

Bristol Town Administrator's Report

June 7, 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, June 8, 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/85985342059?pwd=NGpTNHdHSzlsU3JObkVyNHJNkV1QT09>

Meeting ID: 859 8534 2059

Password: 702145

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. REGULAR BUSINESS

Item III.1. Village paving and Main Street sidewalk projects update. Evening work on Main Street will resume beginning Sunday through Thursday 7:00pm to 6:00am. No construction is expected on Fridays. Curbs will continue to be set and the sidewalk areas will continue to be prepped. The light towers will continue to be used each night to provide adequate lighting for this work.

Milling has been completed, though some areas will require additional preparation because of uneven subsurface material. That, and other paving preparations, such as berm removal, will happen during the day. The night work is limited to Main Street.

The 6-week COVID-19 start delay and the need to coordinate with multiple subcontractors has upended the original schedule, though things seem to be moving along quickly. The contractor and VTrans resident engineer have been working to put together a more specific schedule going forward. Weekly construction meetings are expected to begin this week. And going forward, Natalie's project updates will include a summary of work completed as well as work and schedules looking ahead.

RECOMMENDATION: Receive information. Discussion.

Item III.2. What to do with the former ornamental streetlights. The streetlights removed from Main Street are currently being stored at the Public Works yard. At least two people have expressed interest in purchasing one or more—depending on the price. What would be a fair price? Some are in better shape than others. And many still have 2-hour parking signs attached to them, which should be removed. They all are still functional, but buyers may wish to consider having it/them rewired. Cale is going to reorganize how they are stored and group them by their condition.



RECOMMENDATION:
Consider putting individual lamps out to bid and sell to the highest bidders. If we go in this direction, consider establishing a minimum bid level. They could be labeled and photos and descriptions posted on the Web site and social media.

Item III.3. Recreation Department updates: summer camps, operations. Recreation Director Meridith McFarland will be Zoomed in to provide an update on the summer programs and COVID-19 protocols in place. Check out the guidance video they produced and posted to YouTube: <https://www.youtube.com/watch?v=JkYEFWRC7OA&feature=youtu.be>

On-line are printouts from the Rec Department Web site outlining the Mountain Bike, River, and Hub Summer camps. They can also be found at <https://bristolvt.myrec.com/>.

This will dovetail with the next two agenda items.

RECOMMENDATION: Receive information. Discussion.

Item III.4. Park Use Application: Black Lives Matter vigil at Town Green, Tuesday, June 9, 3:00pm. Enclosed is a park use application for a Black Lives Matter vigil at the Town Green on Tuesday, June 9, 3:00p to 4:00pm. The application includes the appropriate COVID-19 safety protocols. Town Health Officer Diane Cushman supported the application as long as all the protocols are followed.

RECOMMENDATION: Approval.

Item III.5. Coronavirus COVID-19 update: preparations, response, safety plan, face masks, and impacts to municipal operations. The Town Office remains closed with limited and controlled access. Steps are currently being taken to have two plexiglass shields installed over the counter, suspended from the ceiling, leaving space above the counter for dealing with documents. One of the shields will be specially cut to fit over the cash register. The larger shield will overlap with the register shield. Many municipal offices throughout the state have already taken similar measures. The interior drop box has also been ordered. Depending on when things arrive, there is a good chance they can all be installed at the same time.

As we prepare for those to be in place, the question needs to be asked whether the Town Office will then be ready to be opened and, if so, under what conditions.

This, and the Governor slowly lifting restrictions on public gatherings, then begs the question when the Selectboard and other boards, commissions, and committees will choose to resume physical meetings—in accordance with all the physical distancing, face masks, sanitizing, and other protocols. We currently intend to maintain the Town's Zoom account to be used in conjunction with or in lieu of physical meetings.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. Consider adoption of VLCT Local Government COVID-19 Resolution. Online is a resolution the Vermont League of Cities and Towns is asking municipalities to consider adopting to communicate to the U.S. Congress of the need to also support local governments with financial resources.

RECOMMENDATION: Adoption.

Item III.7. Revolving Loan Fund COVID-19 loan amendments clarification. At its March 30 meeting the Selectboard took the following action: “[Valerie Capels] consulted with RLF Board Chair Fred Baser who recommended that all loan payments be suspended until the stay at home order is officially 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. Joel Bouvier moved that a document be prepared in each borrower's loan file to show this adjustment and to accept the recommendation from the RLF Chair. Ian Albinson seconded. So voted.”

Town Treasurer Jen Myers sent a letter to all borrowers in early April informing them of this option and established a due date of April 24, 2020 for borrowers to respond. Three did.

On-line is a draft of the Loan Modification Agreement prepared by Kevin Brennan based on the Selectboard's motion. The Governor's order continues to remain in effect but modified over time. The Emergency Order through June 15 may or may not be extended in some form. The agreement, as drafted, is difficult to execute without a firm date. More information may be available at the meeting.

RECOMMENDATION: Establish a firm date that the suspension of principal and interest payments is ended.

Item III.8. Planning ahead: annual Public Works road trip—when and how. On-line are the minutes from last year's annual road trip. With another federal disaster declaration (Oct 31-Nov 1, 2019) and two new Selectboard members since then, having a road trip this year would be a good idea. It would also be helpful as we prepare for discussions about Class 4 road maintenance policies. But how? When?

RECOMMENDATION: Discussion. Determine next steps.

Item III.9. Continued consideration of Addison County Regional Planning Commission contract amendment proposal for continued work on a Unified Development Ordinance. This a continuation of the discussion from the last meeting. 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 the invoice that backs up the \$5,886 in expenses already incurred since January, along with Adam's explanation why the amendment was not requested in advance. The proposed contract amendment for up to \$8,000 additional dollars includes the \$5,886 already spent. The additional would be for additional assistance through the Planning Commission and Selectboard hearing and November adoption process. amendment request is for up to \$8,000 (including the \$5,886). Information from the previous meeting (and on-line) showed that the current \$6,000 budgeted for Planning Services was 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.

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

Item III.10. Appointment of Bristol representative to the Addison County Regional Planning Commission. Peter Grant was reappointed the ACRPC in March; however, we have not yet heard back from Bill Sayer of his interest in being reappointed. On-line and in a folder for the Chair's signature is a form the ACRPC requires to affirm appointments.

RECOMMENDATION: If we have not heard from Bill Sayre by Monday's meeting, determine if other candidates might be interested to be nominated and appointed. Otherwise, advertise the vacancy.

Item III.11. Consider NEPBA Collective Bargaining Agreement with the Bristol Police Department. The Selectboard reviewed and ratified the proposed Northeastern Police Benevolent Association-Town of Bristol collective bargaining agreement at its March 16, 2020 meeting, but with a number of adjustments. Since then, Town and NEPBA representatives have been navigating agreement of the final document. Town Attorney John Klesch has affirmed that the document provided to the Selectboard reflects agreed adjustments.

RECOMMENDATION: Approval. The Selectboard may wish to deliberate in executive session if there are concerns.

Item III.12. Approval of the May 26, 2020 meeting minutes. Review of the draft May 26 minutes is still in process. The original draft minutes are available and posted online in the Minutes section for that meeting. The final batch of yet-to-be approved minutes from 2018 will be on an upcoming agenda.

V. OTHER BUSINESS.

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

- Letter to Kevin Irish, 05/29/2020, re dog complaints.
- Bristol budget status report through 04/31/2020.
- Bristol Water System 2019 Water Quality Report.
- Bristol CORE draft minutes 06/04/2020.
- Bristol Energy Committee minute, 05/20/2020.

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).

Lister Vacancy

Craig Scribner's term as Lister expired in March and he has been assisting Mark Bouvier on a contract basis. This is expected to come to a close this month following the grievance hearing process.

Schedule

In response to the COVID-19 guidances, I will be working from home most days but plan to be in the office on Wednesday and Friday afternoons to tend to things that were not easily accomplished remotely.

Week of June 8

Monday: 7:00pm – Selectboard via Zoom.

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

- Wednesday: 9:30am +/- – in Office.
10:00am – FEMA conf. call re FEMA-4474-DR debris removal documentation.
- Thursday: 10:00am – conf. call re Bristol water system capacity evaluation for DWSRF loan application.
2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.
- Friday: 10:00am – Stoney Hill Business Park Infrastructure Project team Zoom meeting.
1:30pm +/- – in Office.

Week of June 15

- Tuesday: 9:00am – ACEDC COVI-19 Recovery Team via Zoom.
- Wednesday: 1:30pm +/- – in Office.
- Thursday: 7:30am – ACEDC Board meeting via Zoom.
2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.
- Friday: 10:00am – Stoney Hill Business Park Infrastructure Project team Zoom meeting.
1:30pm +/- – in Office.

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., 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.
- [Selectboard](#): Mon., June 22, 7:00pm via Zoom.
- Bristol CORE: Tues., July 2, 8:30am, via Zoom.

Upcoming Agenda Items

- Personnel compensation adjustments.
- Continued appointment and reappointment of Town Officials.
- Appointment of members to a new Emerald Ash Borer Strategic Plan Committee.
- Selection of Public Works Site and Needs Analysis consultant(s).
- 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