

Bristol Town Administrator's Report

July 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.

Monday, July 27, 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/86518487399?pwd=aU1ZRmxnc01aQ3lqdnpLOG4raWk4UT09>

Meeting ID: 865 1848 7399

Passcode: 149637

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 and Eric Forand: Update on apparatus replacement status.

Online is a status report prepared by Eric Forand outlining the steps taken by the Apparatus Design Working Group to select a new fire engine that meets the department's current and projected needs. Attached to the report is a list of

specifications the Working Group has identified for a new apparatus. Eric and Brett will be Zooming in to present the information and answer any questions.

RECOMMENDATION: Discussion.

Item III.2. Continued discussion about public outreach and community engagement regarding Bristol policing philosophy and implementation. At the previous meeting, August 3 was identified as a preferred date (sooner rather than later) to hold a community conversation about policing in Bristol. The suggestion was made to have a facilitator. Bruce also suggested that for this first meeting that it be primarily an opportunity to listen to the concerns and thoughts of community members and see where things go from there. Town Moderator Fred Baser, a Bristol Police District resident, is willing to facilitate, but he would not be available on August 3. State Senator Christopher Bray, also a Bristol Police District resident, is also willing to facilitate and would be available on August 3.

Strong preference was expressed to provide for an in-person conversation--in accordance with COVID-19 restrictions. We are exploring setting up the upstairs meeting space at Holley Hall to accommodate in-person attendees as well as Zoom attendees. Indoor occupancy must be limited to 1 person per 100 square feet, with a maximum of 75 people indoors. The suggestion was made at the previous meeting to have people pre-register if they intend to participate in person.

There was agreement at the previous meeting that the conversation would be open to anyone who wished to participate, not limited to Police District residents or taxpayers only, because the entire community is a stakeholder.

RECOMMENDATION: Discussion. Confirm the August 3 date and various other details.

Item III.3. Bobcat Café food truck Park Use Permit at Bartlett Falls two-week trial period review. At the previous meeting, the Selectboard approved the Bobcat Café's Park Use application to have their food truck at Bartlett's Falls with the following conditions:

- (1) Appropriate receptacles must be provided for trash, recyclables, and food waste;
- (2) ensure that all trash within the public access vicinity of the truck be monitored and properly disposed of;
- (3) all COVID-19 public safety protocols be strictly adhered to;
- (4) a separation be delineated between the physically-distanced line of patrons and traffic for public safety (e.g, cones);
- (5) a certificate of liability insurance with coverage of \$1 million and the Town of Bristol listed as an additional insured be provided;

- (6) provide the Police Department and Town Administrator with 12-hour notice of when the truck is expected to be mobilized there; and
- (7) this approval is valid until the Selectboard's 07/27/2020 meeting for review, continuation, and possible adjustment.

Loren Urban noted the food truck was at the falls a week ago Saturday and again this Saturday. He said it had not been especially busy, which they felt was OK. I have not received any other feedback.

RECOMMENDATION: Determine if more information is needed. Determine next steps.

Item III.4. Consider resolution to support establishments that require COVID-19 facial coverings. This item is on the agenda because it was agreed at the previous meeting that a resolution from the Town of Bristol expressing *support* for, but not mandating, businesses that require face masks or other facial coverings would be presented for discussion.

Meanwhile, Governor Scott issued Addendum 2 to the Amended and Restated Executive Order No. 01-20 *Strengthening the Use of Facial Coverings* on Friday, July 24, mandating the use of facial coverings statewide effective August 1, 2020. This would appear to render any further local mandates or efforts to be unnecessary.

RECOMMENDATION: The Selectboard could choose to issue the resolution anyway. Or not. If so, discuss if it warrants any edits or adjustments.

Item III.5. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Since the Selectboard's July 13 meeting, the Governor's Emergency Declaration was extended to August 15 and the statewide mandate for facial coverings was issued, effective August 1. This is presumably in place for as long as the Emergency Declaration is in effect, or at least through August 15. In light of the trends elsewhere in the country, we should be prepared for the Emergency Declaration and Order to be extended yet again.

The Town Office remains closed with restricted access. At the Selectboard's August 10 meeting, we should have a better sense of how things are shaping up and whether the Emergency Declaration and Order is likely to be extended.

RECOMMENDATION: Discussion. Determine next steps.

Item III.6. Upcoming 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.

A reason the ramp at Kimball's has been in place for so long is that a granite step was originally part of the design that has taken much longer to arrange than expected. At an on-site meeting a couple weeks ago, it was agreed by all, including property owners Tom and Carol Wells, to change the step from granite to concrete. Not only will it match the other steps, it would get done sooner and likely result in a cost savings to the project. This and installation of a wider concrete step at Wokky's will require the access ramps stay in place for a few days more until the new steps cure. Additional concrete steps have also been added at the James Dumont Attorney office entrances.

Crews will be working on adjusting storm drain and water valve structure elevations. One-way alternating traffic may be required in these areas depending on the location of the structure(s).

Permanent traffic sign installation is scheduled to begin on Thursday. We are looking into having three of these **Turning Vehicles** signs added to the VTrans project for installation at the traffic signal intersection. This would be a cost-effective alternative to the lighted **No Right Turn** sign facing North Street and we've been told that the other street light fixtures were not designed to carry the weight or the wiring of one of those units. We are awaiting VTrans feedback.



Stamped concrete work is currently being scheduled and may begin later in the week or next week and would be done as night work. Installation of bollards at the hydrants by Vermont Tree Goods and Cubber's may also occur this week or next.

The quote for replacement of the asphalt sidewalk panels on Main Street (I mistakenly referred to them as being on East Street) came in at \$514, so we gave the go-ahead.

Online is an updated quote from Pike Industries for paving Elm Street, Taylor Avenue, and Munsill Avenue in the Village and Lower Notch Road and Hardscrabble Road outside the Village for \$103,963. Once approved, the plan is for the work to be scheduled by Pike for the end of September. DPW Foreman Eric Cota is planning to Zoom in and will be able to provide more information.

RECOMMENDATION: Discussion. Authorization to proceed with the Pike paving proposal.

Item III.7. Consider whether to increase trash removal services in the downtown. Accumulation of trash in the receptacles in the downtown continues to be a problem. The receptacle at the Town Green was removed a few weeks ago because the overflowing trash was an on-going nuisance. In some instances, the receptacles were not actually full but the opening was blocked and the trash and/or recyclables piled up on the shelf and

would spill out. The problem appears to be a combination of: (1) poor receptacle design, (2) the increase in volume of take-out meals, and (3) packaging left by Main Street project construction workers.

Online is a proposal from R&L Rubbish for additional trash removal services:

Option One: Have the DPW crew pick up trash on the additional day and leave it at the barn for R&L to pick up on Saturday. There would be no additional charge for the extra trash. They would still pick up on Friday.

Option Two: For R&L to come up a second day each week it would cost an additional \$55 each visit. He does not have anyone in this area for trash pick-up other than on Friday. We currently pay \$250 per month for weekly trash and recycling pick-up.

Option One would require the Town to purchase the trash bags, would take one or two people away from other duties each week, and would likely require the purchase or rental of a container to securely store the trash in.

If we go with Option Two and assume additional trash pickup through the end of October (13 weeks), the cost would cost an additional \$715.

RECOMMENDATION: Discussion. Determine if additional information is needed. Consider going with Option TWO and explore if the cost can be shared with Bristol CORE.

Item III.8. Continued consideration of consultant selection for the Public Works site and facility analysis and potential change in scope to include co-location of a new Police Station. This is a continuation of the item originally scheduled for July 13 and then continued to a special meeting on July 20 for deliberation in Executive Session. There was discussion during the deliberation about whether to broaden the scope of the project to include exploring the feasibility of co-locating the Police Department at a new and improved Public Works facility.

I discussed the potentially-expanded scope of work with Bread Loaf's Jim Pulver, AIA. Though their schedule is tight, he will be consulting with his colleagues to try to get us an amendment to their baseline proposal by Monday's meeting.

RECOMMENDATION: The Selectboard may wish to continue contract deliberations in executive session; however, whether co-location of the Police Station is included into this analysis should occur in open session. If co-location of the Police Station is not pursued, accept Bread Loaf's proposal of \$15,746 and authorize to proceed.

Item III.9. Consider acceptance of the NRCS Emergency Watershed Protection (EWP) grant agreement. The Halloween storm of 2019 resulted in damages to properties that the Natural Resources Conservation Service Emergency Watershed Protection (EWP) program deemed eligible for 75% federal funding: (1) bank stabilization at 455 Ireland Road, (2) bank stabilization along Ireland Road near the Starksboro town line, and (3) the slope failure at 25-31 West Street.

The intent of the EWP program is to reduce imminent hazards to life and property threatened by excessive erosion and flooding caused by natural disasters, such as heavy rains, drought, earthquakes, windstorms and other natural disasters. The municipality must be the sponsor/applicant and manage the process of bidding and construction management. EWP-funded engineers develop the design solutions and scope of work for bidding. The 25% match would need to be committed by the property owner(s).

Online is an e-mail from Michel (Mike) Lapoint with the NRCS summarizing the projects, estimated costs, and next steps in the process.

Execution of the grant agreement (copy online) does not obligate the Town or the property owners to proceed, as long as no expenses have been incurred by contractors. Either can back out after bid results have been received if the project costs exceed peoples' budgets or cost estimates. Documents would need to be executed with each property owner regarding their 25% match commitment and authorizing the Town to access their property for the purpose of the repairs. Templates for these are readily available.

Status of the proposed projects:

- The Miller household at 455 Ireland Road is committed to proceeding. The erosion of the Lewis Creek bank is imminently threatening their garage.
- Commitment of the 25-31 West Street property owners is pending the receipt of more information about the engineered solution and estimated cost.
- The Ireland Road bank stabilization is an open question for discussion.

The projects would be expected to be completed by mid-October 2020 unless an extension is granted.

RECOMMENDATION: Approval; authorization to proceed. (1) Proceed immediately with the 455 Ireland Road project, pending receipt of appropriate commitment and access authorization documents. (2) Await the engineering results and cost estimates of the West Street slope failure before engaging the property owners further to assess whether to proceed and commit to the 25% match. (3) Await the engineering results of the proposed repair to the Ireland bank and assess the costs and benefits of proceeding with bank stabilization.

Item III.10. Execute Vermont Revolving Loan Fund agreement: 1905 cast iron waterline replacement project. We finally received approval for the DWSRF loan application that was submitted in January 2020 to prepare the Preliminary Engineering Report for replacement of 1905 cast iron and lead-packed pipes in the water district. Online is a copy of the loan agreements and terms: Loan amount: \$28,300, 5 years, 0% interest.

RECOMMENDATION: Authorization to proceed; vote accept and execute the loan agreement.

Item III.11. Approval of the July 8, July 13, and July 20, 2020 meeting minutes. These minutes are either complete and posted online or are in progress and will be posted to the Web site when completed.

V. OTHER BUSINESS.

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

- E-mail from the Bristol Fire Department, 07/18/2020, congratulating Firefighter Nathan Booska for achieving recertification as a Firefighter II.
- Letter from Kubricky Construction, 07/14/2020, conveying ownership of temporary pedestrian bridge structure to the Town of Bristol.
- E-mail from AARP, 07/13/2020, that Bristol did not receive a grant for downtown benches.
- DRAFT Town of Bristol Unified Development Regulations, 2020-07-10. The Planning Commission public hearing is August 4, 7:00pm via Zoom.
- Letter from auditors Sullivan, Powers, & Co., P.C., 05/01/2020 (received 07/21/2020) re FY2019 process summary.

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).

Unified Development Regulations Schedule

Reminder: The Planning Commission will be holding a public hearing, August 4, 7:00pm, via Zoom on the proposed Bristol Unified Development Regulations.

As noted previously, 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. 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 is September 21.

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

Stoney Hill Pedestrian Scoping Study Alternatives Public Info Meeting

DuBois & King, the firm hired by the Addison County Regional Planning Commission to conduct a scoping study of the possible options for developing a bicycle and pedestrian facility on or along Stoney Hill from Lovers Lane to Airport Drive, has completed its preliminary report. A public alternatives meeting is scheduled for Thursday, July 30, 7:00pm, via Zoom, where they will present their findings and recommendations and solicit feedback from citizens.

TO JOIN THE ZOOM MEETING:

<https://us02web.zoom.us/j/84403770490>

Meeting ID: 844 0377 0490

Phone in: 1 (929) 205-6099

For more information and a copy of the preliminary report, go to:

<https://acrpc.org/programs-services/transportation/bikeped/bristol-ped-path/>

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 27

Monday: 7:00pm – Selectboard via Zoom.

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

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

Wednesday: 10:00am – Dept. Heads Zoom meeting? (not confirmed)

12:00pm +/- – in Office.

2:00pm – Dude Solutions database demo presentation.

7:00pm - MAUSD School-Community Roundtable via Zoom.

Thursday: 12:00pm – Town and City Managers and Administrators monthly gathering, Hubbardton.

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

7:00pm - Stoney Hill Sidewalk Scoping Study Alternatives Public Meeting via Zoom.

Friday: 10:00am – Stoney Hill Business Park Infrastructure Project team Zoom meeting.

12:00pm +/- – in Office.

Week of Aug. 3

Monday: 7:00pm – Bristol Policing Community Conversations via Zoom.

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 27, 7:00pm via Zoom.
- **MAUSD School-Community Roundtable**: Weds., July 29, 7:00pm, at MAUSD and via Zoom.
- **Stoney Hill Sidewalk Scoping Study Alternatives Public Meeting**: Thurs., July 30, 7:00pm, via Zoom.
- **Bristol Policing Community Conversation**: Mon., Aug. 3, 7:00pm, Holley Hall and via Zoom.
- Planning Commission Public Hearing - Unified Development Regulations: Tues., Aug. 4, 7:00pm, via Zoom.
- Bristol CORE: Thurs., Aug. 6, 8:30am, via Zoom.
- Selectboard: Mon., Aug. 10, 7:00pm via Zoom.
- **Vermont Primary Election**: Tues., Aug. 11, 7:00am – 7:00pm, Holley Hall.
- Conservation Commission: Thurs., Aug. 13, 6:00pm, via Zoom.
- Planning Commission: Tues., Aug. 18, 7:00pm, via Zoom.
- Bristol Energy Committee: Weds., Aug. 19, 7:00pm, via Zoom.

Upcoming Agenda Items

- Community conversations about Bristol policing.
- 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