

# **Bristol Town Administrator's Report**

**March 30, 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](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, March 30, 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 the following adjustments to the agenda:

- Agenda item III.4 needed more time to prepare for and should be postponed.
- Agenda items III.5 and III.6 were added after the agenda was physically posted.
- Agenda item VI.4 needed more time to prepare for and should be postponed.

**II. EXECUTIVE SESSION** - labor relations agreements per 1 V.S.A. §313(a)(1)(B) - *tentative*, pending litigation per 1 V.S.A. 313(a)(1)(E), and personnel matters per 1 V.S.A. §313(a)(3).

### **III. OPEN SESSION**

This meeting will be conducted through the Zoom remote meeting on-line platform. See the connection information below. If you intend to join the Zoom meeting and have never used Zoom before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur. This is going to be a new journey for many, if not most of us, and there may be some bumps along the way.

PHYSICAL LOCATION: A bill was passed late last week and awaiting the Governor's signature no longer requiring that a physical location be provided for an Open Meeting. Consequently, Holley Hall will NOT be open to the public.

CALL-IN: People without a computer or other device can call in from the number below and enter the meeting ID from the phone keypad.

**START TIME:** Although the published meeting starts at 6:00pm, that first hour will be dedicated to Executive Session matters (personnel and pending litigation) and will not open to the public. The open session is expected to begin at 7:00pm.

**ZOOM MEETING:** This will be the very first Bristol Selectboard meeting to be conducted through Zoom, so there may be some moments along the way where a technical glitch arises or something else does not go as planned.

**Topic:** Town of Bristol's Zoom Meeting

**Time:** Mar 30, 2020 07:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://zoom.us/j/804799783?pwd=NWQveXU0WWJkdFIWN3JtblhGVUJnUT09>

**Meeting ID:** 804 799 783

**Password:** 003224

**One tap mobile**

+16465588656,,804799783# US (New York)

+13126266799,,804799783# US (Chicago)

**Dial by your location**

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 253 215 8782 US

**Meeting ID:** 804 799 783

**Find your local number:** <https://zoom.us/u/aNBxa1Jb6>

#### **IV. 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.

#### **V. CONSENT AGENDA**

**Item V.1.** Approve the VTrans Annual Financial Plan. Annual Highway Dept. financial plans are required by state statute and are also a VTrans grant application requirement. They are intended to be a planning tool and are not binding. They also provide evidence that the Town is spending at least \$300 per mile of taxpayer dollars on Class 1, 2, and 3 roads. Based on the FY2021 approved DPW budget and 36.5 miles of Class 1, 2, and 3 roads, \$19,655 in taxpayer dollars are proposed to be spent per mile for Bristol's highways.

**RECOMMENDATION:** Approval.

Item V.2. Renewal of the Addison County Humane Society Homeward Bound contract. On-line is the annual renewal for Option 2 of the Homeward Bound contract, which is a flat rate of \$600 per year and no additional charges per stray dog brought there.

RECOMMENDATION: Approval.

Item V.3. Reappointment of Town officers who expressed interest to the respective boards. On-line is a table listing the Town officer positions whose terms are up this year with indications whether folks are interested in being reappointed. There are some we have not yet heard back from.

RECOMMENDATION: Reappoint the following people to the following seats and advertise the vacancies:

POSITION	TERM	NAME
Conservation Commission	4 yrs	David Rosen
Conservation Commission	4 yrs	Kristen Underwood
Design Rev. Commission	3 yrs	Ian Albinson
Design Rev. Commission	3 yrs	Ron LaRose
Planning Commission	3 yrs	Kevin Hanson
Revolving Loan Fund	3 yrs	Fred Baser
Addison Co. RPC Delegate	1 yr	Peter Grant
Addison Co. Transit Res.	1 yr	Naomi Drummond
Collector of Delinquent Taxes	1 yr	Jen Myers
Dog Officer	1 yr	Cale Pelland
Equipment Committee	1 yr	John "Peeker" Heffernan
Equipment Committee	1 yr	Alan Clark
Equipment Committee	1 yr	Ken Johnson
Equipment Committee	1 yr	Road Foreman (Ex Officio)
Equipment Committee	1 yr	Town Admin (Ex Officio)
Emergency Management Deputy	1 yr	Peter Coffey
Emergency Management Director	1 yr	Valerie Capels
Fence Viewer	1 yr	Joel Bouvier
Fence Viewer	1 yr	David Sharpe
Green Up Day Coordinator	1 yr	Carolyn Dash
Health Officer	3 yrs	Diane Cushman
Pound Keeper	1 yr	Cale Pelland
Tree Warden	1 yr	John Swepston

