

# Bristol Town Administrator's Report

## September 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 documents online relate to printed or electronic documents available electronically at [bristolvt.org/meeting-minutes](http://bristolvt.org/meeting-minutes) in the Selectboard section. 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, September 28, 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/86828281727?pwd=WDF4dUtHUUxoMDBTQUJhNnJrbUhrUT09>

Meeting ID: 868 2828 1727

Passcode: 574825

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. Lister Candidate interviews and potential appointments of one or more candidates to fill either of two vacant Lister positions: Mark Adams, David Cobb, and Patricia King.

There are currently two vacancies among the three elected Lister positions. [Online](#) is the Notice of Lister Vacancies that was published and the letters or e-mails of interest from three Bristol residents who have expressed interest in being appointed to fill any one of two vacant Lister positions. The appointments would be until the March 2021 Town Meeting, when the appointees would need to run for election to serve the remainder of the elected officers' terms. The seat formerly held by Craig Scribner is up in 2023 and the seat vacated by Theresa Gile is up in 2021. Current Lister Mark Bouvier's term runs to 2022.

RECOMMENDATION: Discussion. Possible deliberation in executive session per 1 V.S.A. §313(a)(3); vote to appoint candidates to the two vacant Lister positions.

Item III.2. Request from the Bristol Fire Department for authorization to use up to \$6,300 in the Fire Department Capital Equipment Fund for the Assistance to Firefighters Grant (AFG) 5% match for purchase of personal protective equipment. [Online](#) is information related to the AFG grant the Bristol Fire Department was recently awarded to purchase personal protective equipment and quotes from companies for the equipment. Fire Chief Brett LaRose is requesting authorization to spend up to \$6,300 from the Fire Department Capital Equipment Fund toward the 5% match. The fund currently has about an \$100,000 balance.

RECOMMENDATION: Approval.

Item III.3. Request from the Bristol Police Department for authorization to spend up to \$35,000 from the Police District Capital Fund to purchase a new cruiser per the capital plan. [Online](#) is a request from Police Chief Bruce Nason for authorization to spend up to \$35,000 to purchase a new cruiser per the capital plan. Four bids were received. Chief Nason is recommending proceeding with the option from Heritage Ford for an F-150 without the light rack for \$34,238. There may be additional expenses for registration, etc. Chief Nason will be on hand to provide more information.

RECOMMENDATION: Determine if more information is needed. Approval.

Item III.4. Consider quote from the Overhead Door Company for repairs to garage doors at the Public Works building. [Online](#) is a quote from the Overhead Door Company for repairs to the garage doors on one of the buildings at Public Works. The Garage Maintenance budget line has a balance of about \$2,500. Public Works Foreman Eric Cota may be on hand to provide more information.

RECOMMENDATION: Determine if more information is needed. Approval.

Item III.5. Consider Selectboard of Letter of Intent to participate in the Vermont Dept. of Environmental Conservation/Addison County Regional Planning Commission Municipal Grants-in-Aid Program. [Online](#) is a draft letter of intent for the FY2021 municipal grants-in-aid program through the ACRPC. Up to \$8,800 is available to the

Town of Bristol to implement best management practices to comply with Municipal General Roads Permit. A 20% match of \$2,200 is required.

RECOMMENDATION: Approval.

Item III.6. Request for authorization to proceed with a grant application to the VTrans Highway and Stormwater Mitigation Grant Program—amount and project to be determined. [Online](#) is grant summary request form for authorization to apply to a relatively new Municipal Highway and Stormwater Mitigation Program grant through VTrans. This is a long shot request because at this point, a specific project has not been selected and the application deadline is October 9 by 1:00pm. There is no funding limit on individual projects, but a 20% match is required. The program is intended for larger environmental mitigation projects involving \$250,000 or more in construction. Because federal funds are involved, any project will need to go through the multi-layered scoping and environmental review process, engineering, and project management. The program anticipates that typical projects will take from two to four years to complete.

Eric and I plan to brainstorm about what project(s) might be ready enough to submit an application for. The Upper Notch Road bank stabilization? We may find that there will not be enough time to pull an application together at this point or that it would be better to wait until next year for certain projects (Basin Street?). We may also find that the federal scoping, engineering, and environmental process would add more administrative and monetary costs to a project than if pursued with local-only funds or through other funding programs.

RECOMMENDATION: Authorization to proceed. If an application is submitted, it can be reviewed and ratified at a subsequent meeting for agreement on the funding proposal.

Item III.7. Consider a non-binding petition submitted by Richard Butz regarding traffic control, noise control, and enforcement. [Online](#) is a non-binding petition initiated by Richard Butz in response to concerns about the traffic speed, unsafe driving, and noise in the village. He and the petitioners are asking the Selectboard to commission a study to develop recommendations to reduce these conditions and return Bristol to a more livable community. Suggestions so far include, but should not be limited to:

- Changing the village speed limit to 25 mph,
- Establishing an enforceable noise ordinance, and
- Developing workable enforcement preceded by a public education campaign.

This dovetails with the discussion held at the previous meeting regarding speed control and traffic calming measures on Maple, Pine, and other village streets. At that time, the Police Department was directed to collect speed data. We enlisted the help of Mike Winslow with the Addison County Regional Planning Commission, who set up traffic and speed tube counters on Mountain Street and Taylor Avenue this week. After about

a week he will move them to two other locations in the village. Bruce provided a list of preferred locations.

Following up on the discussion from the previous meeting, Mike Winslow also explored traffic calming options that he thought would be suitable in Bristol's residential areas. [Online](#) is a brief summary of options he prepared.

We should have a discussion about noise ordinances. They sound great in concept (no pun intended), but if adopted, we would need to be prepared to enforce it, which can be a challenge in many ways.

RECOMMENDATION: Discussion. Determine next steps.

Item I11.8. Adopt warning for the November 3, 2020 special Town Meeting election for voter approval of proposed Bristol Unified Development Regulations. [Online](#) are three different versions of the warning for the November 3 special Town Meeting for voter approval of the proposed Bristol Unified Development Regulations: (1) one follows the traditional format of an evening floor meeting as part of the special Town Meeting for discussion on the proposed Australian ballot Article; (2) one is with no meeting at all and just Australian ballot voting; and (3) another is if the Selectboard wants to include one or more informational meetings in October, similar to the Police District annual Town Meeting budget discussion. The VLCT affirmed that a pre-discussion meeting is not required for this type of Australian ballot item. Even though this is now a Selectboard document, the options with pre-discussion meetings would presume that someone from the Planning Commission would be on hand to provide the overview and field some of the discussion. The Selectboard did have two hearings in August and September on the proposed unified regulations.

Whichever option is chosen, it will be very important for enough Selectboard members to sign the final version by the end of the week so it can be posted by Friday.

RECOMMENDATION: Discussion. Vote to finalize and approve the warning. Come by and sign the final document.

Item III.9. Consider adding the Treasurer as an authorized representative of the Town on the DWSRF WPL-314-1.0 loan. This loan is for the preliminary engineering report (PER) that Green Mountain Engineering is currently doing regarding replacement of the lead-packed water lines in village water system. Currently, the Town Administrator is the only authorized administrator on the loan. [Online](#) is a form to add the Town Treasurer as an additional authorized administrator. I just noticed that the Town Office mailing address needs to be added to the form—not a problem.

RECOMMENDATION: Approval. This will require Selectboard signatures.

Item III.10. Water Commission: request for authorization for VTUMS to repair the water meter pit at KTP. On Friday we were alerted that the meter pit at KTP is filled with water,

resulting in inaccurate meter readings. VTUMS estimates it will cost between \$1,500 and \$2,000 for one day of work to excavate the meter pit, clean it out, replace parts if necessary, re-seal, and re-install.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item III.11. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The Governor's Emergency Order is currently in effect to October 15, 2020. The Town Office began a soft opening this week on Monday and Wednesday with open hours from 8:00am to 12:00pm.

The Town of Bristol has been awarded a grant through the CARES Act and Vermont Department of Taxes of more than \$25,000 to increase the pace and reach of digitizing records into the 1980s, which will allow at least 40 years of records to be available online. Land records are currently available from July 30, 2015 to the present. Bristol's vendor, Cott Systems, will be doing the scanning. The documents would then be indexed by the Town. It is not yet known how long the entire project will take to complete. With 97 more books to index at about 6 hours each, we can expect it will be several months.

And we learned this week that the Town's application under Act 137 of 2020 for the Local Government Expense Reimbursement (LGER) has been approved to submit expenses for reimbursement of eligible COVID-related expenses. The final amount of the grant award will reflect the total amount of our LGER application and any carry over of eligible expenses that were denied by FEMA, including the 25% local match for FEMA funds. The deadline to apply for reimbursement of additional actual or projected expenses has been extended to October 15.

Our FEMA application for COVID-related reimbursements at 75% is currently being reviewed.

RECOMMENDATION: Discussion. Determine what, if any, additional measures or considerations should be made.

Item III.12. Paving and sidewalk projects update; request for reimbursement for lawn repair.

The current updates for the Main Street sidewalk and Village paving projects from Natalie Boyle/VTrans are available [online](#). The final paving got underway this week and will continue into this coming week. The contractor will begin paving the side roads on Monday and then on to driveway aprons the remainder of the week.

White and yellow line painting is expected to begin Wednesday late afternoon into the night. Other roadway markings and symbols are planned for later in the week as night work.

Pike provided a [quote](#) for re-doing the pavement patch on Rocky Dale and the pavement patch on Mountain Street for a water line repair in the amount of \$3,088.

Because the window of opportunity is short and it is was unclear if Selectboard/Water Commission approval would be necessary, I made the executive decision to accept the quote and move forward. Paving work was anticipated in the approved budget.

RECOMMENDATION: Discussion. Determine if additional information is needed. If it is determined that Selectboard/Water Commission approval would have been required to accept the Pike Rocky Dale/Mountain Street paving quote, that it be retroactively authorized.

Item III.13. Approval of the August 24, September 2, and September 14, 2020 meeting minutes. The [August 24](#) and [September 2](#) minutes are carried over from the previous meeting. The [draft September 14 minutes](#) are still in the process of being reviewed and will be posted online and e-mailed prior to Monday's meeting.

RECOMMENDATION: Review, adjustments as needed, approval.

Item III.14. Approval of January 15, January 20, January 22, February 5, February 12, and March 27, 2018 meeting minutes. Catching up on this batch of minutes has been a challenge for quiiiiite a while. They represent a cluster of meetings over a busy budget season in 2018 and I had been on the job only a few months. Once behind, it was difficult to catch up on top of the on-going day-to-day operations. Admittedly, it slipped off the radar for a time. But I know this has been a thorn and I want to get it done as much as anyone. Many thanks to Mary at NEATV for bearing with me several times as we navigated making the archived recordings available. The [January 15](#) and [March 27](#) minutes are currently available. The others are in progress. Although the goal had been to keep them together for review because they represent a cohesive block of time, that might not be possible. Those not posted before Monday's meeting will be continued.

RECOMMENDATION: Review, adjustments as needed, approval. Continued patience.

## **V. OTHER BUSINESS.**

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

- Bristol Works Police Station [2020 Occupancy Rent Reconciliation](#), 08/24/2020.
- VLCT Loss Control Report and [Recreation Department Response](#).
- VLCT Annual Meeting voting delegate [flyer](#).

## **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).

### **Emerald Ash Borer Strategic Plan Committee**

The Emerald Ash Borer Strategic Plan Committee held its first meeting on Monday, Sept. 21 with an orientation session with Joanne Garton from the VT Dept. of Forests, Parks, and Recreation.

The next step is to schedule the on-line training for the inventory and other logistics for the week of October 6.

### **Tax Bills Are Out – Due November 5**

Tax bills are now in the mail. They can be paid directly at the Town Office under the new open hours of Monday and Wednesday, 8:00am to 12:00noon, mailed, or safely delivered to the drop box through the slot in the entry door on South Street.

### **Schedule**

In response to the COVID-19 guidance, I will continue to be working from home most days but plan to be in the office occasionally to tend to things that were not easily accomplished remotely. My schedule for the weeks ahead, however, will be variable in response to a medical matter that requires travel to UVM Medical Center in Burlington every day through October.

#### Week of September 28

Monday: Morning: various appointments via phone and Zoom  
2:45pm – Burlington appt.  
7:00pm – Selectboard via Zoom.  
Tuesday: 2:00pm – Burlington appt.  
Wednesday: 10:00am – Staff meeting (yet to be confirmed).  
1:45pm – Burlington appt.  
Thursday: 1:00pm – Burlington appt.  
Friday: 10:00am +/- – in Office.  
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.  
2:45pm – Burlington appt.

#### Week of October 5

Monday: 1:15pm – Burlington appt.  
Tuesday: 1:15pm – Burlington appt.  
Wednesday: 10:00am +/- – in Office.  
1:30pm – Burlington appt.  
Thursday: 1:15pm – Burlington appt.  
Friday: 10:00am +/- – in Office.  
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.  
1:00pm – Burlington appt.

### **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., Sept. 28, 7:00pm via Zoom.
- Bristol CORE: Thurs., Oct. 1, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Oct. 8, 6:00pm, via Zoom.
- [Selectboard](#): Mon., Oct. 12, 7:00pm via Zoom.
- [Planning Commission](#): Tues., Oct. 20, 7:00pm, via Zoom.

- [Bristol Energy Committee](#): Weds., Oct. 21, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Oct. 26, 7:00pm via Zoom.

**Upcoming Agenda Items**

- Class 4 highways maintenance policy.
- Winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Budget, budget, budget.
- Town Plan review.
- Personnel Policies review.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator