

# Bristol Town Administrator's Report

## April 13, 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, April 13, 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:

- Add Police Officer candidate interview in Executive Session
- Add consideration of use of fire hydrant for VTrans paving project dust control.

REMOTE MEETING: 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.

PHYSICAL LOCATION: 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.

TO JOIN THE ZOOM MEEING:

<https://zoom.us/j/641378768?pwd=S25zRVpzK3g2QnMzR3grMkU0OGw4UT09>

Meeting ID: 641 378 768

Password: 024935

One tap mobile

+13126266799,,641378768#,,#024935# US (Chicago)

+16465588656,,641378768#,,#024935# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 641 378 768

Password: 024935

Find your local number: <https://zoom.us/j/641378768>

## **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. REGULAR BUSINESS**

### Item III.1. Acorn Solar Project (500 kW) on Bristol Landfill Memorandum of Understanding.

On-line are various documents associated with this proposal: a proposed Memorandum of Understanding, MOU definitions, and site plan for the proposed project. Concerns have been raised about the pace the proposal, processes for public input, and other information that may be needed.

RECOMMENDATION: Determine if additional information is needed and next steps. The Selectboard may wish to deliberate in Executive Session under contract negotiations.

### Item III.2. Appointment of Town Clerk. On-line is the appointment form for the Town Clerk.

RECOMMENDATION: Appointment of Sharon Lucia as Town Clerk in accordance with the terms previously discussed and for a term of one year. Sharon would then appoint Jen as Assistant Town Clerk and file the appropriate forms with the State. Arrangements will need to be made for Selectboard members to go by the Town Office to sign the document.

### Item III.3. Appointment of Town Treasurer. On-line is the appointment form for the Town Treasurer.

RECOMMENDATION: Appointment of Jen Myers as Town Treasurer in accordance with the terms previously discussed and for a term of one year. Jen would then appoint Sharon as Assistant Town Clerk and file the appropriate forms with the State. Arrangements will need to be made for Selectboard members to go by the Town Office to sign the document.

### Item III.4. 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 special meeting on April 6, a motion was made following Executive Session for the DPW employees to return to the stay at home order until further notice at to explore what can be done from home. Since then, questions were raised whether there were any limited activities the employees could do while practicing all of the appropriate protective protocols. On-line is a compilation of results from a MUNINET survey to see how other municipalities are managing their DPW/Highway departments. Some are active and following protective protocols; others are on limited or emergency duties only.

Late in the day today we received the following updated guidance through the Agency of Commerce and Community Development:

“Road crews should only be doing repairs to roadway infrastructure necessary to ensure the imminent safety of motorists. Repairs such as big potholes, or failing culverts (i.e.) are allowed under the Executive Order. However, other normal springtime maintenance, street sweeping, litter pick, ditching, etc. are not allowed under the Executive Order. All town highway crews must maintain proper social distancing measures and follow VDH and CDC guidance on COVID-19 at all times. All other local town highway operations must wait until the State of Emergency has been lifted.”

Recreation Department activities have also been severely impacted by the stay at home orders. Listers have reduced their activities at the office. With some exceptions, most of us are able to carry out many of our activities from home.

Eric and Meridith will be Zooming in and will be available for discussion.

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

Item III.5. Review Selectboard schedule, goals, and priorities for 2020 – 2021. On-line is a preliminary schedule for the 2020-2021 year ahead. Its purpose is to help people plan their schedules and provide an overview of matters likely to be on the Selectboard's docket over the coming year. This reflects the new shift to meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays and notes those months where a 5<sup>th</sup> Monday comes in. It is also an opportunity for the Selectboard to consider its goals for the year ahead, set priorities, and identify target dates for matters to be taken up. Of course, other matters tend to emerge that throw those plans off, but it is still useful to have goals.

Included with the calendar are lists of completed projects, current projects, and pending projects. The line between current and pending projects can be fuzzy. Is anything missing that should be included?

RECOMMENDATION: Discussion. Continue to one or more subsequent meetings for further consideration.

Item III.6. Establishment of Horse Ring Committee. On-line is a proposal through the Recreation Department to re-establish the Horse Ring Committee. (This was intended to be on the March 30 agenda, but some technical snafu apparently prevented the proposal from being received until after the meeting.)

The purpose of the Committee is to repair, restore, and stain white fence and establish programming for use of the Horse Ring on Liberty Street. Programming could include horse and dog agility shows, lessons, workshops, and clinics. Lynda Malzac has offered to be the point person. Porter Knight has expressed interest in serving on the Committee.

RECOMMENDATION: Establish the Committee. Determine if it will be standing committee with terms or an ad hoc committee. Solicit members. All committee meetings will need to follow the Open Meeting law.

Item III.7. 7. Approval of the February 17, March 2, March 16, March 30, and April 6, 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.

- Budget status report through 03/31/2020
- Revolving Loan Fund status report through 03/31/2020.

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

### **Schedule**

I will be working from home most days but plan to be in the office on Friday afternoons for the VEM call and to tend to things that were not easily accomplished remotely.

#### Week of April 13

Monday: 7:00pm – Selectboard.  
Tuesday: 10:00am – Dept. Heads Zoom meeting.  
Thursday: 7:30am – ACEDC Board meeting via Zoom.  
Friday: 2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.

#### Week of April 20

Tuesday: 10:00am – Dept. Heads Zoom meeting.  
Friday: 2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.

### **Main Street Sidewalk / Route 116 Paving**

J. Hutchins has asked if they could use a hydrant as a water source to control dust as part of the paving project. VTUMS said they can designate one hydrant and install a valve. Cyrus would

be the only one to open/close the hydrant, but it would allow them to operate the valve. In response to the question whether J. Hutchins should be charged for the water, VTUMS suggested that a 2" meter with valve could be installed on the hydrant behind the Fire Station.

Brandon Kipp with VTrans explained that if the contractor cannot use the municipal water, they will need to truck it in.

### **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., Apr. 13, 7:00pm via Zoom.
- [Planning Commission](#): Tues., Apr. 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Apr. 27, 7:00pm via Zoom.
- Bristol CORE: Tues., May 5, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., May 14, 6:00pm, via Zoom.

### **Upcoming Agenda Items**

- Selectboard calendar, goals, priorities.
- New contracts for updated phone system.
- Selection of Stoney Hill infrastructure project engineering firm.
- Selection of Public Works Site and Needs Analysis consultant(s).
- 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