Item V.4. New WCVT phone system contracts for Town Office, Fire Station, Police Station - tentative. More time was needed to prepare for this item.

RECOMMENDATION: Postpone.

Item V.5\*. Hub Youth Center Grant authorization request: New England Grassroots Environmental Fund. Enclosed is a retroactive grant authorization request from the Hub for \$1,000 to provide micro-grants in the form of Bristol Bucks to families in need. No match is required. The application was due and submitted by 03/19/2020—and it has already been awarded!

RECOMMENDATION: Approval.

Item V.6\*. Fire Department Grant authorization request: Assistance to Firefighters Grant. Enclosed is another retroactive grant authorization request, this one from the Fire Department for an Assistance to Firefighters Grant the for \$161,427 to purchase 17 SCBA units, 25 replacement facepieces, 18 replacement air cylinders, and other equipment. A 5% match (\$8,071) is required, which is proposed to come from the capital equipment funds earmarked for SCBA replacement FY20/21. The application was due on 03/20/2020.

RECOMMENDATION: Approval.

## **VI. REGULAR BUSINESS**

Item VI.1. Acorn Energy Solar 3: presentation from Acorn Energy Co-op and Aegis Renewable Energy for consideration of a non-binding Option to Lease the Bristol landfill site for development of commercial solar array. On-line is a presentation from Acorn Energy Co-op about a proposal to lease Bristol's landfill site for the development of commercial solar array. Representatives from Acorn, Aegis Renewable Energy, and the Bristol Energy Committee will be on the Zoom meeting and will walk us through the proposal.

RECOMMENDATION: Determine if additional information is needed and next steps, if any.

Item VI.2. Revolving Loan Fund: consider emergency order adjusting loan terms for borrowers. We have received requests from two borrowers (so far) for some form of loan payment abatement through this pandemic lockdown. Bristol's Revolving Loan Fund guidelines do not address this type of situation. RLF Chair Fred Baser is of the opinion the Selectboard can take this matter up without the RLF Committee's involvement. His recommendation is to suspend all loan payments until the official stay home order is lifted by the Governor and then one month after that, interest-only payments for three months. It would be across the board among all borrowers and the term of each loan would be extended by the suspension length of time.

An excerpt from a 03/26/2020 e-mail thread with Fred Baser: "The select board could create an emergency loan order in recognition of the unusual financial conditions created by the corona virus. The same emergency condition would apply to every borrower. One document which goes in each borrower's file should do it.

My thought recognized Jen's acknowledgement of zero income for most borrowers. They owe nothing until one month after Gov. Scott lifts the stay at home condition. This could be July 1st but it could be sooner or later. Until Scott lifts the stay at home order the economy will be handcuffed. My thought on paying interest only for a while after the order is lifted is to allow for everyone's business to get going a bit. There is likely to be financial pressures on some of these folks that we cannot realize. No matter what course the board takes offering some kind of relief for these borrowers is prudent."

RECOMMENDATION: Determine if additional information is needed. If there is agreement, a vote should spell out the specific terms of the emergency loan order.

Item VI.3. Discussion of Coronavirus COVID-19 preparations, response, and potential impacts to department operations. This is on the agenda for an opportunity to check in on the current situation, impacts on department operations, and measures going forward.

At the previous meeting, a motion was made to close all Town buildings to the public until April 6 or until further notice; have employees work from home if they can; pay employees their regular wages; public meetings are to be canceled or held through remote platforms in conformance with the Open Meeting Law; and that and Public Works, Fire Department, and Police Department personnel will use extreme caution. Although there was consensus at the meeting, a formal vote was not taken regarding the extension of the dog license and property tax due dates.

RECOMMENDATION: Make a formal motion to extend the property tax payment and dog license due dates to May 5 without penalty. Determine what, if any, additional information is needed and next steps.

Item VI.4. Review and adopt the updated Bristol Emergency Operations Plan. A copy of the updated Bristol Local Emergency Operations Plan has been distributed by e-mail among various stakeholders for review and comment. It is not intended to be posted on-line because it contains a fair amount of personal contact information.

Annual update and adoption of a Local Emergency Management Plan is one of the basic requirements for receiving post-disaster funding from the state. Because the adoption form requires a signature from a Selectboard member and an individual that has ICS402 or ICS100/IS-100 training, Pecker and Joel are listed as signers.

RECOMMENDATION: Determine if additional information is needed. Vote to approve the Bristol Local Emergency Management Plan.

Item VI.5. Review and discussion of a new Continuity of Operations Plan. There will be little to discuss about this at this point. Vermont Emergency Management has developed a template to use, but more time and technical assistance from the Addison County Regional Planning Commission will be needed.

RECOMMENDATION: Continue the discussion and review to a later date.

Item VI.6. Review Selectboard schedule, goals, and priorities for 2020 – 2021 - tentative. This will need to be continued to the next meeting.

RECOMMENDATION: Postpone discussion.

Item V.7. Approval of the February 17, March 2, and March 16, 2020 meeting minutes. Review of the draft February 17, March 2, and March 16, 2020 minutes is still in process. The original draft minutes are available and posted on-line.

## **V. OTHER BUSINESS.**

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

- Latest information about the VTrans-Bristol paving project.

## **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), and personnel matters per 1 V.S.A. §313(a)(3).

### **COVID-19 and Remote Working**

This time has certainly has been a challenge for all of the Town's staff, Town officials, and Bristol residents and business owners. I want to thank Sharon and Jen for being at the Town Office each day keeping things moving and also all the other departments for their efforts to keep things moving. Thank you, too, to Ian and Taylor for their efforts to coordinate community resources and help keep the public informed.

The Town of Bristol established a monthly Zoom account that can be used by various boards and committees. There is one administrative account that would be used to schedule meetings. Boards and committees should work through Sharon to schedule the date and time and she will generate the meeting invite. Only one meeting can be held at a time, which should not be problem. The invite would then be forwarded to whoever is expected to be part of the meeting. The host of the meeting would sign in with the Town's credentials and run the meeting.

### **Stoney Hill Business Park NBRC Grant**

I am delighted to report we received the long-awaited **Notice to Proceed** on Tuesday, March 24! Thanks to the Selectboard's vote on March 16, we were able to proceed with negotiations with the higher-ranked respondent.

### **Public Works Site, Facility, and Needs Analysis**

As noted previously, the review committee met earlier this month and narrowed the candidates to two. Under the present circumstances, we have not had a chance to follow up with them with questions and come up with a recommendation.

### **Schedule**

WELL! This is different. I will be working from home most days and do plan to come in at least once each week.

#### Week of March 30

Monday: 6:00pm –Selectboard.

Tuesday: 10:00am – Dept. Heads Zoom meeting.

3:30pm – Stoney Hill Sidewalk Scoping Study Zoom meeting.

Friday: 2:00pm - COVID-19 Call with local EMDs, RPCs, and municipal officials.

#### Week of April 6

Monday: 10:00am – Dept. Heads Zoom meeting (*not confirmed*).

Friday: 2:00pm - COVID-19 Call with local EMDs, RPCs, and municipal officials.

### **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. 30, 7:00pm via Zoom.
- Bristol CORE: Tues., Apr. 7, 8:30am, via Zoom?
- [Conservation Commission](#): Thurs., April 9, 6:00pm, via Zoom?
- [Selectboard](#): Mon., Apr. 13, 7:00pm via Zoom.
- [Selectboard](#): Mon., Apr. 27, 7:00pm via Zoom.
- [Planning Commission](#): Tues., Apr. 21, 7:00pm, via Zoom.

### **Upcoming Agenda Items**

- Selectboard calendar, goals, priorities.
- 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.
- Town Plan and Unified Development Ordinance.
- 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