

Bristol Town Administrator's Report

July 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. 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, July 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."

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/88689111234?pwd=cFB4V2NXZm1tY0IzSVVUajhmTjlQZz09>

Meeting ID: 886 8911 1234

Password: 270681

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. Fire Chief Brett LaRose: Recognition of Chad Perlee's 19 years of service on the Bristol Fire Department. Firefighter Chad Perlee submitted a letter of resignation at the end of June with an effective date of July 1. He requested that he be considered an Honorary Member of the Bristol Fire Department. Fire Chief Brett LaRose plans to Zoom in to help acknowledge Chad's 19 years of service with the Department.

RECOMMENDATION: Accept the letter of resignation with regret, best wishes, and appreciation for his many years of service.

Item III.2. Continued discussion about public outreach and community engagement regarding Bristol policing philosophy and implementation. In the wake of nationwide and local tensions involving law enforcement practices, many citizens have expressed their desire to have a community discussion about policing in Bristol. The logistics of how this could best be accomplished in this age of COVID-19 restrictions is the focus of this agenda item.

A June 14, 2020 post on the Bristol Police Department Facebook page solicited input. Though the post did not result in any recommendations for community engagement, it did have more than 80 positive responses.

Bruce previously expressed that he would prefer a an in-person, face-to-face venue to discuss this topic. The objective of this agenda item is to continue to explore the logistics and mechanics of hosting a potentially large audience in this age of COVID-19.

RECOMMENDATION: Discussion. Determine next steps.

Item III.3. Park use application: Bobcat Café food truck at Bartlett Falls, intermittently. An application has been received from the folks at Bobcat Café to set up their food truck at Bartlett Falls intermittently on occasions of good weather. A specific schedule is not proposed. The application references the parking lot off of River Road, but probably meant Lincoln Road.

Based on information from e-mail exchanges, pedestrian flow will consist of a clearly marked line with signage about social distancing. They will be responsible for all trash from the food truck. There are few level areas where they would be able to park.

RECOMMENDATION: Determine if additional information is needed. If approved, the following conditions, and possibly others (e.g., hours of operation?), should be considered:

(1) that at least one trash receptacle be provided and that all trash associated with the truck be removed;

(2) that all the public safety protocols be strictly adhered to regarding COVID-19;

(3) that this approval applies from July 15 to _____, 2020;

(3) that a certificate of insurance be provided in an amount not less than \$100,000 for property damage and/or injuries, including injury resulting in death, caused by the operation of the vending business and maintaining the Town of Bristol listed as an additional insured.

Item III.4. Bristol Water Commission: continued deliberation of March water bill appeal – 21 Spring Street. This item is continued from the June 22 meeting to provide an opportunity to get additional information. According to a May 11, 2020 e-mail, Michael Golden believes

there was a gross error in his 12/10/2019-03/10/2020 water bill at 21 Spring Street. VTUMS performed a data download at 21 Spring Street, 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. Mr. Golden provided additional information in an e-mail following up on the 06/22/2020 meeting. Treasurer Jen Myers and VTUMS representatives plan to be present and will be able to assist with any questions.

RECOMMENDATION: Determine if more information is needed.

Item III.5. Bristol Water Commission: request from Jackman's of Bristol, Inc. credit on water bill. A letter was received from Timothy Bouvier with Jackman's of Bristol requesting that some form of credit be considered for future water expenses in light of a leak they paid to repair associated with a damaged curb stop between the Town-owned meter pit and their building. The curb stop was believed to be the Town's. They paid for the repair and the water bill in full, which reflected the additional water as result of the leak.

Jill Marsano of VTUMS explained in a 07/08/2020 e-mail that "... the Town owns to the meter pit, and the customer owns from the meter pit to their services. Several buildings on the site have water services. This curb stop was on the customer side of the service - after the meter pit and before it goes into their building. It is a similar set up on the consecutive systems, where the meter pit is owned by the Town and all services (and any curb stops, lines, etc.) after that are owned by the customer. That is why the customer was responsible for the leak repair and why water that flowed through the meter in the meter pit was "metered" and billed." She will present at the meeting to help answer any questions.

RECOMMENDATION: Determine if additional information is needed.

Item III.6. Bristol Water Department: development of an FY2021 infrastructure maintenance plan. Online is a maintenance plan and budget VTUMS prepared with input from Treasurer Jen Myers and Fire Chief Brett LaRose. The figures below were included in the Water Department budget approved in June. Leak detection correlations recently completed by the Vermont Rural Water Association on Elm Street, Taylor Avenue, and Munsill Avenue did not reveal any leaks along the main. (Their report is available online.) The priorities are proposed as follows:

Priority #1 - Elm St. Replace Old Hydrant and Valve - Complete in July.
Estimated Cost: \$4,500 Supplies + \$3,000 Contracted Services = \$7,500.
Leak detection on house services on Elm Street estimated Cost: \$500 Contracted Services; cost to repair service leaks, if any, TBD.

Priority #2 - Mountain Street Extension Replace Broken Hydrant with Flushing Hydrant and Valve - Complete in August.
Estimated Cost: \$2,500 Supplies + \$3,000 Contracted Services = \$5,500.

Priority #3 - Rockydale Replace Broken Hydrant with New Hydrant and Valve - Complete in Spring 2021.

Estimated Cost: \$4,500 Supplies + \$3,500 Contracted Services = \$8,000.

Traffic Control on State Road Estimated Cost: TBD.

Each will require advanced planning for parts, Dig Safe tickets/markings, coordination with the Public Works Department, homeowners, and more.

In a 07/10/2020 e-mail, Fire Chief Brett LaRose recommended replacing the hydrants on Elm Street and Rockydale Road, providing "steamer connections" at both these locations.

As Chief LaRose explained, "Replacing the hydrant on Rockydale Road will also provide the Town the ability to expand their municipal/hydranted area associated with our ISO classification. ... [T]he Town has a split classification (4/4Y) with the 4 classification being preferable. Currently Rockydale Road falls into the 4Y classification. If the Town had functioning/reliable hydrants on Rockydale Road those homeowners and businesses have the potential to move to the 4 classification area potentially lower insurance premiums."

He added: "Regarding the replacement of the fire hydrant located at the end of Mountain Street Extension, a flushing hydrant at this location makes sense if that is all the budget allows. The FDs first option for water supply for a working fire on Mountain Street Extension would be the hydrant located at the intersection of Devino Lane and Mountain Street."

RECOMMENDATION: Determine if additional information is needed. As the Water Commission, authorize VTUMS to proceed with the proposed repairs as proposed, with appropriate leeway to address unexpected events that may arise during those operations.

Item III.7. Village paving and Main Street sidewalk projects update. The current update from Natalie Boyle/VTrans and available online is summarized below, as well as other information. Thank you to Ian who has been posting the VTrans updates to Facebook and Front Porch Forum.

Night work will continue throughout the week from Sunday, July 12 through Thursday, July 16, 7:00pm to 6:00am. Night work will include installation of new bollards by the hydrant at Vermont Tree Goods and by Cubber's.

Work will continue throughout the week on the south sidewalks. The crews will continue to prep sidewalk areas, build forms for the concrete panels, and pour the cement for the sidewalk sections. Any remaining curb work will continue as well. Sidewalk and curb work on the south side is currently expected to be complete by the end of this week, weather permitting. The sidewalk at Kimball's will be poured once the granite step needed at this location has arrived and has been installed. The contractor had some difficulty lining up the subcontractor for the stamped concrete and then finding the appropriate pattern, but both seem to have fallen into place.

Work on paved gutters will continue through the week during the day and is expected to be completed by July 20, weather permitting. Some sidewalk work may need to occur in the day work areas east and west of the downtown/night work limits. This is expected to have minimal impact on traffic.

A sign crew is currently scheduled for the week of July 20 for the installation of new signs.

VTUMS has been carefully monitoring impacts the project has had on water valves, boxes, curb stops, and other appurtenances. Many were damaged during the milling and side work. VTUMS is working with the contractor and VTrans to ensure they are repaired before the final paving comes through.

Recent rains revealed some areas on Main and East Street where drainage issues will need to be addressed by VTrans and the contractor.

Michelle requested of VTrans folks that the contractor be held responsible for picking up all the reflective yellow centerline tabs that end up as litter on the roadsides.

Ian raised the question whether the two asphalt sidewalk panels on East Street that currently collect pools of water could be replaced before the State adds the road top coat. DPW Foreman Eric Cota suggested asking if the contractor Hutchins could do it, pitch them toward the paved ditch, and bill the Town of for the work. This could be paid from the Sidewalk Reserve Fund.

RECOMMENDATION: Discussion. Determine if additional information is needed. Obtain a quote from J. Hutchins for replacement of the panels. Authorize the Town Administrator and DPW Foreman to determine cost-effectiveness. Authorize use of the Sidewalk Reserve Fund to pay for replacement of sidewalk panels on East Street.



Item III.8. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The Governor's declaration of emergency had been extended to July 15. I have not yet seen nor heard of any recent anticipated updates to that order. This could change before Monday's meeting.

As noted previously, 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.

With more establishments resuming operations under limited conditions and more people seeking direct services from the Town Office, we have been discussing the options for a "soft opening." One idea currently be considered is opening the Town Office to the public Monday, Wednesday, and Friday from 12:00noon to 4:00pm. This would allow Sharon or Gail to assist patrons more efficiently at the counter for a period of time while protected by the plexiglass, face masks, and sanitizer. The limited hours would help balance the Town Office staff's other duties—which are considerable related to preparations for the August primary—and the additional requirements for sanitation. Appointments would still be required for use of the vault.

The idea of a chain and command hook installed at the junction of the front counter and hallways with a sign that said "Authorized Admittance Only," or something to that effect, was also discussed. That would be easier to disinfect as folks were admitted and released than the fabric belt if we used one of the election stanchions.

This raised a couple interesting questions, however:

- (1) What private space provisions, if any, would be required if voters came into the Town Office to vote by absentee ballot? Voters typically would be directed to the conference room to complete their ballots. We are seeking guidance from the Secretary of State's Office whether physical space must be provided on the premises for people to vote of the Town Office, once opened. Can we advise voters to go back outside, complete their ballot in their vehicle, and come back in to drop it off?
- (2) What about access from the ADA ramp and door at the rear of the building during a "soft opening?"

New information was recently released about the aerosol impacts of how the COVID-19 virus can be transmitted. This suggests that face masks will be all the more important in enclosed public spaces. On Sunday afternoon, an e-mail was received from Maura Donnelly of Simon Says on Main Street asking the Selectboard to mandate that facemasks be worn in all indoor spaces.

RECOMMENDATION: Discussion. Determine next steps.

Item III.9. Bristol Revolving Loan Fund: consider use of the fund to assist Bristol businesses through COVID-19 impacts. Bristol's revolving loan fund (RLF) currently has a balance of more than \$360,000. Online is an e-mail from Bristol Revolving Loan Fund Committee Chair Fred Baser with the suggestion that Bristol's RLF be made available to loan to Bristol businesses to, perhaps, pay for a year's rent at no interest. He subsequently expressed concern about whether using Bristol's RLF dollars in this or other ways would duplicate resources that are already available from other federal or state resources.

Another approach could be have prospective borrowers make their own pitch for what would be most useful for them and their circumstances. Proposals would then be reviewed by the RLF Committee.

RECOMMENDATION: Discussion. Determine next steps.

Item III.10. Consider use of Technology Reserve Fund for purchase of new laptop and two new monitors with camera and audio. Few, if any, of the Town Office computer monitors have built in cameras or microphones. Participation on Zoom or other remote meeting platforms from the office requires people to use their personal devices. Online are two quotes from Dell for two new monitors for the Town Office (\$405.88) and a new laptop (\$1,574.35) to replace the one I am currently borrowing from the Police Department.

RECOMMENDATION: Authorize the use of the Technology Reserve Fund to purchase two new monitors and a laptop.

Item III.11. Consider selection of consultant for Public Works site and facility analysis. May include deliberation in Executive Session regarding contract negotiations. Five proposals were received by the February 5, 2020 deadline for Bristol Public Works Department building, site, and needs analysis request for proposals. A copy of the RFP is online. Eric Cota, Joel Bouvier, and I first reviewed and ranked the technical proposals and then the cost proposals. We narrowed the selection to two top candidates. Around that same time, the COVID-19 pandemic began to play out, which redirected our attention and priorities. Following further review, Bread Loaf's proposal of \$15,746 is recommended for approval.

RECOMMENDATION: Determine if more information is needed. Accept Bread Loaf's proposal of \$15,746 and authorize to proceed.

Item III.12. Consider extension of Craig Scribner's Lister consulting contract to the end of August. Craig Scribner's term as Lister expired at the March Town Meeting. He indicated he did not intend to seek re-election but offered to continue providing Lister services as a consultant at \$20 per hour through June. June has come and gone and he is willing to continue assisting the Listing Department at least through August.

RECOMMENDATION: Authorize the extension of Craig Scribner's contractual services, retroactive to July 1, 2020 and revisit at the August 24 Selectboard meeting.

Item III.13. Approval of the June 22 and June 29, 2020 meeting minutes. The June 29, 2020 minutes are complete and posted online. Review of the draft June 22 minutes is still in progress. They should be completed and posted online prior to the meeting. The original draft minutes are available and posted online.

RECOMMENDATION: Approval.

Item III.14. Approval of January 15, January 20, January 22, February 5, February 12, and March 27, 2018 meeting minutes. The new extra week between regular Selectboard meetings did not provide the catch-up time I was hoping for as it turned out the Selectboard ended up

meeting every week anyway since June 8. The March 27, 2018 minutes are complete and posted online.

RECOMMENDATION: Continue to the next meeting.

V. OTHER BUSINESS.

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

- Bristol Planning Commission public hearing notice, Tuesday, Aug. 4, 7:00pm, for review of the proposed Unified Development Ordinance.
- Memo from the Bristol Planning Commission, 07/10/2020, re report per 24 VSA 4441(c) regarding the proposed Unified Development Regulations.
- Proposed timelines for adoption of the proposed Unified Development Regulations and the updated Town Plan.
- Preliminary budget status report through 06/30/2020.
- Bristol Recreation Department permit issued for Town Green Park Use for U.S. Census training at the bandstand July 31, Aug. 1, Aug. 3, Aug. 4, and Aug. 5, 8:00am to 2:00pm.
- E-mail from Krista Siringo of the MAUSD Community Engagement Committee, 07/09/2020, re invitation to participate in School-Community Roundtable July 29, 7:00pm – 9:00pm.
- Copy of letter from Buzz Surwillo, ANR Waste Management, to Nils Behn, Aegis Renewable Energy, 06/25/2020, certifying that the Bristol landfill is a suitable site for development of the 500kW community net-metered solar electric generating facility.
- E-mail from the Vermont Department of Taxes Property Valuation and Review Division, 07/07/2020, re FY2021 Education Tax Rates.
- E-mail and SOPA from US Forest Service, Green Mountain & Finger Lakes National Forest, 07/01/2020, re schedule of proposed actions (SOPA) July 1 to Sept. 30, 2020.
- E-mail from Scott Baker, Barnard & Gervais, 07/07/2020, re response to VT Agency of Natural Resources comments re Act 250 application 9A0087-3 Tom Sawyer Development (Woodland Apartments).
- VT Agency of Natural Resources comments, 07/06/2020, re Act 250 application 9A0087-3 Tom Sawyer Development (Woodland Apartments).
- Memo from the VT Dept. of Buildings and General Services, 07/07/2020, re FY2021 Building Community Grants availability.

VI. EXECUTIVE SESSION.

The Selectboard may choose 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).

Town Plan and Unified Development Regulations Schedule

The Planning Commission will be holding a public hearing, August 4, 7:00pm, via Zoom on the proposed Bristol Unified Development Regulations. This is the project Adam Lougee from the Addison County Regional Planning Commission has been working closely with the PC on developing. The PC Report (listed above) provides a summary of the substantive changes. Basically, the UDR incorporates new subdivision regulations into the existing zoning regulations, transforms the Zoning Board of Adjustment to a Development Review Board, and transfers subdivision review responsible from the PC to the new DRB.

The schedule for adoption is rather aggressive in an effort to get it on the November election ballot. The proposed schedule calls for the Selectboard to hold its first hearing at the August 24 meeting, which would require the public hearing notice to be published in *The Addison Independent* by August 6. The deadline to have items on the ballot printed by the Secretary of State's Office for processing by tabulator is August 24. If substantive changes are made to the proposed UDR following the August 24 hearing (assuming the Selectboard agrees to this schedule), a second public hearing would be necessary. The deadline for items to be added to the August primary warning by Australian ballot that would be hand counted is September 21.

The Town Plan update schedule is aiming for adoption at the March 2021 Town Meeting. Following the Planning Commission public hearings, the proposed schedule anticipates the Selectboard's first public hearing would be October 26 and a second hearing on November 23, 2020. These are subject to change as the process moves forward.

Selectboard members are encouraged to become familiar with the proposed documents as soon as they become available so that any issues or concerns can be flagged early in the process.

Schedule

In response to the COVID-19 guidances, I will continue to 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 July 13

Monday: 7:00pm – Selectboard via Zoom.
9:00am – ACEDC COVI-19 Recovery Team via Zoom.
Tuesday: 10:00am – Dept. Heads Zoom meeting.
Wednesday: 12:00pm +/- – in Office.
Thursday: 9:30am – 4:00pm – ACEDC annual Board retreat, Basin Harbor.
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.
12:00pm +/- – in Office.

Week of July 20

Wednesday: 12:00pm +/- – 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.
12:00pm +/- – 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., 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.
- [Planning Commission – Public Hearing](#): Tues., Aug. 4, 7:00pm, via Zoom, Unified Development Regulations.

- Bristol CORE: Thurs., Aug. 6, 8:30am, via Zoom.
- [Selectboard](#): Mon., Aug. 10, 7:00pm via Zoom.
- [Conservation Commission](#): Thurs., Aug. 13, 6:00pm, via Zoom.

Upcoming Agenda Items

- Community conversations about Bristol policing.
- Bristol Fire Department Work Group update on Fire Pumper replacement.
- FY2020 4th quarter (Apr. – June) budget review.
- Unified Development Regulations review and public hearing.
- Set tax rate.
- Continued appointment and reappointment of Town Officials.
- Appointment of members to a new Emerald Ash Borer Strategic Plan Committee.
- Personnel Policies review.
- Town Plan 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