

# Bristol Town Administrator's Report

## August 9, 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](http://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, August 10, 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/83061965811?pwd=N1hNb3ZZNEM3Z1hiUXorYW1ya2Mydz09>

Meeting ID: 830 6196 5811

Passcode: 346090

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. Set the FY2021 municipal tax rates. Online is Town Treasurer Jen Myers' calculations of the municipal tax rates for the general fund (\$0.2192), highway fund (\$0.2117), Recreation Department (\$0.0577), special articles (\$0.2346), local

agreements (\$0.0040), and Police District (\$0.2980). The overall residential tax rate reflects an increase of \$0.0215, or 3.05%.

RECOMMENDATION: Vote to approve the tax rates.

Item III.2. Consider Bristol Revolving Loan Fund application for new business start-up: Chris and Amy Morrissey. Loan applicants Chris and Samantha Morrissey met with the Bristol Revolving Loan Fund Committee on July 7, 2020 to review their application to start a new business on Rocky Dale Road in the former Christian Assembly building. After much deliberation, the RLF voted to recommend approval of loan with the following terms:

- A loan amount of \$80,000 for a term of 10 years.
- Interest rate at three percent (3%) for first five (5) years. At the fifth (5th) anniversary the rate will be two percent (2%) higher than the 10-year treasury rate for the remaining five (5) years.
- Collateral is all inventory (used and new bicycles, parts, ski gear, equipment, tools) and all personal property.
- Includes a personal guarantee.

RECOMMENDATION: Accept the Bristol Revolving Loan Fund Committee’s recommendation for approval.

Item III.3. Consider Jackman’s Fuel pre-buy offer of fuel for Town operations for the period September 1, 2020 through April 30, 2021. Online are the annual pre-buy offers for heating fuel for each of the municipal facilities from Jackman’s at a pre-buy rate of \$1.75 per gallon--\$0.05 less than last year. The non-pre-buy rate will be determined at the time the fuel is purchased either without or beyond the pre-buy allocation. The pre-buy rate in FY2019 was of \$1.85 per gallon and the non-pre-buy rate was \$2.02. The pre-buy rate in FY2018 was \$1.65 and non-pre-buy rate was \$2.10.

	<b>2020/2021 Gallons PB</b>	<b>2020/2021 Propane Budget</b>	<b>2019/2020 Gallons PB</b>	<b>2019/2020 Gallons PB Used</b>
Fire Dept	2,400	\$6,000	2,800	2,032
Dog Pound	200	*	300	180
Garage	1,700	\$4,000	1,500	1,603
Pottery Kiln	250	\$600	250	217
Pottery Meter	350	\$600	350	305
Pump House	300	*	373	267
Hub Teen Center	400	\$1,500	564	275
Holley Hall Generator	100	*	100	91

\* Not a separate line item.

The table above summarizes the current proposal with last year's agreement, fuel use, and this year's budget.

RECOMMENDATION: Accept the proposed pre-buy contracts.

Item III.4. Curb cut application #20-02DA: Greg West, Lower Notch Road. Online is a curb cut application from Greg West to establish a shared driveway off Lower Notch Road associated with a subdivision application that is currently in the development review process. Work had already begun before the application was submitted. Public Works Foreman Eric Cota recommends approval with the following conditions:

- A minimum fifteen inch by thirty-foot (15" x 30') culvert must be installed.
- The black plastic culvert needs to have at least twelve inches (12") of cover over it; the gray triple walled culvert needs to have at least six inches (6") of cover over it.
- The culvert must be installed to the Foreman's specifications.
- Both pipes need to be compacted in ten-inch (10") lifts with a suitable compactor.
- There also needs to be a ditch on the inlet side for water to enter and ditch on the exit side to let the water out.
- Some of the small trees need to be cut heading up the hill for sight distance.
- This application applies to Lots 1 and 2 only per the proposed plan. A separate access permit will be required for Lots 3 and 4.

RECOMMENDATION: Approval per the Public Works Foreman's recommendation. Failure to follow the specifications could result in no issuance of a Certificate of Occupancy.

Item III.5. Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program for equipment purchase. On-line is a memo from the Addison County Regional Planning Commission announcing the offering of FY2021 Municipal Grants in Aid for equipment purchases that will support Municipal Roads General Permit (MRGP) implementation. Public Works Foreman recommends applying for the purchase of a small haybale shredder to use instead of the hydroseeder. The hydroseeder is co-owned and used by more than one municipality and is not always available when needed. Up to \$6,430 would be available. A minimum 20% match (\$1,608) is required. Actual cost to purchase may be in the area of \$10,000. More information may be available at the meeting. Signing the letter of intent is not a commitment to purchase.

RECOMMENDATION: Approval. Sign the letter of intent.

Item III.6. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. Little has changed since the previous report. The Town Office remains

closed with restricted access. See below for a description of how the August 11 primary election will be conducted with COVID-19 protocols.

The Bristol Fire Department ordered 1,000 face masks through a State program and will be arranging for distribution to citizens who need them.

RECOMMENDATION: Discussion.

Item III.7. Paving and sidewalk projects update. The current updates from Natalie Boyle/VTrans are available online. Significant progress has been made with installation of the stamped concrete. Final paving has not been scheduled yet, as crews continue to manage drainage structures, replace water valve boxes, and complete other pre-paving tasks.

The three YIELD TO PEDESTRIANS have **been approved** to be included in the VTrans side of the project ledger.

Speaking of ledgers, our first invoice from VTrans for this project in the amount of \$95,909 is included in the warrant. Requisitions through the Downtown Transportation Fund grant and the Bike Ped Program grant will be submitted promptly.

Mountain Street sidewalk replacement project: Donnie Sargent has been coordinating with DPW Foreman Eric Cota to begin working on this project sometime this week. It was bid and awarded last year, but circumstances beyond Sargent's control caused it to be delayed to the spring. And then there was the pandemic. The work needs to be coordinated with a separate residential water line replacement project.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.8. Consider formation of and appointments to the Emerald Ash Borer Strategic Plan Committee. After a considerable COVID-19 hiatus, efforts resumed to solicit members to a yet-to-be-formed Emerald Ash Borer Strategic Plan Committee. The solicitations were primarily through Front Porch Forum and Conservation Commission outreach. So far, three citizens have come forward to participate: Bristol residents Mark Adams, Jill Steinberg, and Christopher Pepe. I hope to have updated information by Monday's meeting about Conservation Commission members who may also be interested.

The Town received a small grant through the Vermont Department of Forests Parks and Recreation for this effort. The Department will provide (on loan) safety vests, at least two cell-enabled iPads for the street tree inventory, and orientation and training. We will plan to borrow the Public Works Department's iPad. Tree Warden John Swepston will be a lead participant as will at least one representative from the Conservation and the Recreation Department.

Committee members will inventory the location, condition, and other information about ash trees in Town parks, along public roads and streets, and any other public properties. The Addison County Regional Planning Commission will produce maps of the inventoried data showing the location of ash trees on public properties and priorities for management. The Committee will then develop a strategic management plan for Selectboard consideration. Despite the COVID schedule setback, we hope to have the inventory work completed and draft plan with recommendations in time for budget season.

RECOMMENDATION: Officially form the Emerald Ash Borer Strategic Plan Committee with up to seven voting members: Mark Adams, Jill Steinberg, and Christopher Pepe; Tree Warden John Sweptson; at least one representative from the Conservation Commission; and at least one representative from the Recreation Department. This would be a standing committee with terms of two years. The Town Administrator would not be a voting member but would provide support.

Item III.9. Acknowledge receipt of the proposed Unified Development Regulations from the Bristol Planning Commission. Enclosed is a memo and Planning Commission report to formally transmit the proposed Unified Development Regulations (UDR) to the Selectboard for review and consideration for adoption.

The Planning Commission held 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 the proposal on the November election ballot. The notice for the Selectboard's public August 24 hearing was published in *The Addison Independent* last week. Copies of the UDR are available online from Bristol's Web site and are available from the Town Office if folks call ahead and arrange for pickup.

If substantive changes are made to the proposed UDR following the August 24 hearing, a second public hearing would be necessary. The deadline for items to be added to the November primary warning by Australian ballot is September 21.

RECOMMENDATION: No action necessary other than to become familiar with the document before the August 24 hearing.

Item III.10. Approval of the July 8, July 13, July 20, and July 27, 2020 meeting minutes. These minutes are either complete and posted online or review is in progress and they will be posted to the Web site when completed. Drafts are posted.

## **V. OTHER BUSINESS.**

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

- FEMA Assistance to Firefighters Grant notice of award, 08/05/2020. AWSOME. Very difficult to get.
- Budget status report through 07/31/2020.
- Bristol RLF status report through 2020/06/30.
- E-mail from Randy Durand, 08/07/2020, resignation from Conservation Commission.
- Bristol Town Green list of August and September events (so far).
- E-mail Underwood, 07/17/2020, that the NSF Smart and Connected Communities grant application was not funded.
- Copy of *Addison Independent* article, 08/06/2020

## **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).

### **August 11 Primary Voting Day**

The polls will be open from 7:00am to 7:00pm, Tuesday, August 11, *in the lower level* of Holley Hall.

Yes, the election will be held *downstairs* in the Town Clerk's office in Holley Hall and a number of safety protocols have been put in place.

- Voters will enter through the South Street door, check in at the Clerk's plexi-glassed counter, and continue down the hall to the conference room.
- Appropriate spacing will be marked on the floor in the event a line forms.
- Masks will be required. Masks will be available for those who do not come prepared with one.
- If a voter cannot come into the building, for whatever reason, arrangements can be made to bring a ballot to them to complete elsewhere and return it.
- Small pencils will be provided to each voter that they can take with them.
- Hand sanitizer will be provided at various stations.
- Voters in the conference room will check out and exit through the ADA entrance at the back of the building.

As of Friday, August 7, more than 900 absentee ballots had been mailed out. By Wednesday, August 5, 514 returned ballots were logged in and about 50 or more were received since then but not yet logged in. Members of the Board of Civil Authority will begin running the voted ballots through the tabulator starting at noon, Monday.

### **Use of Parks in the Age of COVID-19**

Now that we have more experience under our belt in the wake of COVID-19 for use of Town parks, the Recreation Department, which is responsible for initial administration of applications to use Town parks or properties for events, has been issuing permits for use of facilities for which further review by the Town Administrator or Selectboard would not ordinarily be

required. As long as all COVID-19 protocols are proposed to be included in the proposed activity, and the attendance and/or display period is within that which can be approved by the Recreation Director, the Recreation Director has been approving them.

A schedule of the current August – September activities is enclosed, for your information, in case you receive any inquiries about whether they were approved.

### **Conservation Commission Vacancies**

We recently received an e-mail from Randy Durand conveying his resignation from the Conservation Commission for personal reasons. He has served on the BCC for seven years and his resignation leaves the BCC with four vacancies. I expect we are agreed that we thank him for his many years of service to the community and wish him nothing but well.

### **New Auto-Attendant Phone System**

The new auto-attendant phone system was put in place last month. Callers will now be greeted with a recording that provides the following options:

- Town Administrator – 1
- Zoning Administrator – 2
- Listers' Office – 3
- Recreation Department – 4
- Town Clerk, Treasurer, Delinquent Tax Collector, Water and Sewer Departments, and general inquiries – 5
- Bristol Police Department – 6

Stay on the line to reach the Administrative Assistant.

### **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 August 10**

- Monday: 7:00pm – Selectboard via Zoom.
- Tuesday: 9:00am – ACEDC COVI-19 Recovery Team via Zoom.
- Wednesday: 10:00am – Dept. Heads Zoom meeting.  
12:00pm +/- – in Office.
- Thursday: 2:00pm - COVID-19 conf. call with local EMDs, RPCs, and municipal officials.  
Off in the afternoon – hopefully padding Bristol Pond/Lake Winona.
- Friday: 10:00am – Stoney Hill Business Park Infrastructure Project team Zoom meeting.  
12:00pm +/- – in Office.

#### **Week of Aug. 17**

- Monday: 10:00m – Personal appointment.
- Tuesday: 12:00pm +/- – in Office.

1:00pm – FEMA Eagle Park site visit.

Wednesday: 12:00pm +/- – in Office.

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., 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.
- [Selectboard](#): Mon., Aug. 24, 7:00pm via Zoom.
- Bristol CORE: Thurs., Sept. 3, 8:30am, via Zoom.

### **Upcoming Agenda Items**

- FY2020 4<sup>th</sup> quarter (Apr. – June) budget review.
- Unified Development Regulations review and public hearing.
- Revisit BLM Thursday vigil permit (post two months).
- Continued appointment and reappointment of Town Officials.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Class 4 highways maintenance policy.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Town Plan review.
- Personnel Policies review.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator