

# Bristol Town Administrator's Report

## May 11, 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, May 11, 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."

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 MEETING:

Join Zoom Meeting

<https://zoom.us/j/95245011551?pwd=c1FyMVBkcWFDRDIKYmdnQ0xDUUncxQT09>

Phone in: 1 (646) 558-8656

Meeting ID: 835 9098 4161

Password: 015838

#### **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. Representative Caleb Elder: COVID-19 and other legislative updates. Representative Caleb Elder asked to be on the agenda to provide an update of legislative bills surrounding COVID-19. Mari Cordes has also asked to participate in the discussion.

RECOMMENDATION: Receive information. Discussion.

Item III.2. Coronavirus COVID-19 update: preparations, response, safety plan, and impacts to municipal operations. This is on the agenda for an opportunity to check in on the current situation, impacts on department operations, and measures going forward. Information will be provided at the meeting.

In accordance with the Governor's orders, departments either have already or are in the process of developing Safe Operation Plans and completing the required training. The Department heads have been designated as the "Health and Safety Officer" with authority to enforce the provisions. In the Town Office, Sharon will be Health and Safety Officer.

Regarding transition plans for re-opening, Jen and Sharon recommend keeping the Town Office closed to the public except by appointment until further notice. With the tax and dog license deadline crunch now passed, most transactions with the Town Office can be done by mail, drop box, or e-mail. Upcoming sewer and water bills are typically paid by check and can be sent by mail or left in the drop box. Appointments can be made for customers who wish to pay by cash. Meanwhile, we will be monitoring what other towns are doing.

With the exterior drop box getting more use these days, the suggestion has been made to replace it with one that would be installed on the inside of the entry door with a slot through the door.

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

Item III.3. Upcoming paving projects, water system repairs, and the Main Street sidewalk projects. This is an opportunity to discuss upcoming projects. In particular, Elm Street, Taylor Street, and Munsill Avenue are proposed to be paved. A question has been raised about whether certain water system repairs should be completed first, but the Water Dept. budget has been largely spent through this fiscal year.

Meanwhile, the VTrans paving and Main Street sidewalk and light project will have begun this week and details are evolving regarding the contractor's schedule and sequencing of the work. A public information Zoom meeting hosted by VTrans is in the process of being arranged for Thursday, May 14, 7:00pm. Connection information will be publicized when it becomes available.

Sargent Construction plans to start the Mountain Street sidewalk project in August and estimates it will take about two weeks to comp.

RECOMMENDATION: Discussion. Determine next steps.

Item III.4. Continued consideration of Acorn Solar Project (500 kW) on Bristol Landfill Lease Option. This is carried over from the previous meeting and is expected to be discussed in executive session.

RECOMMENDATION: Deliberation in executive session.

Item III.5. NRCS EWP grant application authorization: October 31 – November 1, 2019 storm damages. The table below summarizes the projects that were deemed to be eligible for funding through the USDA Natural Resources Conservation Service Emergency Watershed Program.

DSR No.	Location	Proposed Remediation	Estimated Repair Cost	NRCS Share	Sponsor Share
5038-016	23 - 27 West Street	Armor 150 feet of streambank toe and 2-foot-thick rock slope with tile drainage. Install stream barbs to redirect flow through bend.	\$498,393.00	\$373,794.75	\$124,598.25
5038-019	455 Ireland Road	Armor 140 feet of stream bank. Determination was changed from exigent to emergency in order to give landowners time to obtain their share of funds for repairs. If submitted as exigent, the project would need to be completed within 10 days of NRCS receiving funds.	\$64,875.00	\$48,656.25	\$16,218.75
5038-020	Ireland Road	Armor 65 feet of streambank. Distance to town line estimated from VCGI Parcel Maps.	\$34,350.00	\$25,762.50	\$8,587.50
<b>TOTAL</b>			<b>\$597,618.00</b>	<b>\$448,213.50</b>	<b>\$149,404.50</b>

The EWP program requires the Town to be the applicant, or Sponsor, and a 25% match is required. The Town is also responsible for managing the project(s), developing the scope of work, putting it out to bid, hiring the contractors, and processing payments. It is customary and expected that the property owner would sign a commitment to pay the 25% match and any expenses beyond the grant funding. Reimbursement for administrative expenses can be included in the grant amount.

The location of the Ireland Road eroded streambank is right near the town line and may actually be in the Town of Starksboro. The West Street property owner who initially requested assistance has since reconsidered due to the high cost of the proposed repair. The other property owners affected by the proposed repair have not yet been contacted. Currently, the only property owner interested in moving forward is 455 Ireland Road.

Submitting the grant application does not obligate the Sponsor to do the repairs. It allows NRCS time to review and process the application and generate the agreement documents. Michel Lapointe with the NRCS EWP recommends applying for all three in case one or more property owners want to reconsider and agree to provide the match funding. Once funded, specific deadlines in the fall 2020 will need to be met for project completion. The pandemic is likely to result in time extensions.

RECOMMENDATION: Approval to submit the application. It can be amended later to remove projects. Execute the authorization and signatory memo.

Item III.6. VTrans paving grant authorization request: Monkton Road. This grant authorization request is to apply to VTrans for a Class 2 paving grant for \$175,000. The application deadline has been extended to May 15.

Pike Industries provided a cost proposal of \$215,935 to pave approximately 1.3 miles of Monkton Road to the town line. This cost does not include the DPW's expenses for ditching, equipment, labor, materials, or any culverts that need to be replaced. Eric is working on those estimates now. The 20% match and expenses beyond the grant would be paid from the Paving Reserve Fund. The fund has a current balance of \$151,201. After the start of the new fiscal year in July, an additional voter-approved \$150,000 will be appropriated.

RECOMMENDATION: Approval.

Item III.7. AARP grant authorization request: Main Street benches. This request is to follow up on the VTrans Bicycle and Pedestrian Program grant application that was submitted last year for benches and bike racks on Main Street but was not funded. Because the American Association of Retired Persons' mission is to support older adults, this application would use that same information, but focused on providing benches in the downtown. Up to six benches would be proposed. Their specific location has not been determined. We may also want to consider placing one by Holley Hall and/or Howden Hall along the sidewalk. No match is required or proposed, although the application would be more competitive if one was included. The project would need to be completed by the end of the year.

RECOMMENDATION: Approval.

Item III.8. Approval of the February 17, March 2, March 16, April 13, April 23, and April 27, 2020 meeting minutes. The March 2, March 16, and April 13, 2020 minutes are completed and posted. Review of the draft February 17, April 23, and April 27, 2020 minutes is still in process. The original draft minutes are available and posted online.

## **V. OTHER BUSINESS.**

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

- Letter from Legion Commander Ron LaRose, 05/09/2020 re Memorial Day.
- E-mail from Jen Myers, 05/07/2020, re property tax revenue status.
- E-mail from VTUMS, 05/06/2020, re street sweeping.
- VLCT Weekly Legislative Reports, May 1 and May 8, 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), and personnel matters per 1 V.S.A. §313(a)(3).

### **Stoney Hill Sidewalk Scoping Study Update**

A public Zoom meeting has been scheduled for Wednesday, May 13, from 7:00pm to 8:00pm to share information about the project and get public input on the Stoney Hill Scoping Study.

Join Zoom Meeting: <https://us02web.zoom.us/j/88072779604>; Meeting ID: 880 7277 9604.

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.

1 (929) 205-6099 and enter Meeting ID: 880 7277 9604

The ACRPC developed a Web site with information about the project: <http://acrpc.org/programs-services/transportation/bikeped/bristol-ped-path/>. And a survey will be on-line at [www.bit.ly/bristolpathway](http://www.bit.ly/bristolpathway) until May 15 to get public input.

### **Emerald Ash Borer Strategic Management Plan**

Efforts began to solicit volunteers to serve on an Emerald Ash Borer Strategic Management Plan Committee just before the COVID-19 Stay Home Stay Safe order was issued. No further action has been taken since one of the very first steps after forming would be orientation and training with the iPads, which would be challenging under the circumstances.

While Elise Schadler is on maternity leave, I will be coordinating with Joanne Garton with the VT Forest Parks Department to arrange for some form of orientation for members and the public. She is working with the Richmond Conservation Commission this month on a two-part remote training pilot project and will get back to me on or soon after May 18 to let me know how it went. The training for the Collector app on smart phones or iPads will not likely happen until we are able to gather together safely.

### **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 May 11**

Monday: 7:00pm – Selectboard.

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

3:30pm – Stoney Hill Sidewalk Scoping Study Committee.

Wednesday: 7:00pm – Stoney Hill Scoping Study public outreach Zoom meeting.

Thursday: 2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.

7:00pm – VTrans paving and Main Street sidewalk and lighting public outreach Zoom meeting.

#### **Week of May 18**

Tuesday: 9:00am – ACEDC COVI-19 Recovery Team

Thursday: 7:30am – ACEDC Board meeting via Zoom.

2:00pm - COVID-19 conf. 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., May 11, 7:00pm via Zoom.
- [Conservation Commission](#): Thurs., May 14, 6:00pm, via Zoom.
- [Planning Commission](#): Tues., May 19, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., May 20, 7:00pm, via Zoom.
- [Selectboard](#): TUES., May 26, 7:00pm via Zoom.
- Bristol CORE: Tues., June 2, 8:30am, via Zoom.
- [Selectboard](#): Mon., June 8, 7:00pm via Zoom.

### **Upcoming Agenda Items**

- Water and Sewer District Annual Meeting and budget adoption.
- 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 review.
- Class 4 highways maintenance policy.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator