

Bristol Town Administrator's Report

June 22, 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.

Monday, June 22, 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/87166485502?pwd=T0c4TjNpVHR0c1UvSXNPaWl2bW5WZz09>

Meeting ID: 871 6648 5502

Password: 472306

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. Preliminary discussion about public outreach regarding Bristol policing philosophy and implementation. In the wake of nationwide and local tensions involving law enforcement practices, online are copies of a letter and e-mails from citizens expressing the desire to have a community discussion about policing in Bristol.

Police Chief Nason posted the following on the Bristol Police Department Facebook page (June 14, 2020):

“Bristol Police Department Mission Statement:

To be the finest small department in the State of Vermont. We are committed to working together within the department and in problem solving partnerships with community stakeholders to improve the quality of life for the people served by the Bristol Police Department.

“Chief of Police Oath of Office:

I, Bruce G. Nason, of the Town of Bristol in the County of Addison in the State of Vermont, do solemnly swear that I will faithfully and tirelessly execute the duties and responsibilities of the Chief of Police for the Town of Bristol, Vermont. I will perform my duties as the Chief of Police in a fair and impartial manner and I will hold my officers to the highest standards of professionalism, performance and conduct. I will dedicate myself to ensuring the safety and welfare of the citizens of the Town of Bristol and to those who work in and visit the Town of Bristol. I will protect and defend the rights and privileges of all persons as guaranteed by the laws of the State of Vermont and the Constitution of the United States of America. I will serve as an ethical standard bearer for this community and the profession of law enforcement. I will therein do equal right and justice to all to the best of my judgement and ability according to law, so help me God.

“Bristol Police Officer Oath of Office:

On my honor, I

Will never betray my badge,

My integrity,

My character,

Or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the Constitution,

The laws of the State of Vermont,

The trust of the Bristol Community,

And the integrity of the Bristol Police Department, so help me God.

“We, the Bristol Police Department, honor our oath and are committed to our mission statement.

We consider it an honor and privilege to work for the Bristol Community.

We are not just a police officer, we are a father, mother, sister, brother, aunt, uncle, grandparent, cousin, volunteer, coach, mentor, member of civic group and most importantly, a member of the Bristol community.

We promote community policing and invite and encourage communication, questions, suggestions, opinions or criticism to assist us in better serving our community.

We are committed to fair and impartial policing and value continued training to support our efforts.

Together we can lead by example to provide a safer place to live, work, play, worship and visit.

The Bristol Police Department is more effective with community involvement. In a continuing effort to improve policing for you, I would like to schedule meetings to achieve that goal.

At this time, with COVID 19 restrictions, we are limited on number of attendees per events.

I believe in-person communication is more effective, however, do not want the current restrictions to limit community input.

Our community is supported by our surrounding neighbors and I believe it is important to hear from them as well.

I am open to suggestions on how we may accomplish these meetings. Over the next few weeks, please feel free to contact me.

I can be reached by email Bruce.Nason@vermont.gov , voice messages can be left at 802-453-6844.

I look forward to hearing from you and together we can make a difference.

Respectfully,
Bruce Nason,
Chief of Police"

A copy of the 1999 Police District merger document is provided online for reference.

RECOMMENDATION: Discussion. Determine next steps.

Item III.2. Park Use Application: Recurring Black Lives Matter Demonstration at Town Green, 1st and 3rd Thursdays, 5:30pm. Online is a Town Green Park Use application for a recurring Black Lives Matter demonstration on the memorial corner at West and North Streets on the 1st and 3rd Thursdays of each month from 5:30pm to 6:30pm. The application states that approximately 5 to 20 people are expected to participate. The demonstration would include youth and others holding signs, possibly chanting and singing. The organizers state that masks will be required for all participants, social distancing rules will be enforced, and hand sanitizer will be available.

RECOMMENDATION: Determine if additional information is needed. Consider establishing a duration of two or three months and require the organizers to reapply if the demonstrations are expected to continue. This would allow the Selectboard to assess whether conditions at that time warrant additional considerations.

Item III.3. Bristol Water Commission: March water bill appeal – 21 Spring Street. Online is an e-mail from Michael Golden who believes there was a gross error in his 12/10/2109-03/10/2020 water bill at 21 Spring Street. VTUMS performed a data download at 21 Spring Street last month, which showed the residence used about 2,000 gallons over 35 days, which was in line with previous quarters, so the high read did not appear to be

repeating itself. Treasurer Jen Myers plans to be present and will be able to assist with any questions about billing history.

RECOMMENDATION: Determine if more information is needed.

Item III.4. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The Governor's declaration of emergency has been extended to July 15. The Town Office remains closed with limited and controlled access. The plexiglass shields have been installed over the counter suspended from the ceiling and the interior drop box has been installed. The exterior drop box will become a pick-up box. Signs will soon be installed that the bathrooms are not for public use.

Many municipal offices around the state continue to remain closed to the public or with controlled access. Some have begun to open up, with numerous safety protocols in place.

RECOMMENDATION: Discussion. Determine next steps.

Item III.5. Village paving and Main Street sidewalk projects update. Online is a current update from Natalie Boyle and VTrans. The leveling course is complete and temporary lines have been painted. Installation of the new streetlamps is complete and they are on.

The evening crews will continue installing curbing and prepping sidewalk areas on the south sidewalk Sunday night through Thursday.

The daytime crew will be installing new guardrails in various locations throughout the project on Monday, Tuesday and Wednesday. No day work is currently scheduled in Bristol for Thursday and Friday. The crews continue to shuffle between Bristol and Vergennes.

VTUMS has been working closely with J. Hutchins regarding repair and replacement of damaged water valves and boxes that have been impacted as a result of the paving project.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.6. Sullivan, Powers, & Company contract for the FY2020 audit services. Online is a proposed contract for FY2020 auditing services from Sullivan, Power, & Company for an annual fee of \$25,000. This is an increase of \$5,600 from last year due to the increased amount of time previous audits have required.

RECOMMENDATION: Approval.

Item III.7. Appointment of Bill Sayre as Alternate Bristol representative to the Addison County Regional Planning Commission. Bill Sayre has requested that he be appointed as an Alternate representative on the ACRPC.

RECOMMENDATION: Approval.

V. OTHER BUSINESS.

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

- Bristol Landfill Semi-Annual Groundwater Monitoring Report, June 2020.
- Bristol RLF status report through 05/31/2020.
- Copy of letter to the Black Lives Matters vigil, 06/17/2020.
- Copy of letter to Town Green gathering organizers, 06/17/2020.
- Bristol Conservation Commission minutes, 05/20/2020.

VI. EXECUTIVE SESSION.

The Selectboard is expected to deliberate in Executive Session regarding personnel matters per 1 V.S.A. §313(a)(3).

Police Union Contract Ratification

At the previous meeting, the Selectboard voted to ratify the proposed collective bargaining agreement (CBA) between the Bristol Police Department and the Northeastern Police Benevolent Association, subject to Police Chief Nason's review and concurrence that it accurately reflected all the agreed-upon changes. He completed his review and concurred that it was correct on June 11, 2020.

Stoney Hill Business Park Infrastructure Project

The design team has been meeting every Friday and preliminary layouts are taking shape. A current focus is on how to appropriately work with the archaeologically sensitive areas identified on the site. A site visit with Scott Dillon, Vermont State Archaeologist, for sometime this week.

Emerald Ash Borer Strategic Management Plan

As I reported previously, efforts to solicit volunteers to serve on an Emerald Ash Borer Strategic Management Plan Committee were suspended after the COVID-19 Stay Home Stay Safe order was issued. I am working with Joanne Garton with the VT Forest Parks Department to arrange for some form of orientation for members and the public and will be resuming recruitment efforts to solicit volunteers. The training for the Collector app on smart phones or iPads will not likely happen until we are able to gather together safely.

Stoney Hill Sidewalk Scoping Study Update

A public Zoom meeting was held last month via Zoom to share information about the project and get public input on the Stoney Hill Scoping Study. A follow-up public Zoom meeting is expected to be held in July.

A survey was posted on-line and received 81 responses. The survey results can be found on the ACRPC Web site at <http://acrpc.org/programs-services/transportation/bikeped/bristol-ped-path/>.

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 22

Monday: 7:00pm – Selectboard via Zoom.

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

Wednesday: 9:30am – FEMA site visits; meet at DPW.

1:00pm – Meeting with Kris and Katie re Town Plan/UDO adoption.

Thursday: 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 29

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

3:30pm - Stoney Hill Sidewalk Scoping Study Committee via Zoom.

Wednesday: 1:30pm +/- – in Office.

Thursday: 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 22, 7:00pm via Zoom.
- Bristol CORE: Thurs., July 2, 8:30am, via Zoom.
- Conservation Commission: Thurs., July 9, 6:00pm, via Zoom.
- Selectboard: Mon., July 13, 7:00pm via Zoom.
- Bristol Energy Committee: Weds., July 15, 7:00pm, via Zoom.
- Planning Commission: Tues., July 21, 7:00pm, via Zoom.

Upcoming Agenda Items

- Bristol policing policies and philosophies.
- Water system repair and maintenance priorities.
- Continued appointment and reappointment of Town Officials.
- Selection of Public Works Site and Needs Analysis consultant(s).
- Appointment of members to a new Emerald Ash Borer Strategic Plan Committee.
- Town Plan and Unified Development Ordinance review.
- Annual Selectboard Road Trip.
- 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