

Bristol Town Administrator's Report

May 26, 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.

Tuesday, May 26, 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:

<https://us02web.zoom.us/j/89408723865?pwd=OGNoSVF2WXJjMWg5ZldqL21NS09JZz09>

Meeting ID: 894 0872 3865

Password: 015729

Phone in: 1 (646) 558-8656

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. PUBLIC HEARING - Water and Sewer District Annual Meeting.

This is the annual review of operating budgets, capital budgets, and upcoming projects for Bristol's water and sewer systems. Online are a number of documents:

- Public hearing notice
- FY2019 Annual Water and Sewer District Town Report and Water Department Capital Plan.
- Proposed FY2021 Water Budget reflecting a 6.6% increase

- Proposed FY2021 Sewer Budget reflecting no increase.
- 2019-2020 Annual Sewer Inspection Report (GME)

Treasurer Jen Myers, VTUMS Water Operator Jill Marsano, and Alan Huizenga from Green Mountain Engineering will be present to discuss budget and capital matters in more detail.

RECOMMENDATION: Discussion. Determine if additional information is needed. Consider continuing the hearing to the June 24 meeting to finalize actions.

IV. REGULAR BUSINESS

Item IV.1. Fourth of July celebration status update. Ted Lylis will be joining the meeting to provide an update on the Fourth of July Committee's deliberations.

RECOMMENDATION: Receive information. Discussion.

Item IV.2. Village paving and Main Street sidewalk projects update. Work on light pole foundations and conduit will continue on the south sidewalk and curb removal and resetting on the north sidewalk will take place all week.

Tuesday (5/26) and Wednesday (5/27) crews are expecting to run conduit across the road for the electrical work. One lane alternating traffic pattern will be in effect.

Thursday: Crews are scheduled to mill the downtown portion of the project. Parking will be restricted for the entire day. Downtown milling should take one full day. The milling will begin approximately 500 feet east of the Bank of Middlebury and extend west just to the other side of the Town Green. Parking within this area will be closed off during milling. Natalie Boyle reported that parking on both sides of the street will be closed for some period of time. Hutchins will try to get parking areas swept, cleaned up, and opened back up as soon as they can. A map is in the process of being developed to illustrate the milling limits and where alternative parking may be available.

Friday: Once the downtown portion has been completed, the contractor will begin milling from the downtown limit and proceed on West Street toward the high school.

Looking ahead: When all west-end milling has been completed, the contractor will begin milling from eastern side of the downtown limits and progress toward Prayer Rock.

Construction light towers will continue to remain in use each night in order to provide adequate lighting while streetlights are being replaced. Chris Lavalette (VTrans) reported that J. Hutchins was able to find someone locally who to turn the lights on at dusk and off in the morning.

The National Bank of Middlebury has arranged to include replacement of a section of their sidewalk in front of the bank through this project at their expense.

RECOMMENDATION: Receive information. Discussion.

Item IV.3. 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.

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

Item IV.4. Request from resident at 9 Elm Street for street light removal. Online is a letter from Sarah Heusner and Craig Maravich requesting that the street light across from 9 Elm Street be removed. In addition to the brightness it casts into their home, the gardens they planted contain species that require evening darkness. They reported that Green Mountain Power was unable to reduce the angle or intensity of the light and that removal would be the only option.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.5. Request from George Vince to pay half the repair cost for boundary fence. Online is a written request from Holley Hall neighbor George Vince asking that the Town pay for half the cost of repair of the fence along the South Street property line. He said the damage this time was caused by snow coming off the Holley Hall roof and received a quote for \$500 to reinstall the posts that are broken and replace the broken portions of the fence.

RECOMMENDATION: Approve paying \$250 toward the repair of the fence from the Holley Hall maintenance budget.

Item IV.6. Addison County Regional Planning Commission contract amendment proposal for continued work on a Unified Development Ordinance. Last year, the Town contracted with Adam Lougee of the Addison County Regional Planning Commission to develop subdivision regulations. The contract amount then was for \$5,000 and included a provision that additional funds were expected to be needed to complete the process through adoption. Online is a request/proposal for a contract amendment to cover the approximately \$5,886 expenses already incurred since January and to continue to assist through the review and adoption process. The total amendment request is for up to \$8,000 (including the \$5,886). The current \$6,000 budgeted for Planning Services is already overspent by almost \$800 and \$5,000 is budgeted for FY2021. While that line item would be overspent, the overall Planning and Zoning budget will be in good shape and under budget. Treasurer Jen Myers and Zoning Administrator Kris Perlee support the proposed amendment.

RECOMMENDATION: Approval of the contract amendment for up to \$8,000.

Item IV.7. Vacation carryover requests. The Selectboard has been provided with the leave balances of each employee as we approach the end of the fiscal year. The personnel policy says employees are allowed to keep 120 hours of sick time, 80 hours of vacation time, all hours of personal time, and 60 hours of comp time. Anything above the 120 hours of sick time will be exchanged at the rate of 16 hours of sick leave for 8 hours of vacation leave (or 2 hours of extra sick time becomes 1 hour of vacation) for the following year. Up to 40 hours of vacation can be paid out at 80% of the employee's rate of pay. Anything over the 80 hours gets forfeited unless otherwise approved by the Selectboard. Up to 60 hours of comp time can be accrued, anything over 60 hours gets paid out at full value.

RECOMMENDATION: Determine if additional information is needed. Consider deliberation in Executive Session if discussing individual employees.

Item III.8. Approval of the February 17, May 11, and May 18, 2020 meeting minutes. The May 11 and May 18, 2020 minutes are completed and posted. Review of the draft February 17 minutes is still in process. The original draft minutes are available and posted online.

V. OTHER BUSINESS.

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

- FY2020 budget status report through 04/30/2020.
- Bristol Revolving Loan Fund status report through 04/30/2020.
- E-mail from Brett LaRose and letter from ISO, 05/12/2020, announcing Bristol's improved ISO/PPC rating.
- E-mail and letter from Orion Lewis, 05/19/2020, re Village construction project concerns.
- Bristol Conservation Commission 04/30/2020 draft minutes.

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).

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 25

Monday: HOLIDAY

Tuesday: 3:00pm – Addison County Recovery Team Town Hall Meeting via Zoom.
3:30PM – Stoney Hill Sidewalk Scoping Study Committee via Zoom.
7:00pm – Selectboard via Zoom.

Wednesday: 10:00am – Dept. Heads Zoom meeting.
1:00pm +/- – in Office.

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

Friday: 1:30pm +/- – in Office.

Week of June 1

Tuesday: 8:30am – Bristol CORE via Zoom.

9:00am – ACEDC COVI-19 Recovery Team via Zoom.

Thursday: 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: TUES., May 26, 7:00pm via Zoom.
- Bristol CORE: Tues., June 2, 8:30am, via Zoom.
- Selectboard: Mon., June 8, 7:00pm via Zoom.
- Conservation Commission: Thurs., June 11, 6:00pm, via Zoom.
- Planning Commission: Tues., June 16, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., June 17, 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