 minutes is still in process. The original draft minutes are available and posted on-line. If not e-mailed and posted prior to Monday's meeting, they should be available by the next meeting.

V. OTHER BUSINESS.

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

- E-mail from the Addison County Chamber of Commerce, 03/13/2020, re support for local businesses.
- Letter from GMP, 03/11/2020, utility work on Rocky Dale Road.
- Copy of Robert Bernstein's notes from Town Meeting.
- Budget status report through 02/29/2020.
- Revolving Loan status report through 02/29/2020.
- Bristol CORE meeting draft minutes, 02/04/2020.
- Notices for Town Health Officer trainings.
- Notice from VLCT re trainings.

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding contract negotiations per 1 V.S.A. §313(a)(1)(A) - *tentative*, labor relations agreements per 1 V.S.A. §313(a)(1)(B), pending litigation per 1 V.S.A. 313(a)(1)(E) - *tentative*, and personnel matters per 1 V.S.A. §313(a)(3) - *tentative*.

Public Works Site, Facility, and Needs Analysis

Five responses to the request for proposals were received by the Feb. 5 deadline. The review committee met this week and narrowed the candidates to two. We plan to follow up with them this coming week with questions and expect to have a recommendation for the March 30 meeting.

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 March 16

Monday: 10:00am – Phone conference, legal matters.
6:00pm – Selectboard.
Tuesday: In around 12:00noon.
Thursday: 7:30am – ACEDC Board meeting, Middlebury.
10:00 – Coffee and Conversation, Bristol Federated Church.

Week of March 23

Monday: 10:00am – FEMA 4474DR-VT scoping meeting.

Friday: Out of the office in the morning.

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., Mar. 16, 6:00pm at Holley Hall.
- [Planning Commission](#): Tues., Mar. 17, 7:00pm, at Holley Hall.
- [Selectboard](#): Mon., Mar. 30, 7:00pm at Holley Hall.
- Bristol CORE: Tues., Apr. 7, 8:30am, Bristol Co-Working Space.
- [Conservation Commission](#): Thurs., April 9, 6:00pm, at Holley Hall.
- [Selectboard](#): Mon., Apr. 13, 7:00pm at Holley Hall.

Upcoming Agenda Items

- Selectboard calendar, goals, priorities.
- Local Emergency Management Plan update.
- Continuity of Operations Plan (COOP).
- New contracts for updated phone system.
- Selection of Public Works Site and Needs Analysis consultant(s).
- Selection of Stoney Hill infrastructure project engineering firm.
- Continued appointment and reappointment of Town Officials.
- Appointment of members to a new Emerald Ash Borer Strategic Plan Committee.
- 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).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator