

Bristol Town Administrator's Report

October 11, 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 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, October 12, 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/89079785714?pwd=QVp6U3AwVWpnUzF2V2ZVS3V3ZlQ0Zz09>

Meeting ID: 890 7978 5714

Passcode: 718542

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. SPECIAL TOWN MEETING PUBLIC INFORMATION MEETING: Australian ballot vote on proposed Unified Development Regulations. The Selectboard has warned as [special Town Meeting](#) to coincide with the November 3 General Election to provide an opportunity for Bristol voters to decide by Australian ballot whether to adopt the proposed Bristol Unified Development Regulations.

Bristol's Zoning Regulations are proposed to be amended to include Subdivision Regulations for the town. The resulting proposed document would be named 'Bristol Unified Development Regulations.' The amended document is intended to implement the Bristol Town Plan and streamline the development review process, which affects all types of development throughout the town. The following list highlights the Articles and other topics substantially amended in the proposed document. Other minor changes are also proposed.

1. Article IX: the inclusion of Subdivision Regulations, Planned Unit Developments (PUDs)
2. Change from a Zoning Board of Adjustment (ZBA) to a Development Review Board (DRB)
3. Article X: definitions
4. Article III: the review process
5. Article VI: A new section allowing On Farm Accessory Businesses

Copies of the proposed [Bristol Unified Development Regulations](#) and the [Planning Commission's report](#) are available at Bristol's Web site: www.bristolvt.org at the Bristol Town Office (call for appointment).

OFFICIAL BALLOT – TUESDAY, NOVEMBER 3, 2020

ARTICLE 1: Will the voters of the Town of Bristol adopt the proposed Bristol amendments to the Town of Bristol Zoning Regulations to include Subdivision Regulations for the town? The resulting proposed document would be named the "Town of Bristol Unified Development Regulations," for which notice was given for the final public hearing held by the Bristol Selectboard on September 14, 2020. The proposed amendments affect all areas within the Town of Bristol.

If in favor of Article 1, make a cross (X) in this box

If opposed to Article 1, make a cross (X) in this box

IMPORTANT VOTING INFORMATION:

Unlike the General Election ballot that the Secretary of State has mailed to each active voter statewide, this is a [local election](#) ballot that voters will need to request directly from the Town Clerk's office either by mail or by voting in person. Contact the Town Clerk at (802) 453-2410 ext. 5 or clerk@bristolvt.org for more information.

IV. REGULAR BUSINESS

Item IV.1. Continuation of 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. This was continued from the previous meeting to provide an opportunity for Selectboard members to speak with Mark. We now know that Mark Adams has withdrawn his name from consideration for personal reasons.

To recap: 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 IV.2. Clarification and/or ratification of Acorn request for AES-3 prospective stormwater permit expenses from Sept. 14, 2020 decision. [Online](#) is an agreement document from Ben Marks with Acorn Energy Co-Op, Inc. following up from the Selectboard's Sept. 14, 2020 meeting where cost-sharing of stormwater permit expenses was discussed and agreed. Also online are the information originally provided and the draft minutes of the meeting. It is not clear from the minutes or review of the discussion whether the Selectboard intended to agree to provision #3, specifically, "... once the town engages in stormwater permit amendment triggering activity for the parcel, AES3's fee-splitting obligation will expire and the town will bear 100% of the ongoing stormwater permit costs including all the annual and renewal fees." This is an opportunity to clarify if this provision was intended to be included in the Selectboard's approval.

RECOMMENDATION: Discussion. Determine if more information is necessary.

Item IV.3. Coin drop application: Bedell Family EMS Fundraiser, West Street near Post Office, Oct. 17, 2020. [Online](#) is a request from the family of Tracy Bedell to host a coin drop fund raising event on West Street across from the Post Office on Saturday, Oct. 17, or rain date Oct. 24. The hours of operation are not specified. The applicant, Mary Hutchins-Berry, contacted Randy Snelling at VTrans who clarified that VTrans approval is not needed. The purpose is to raise funds to purchase new LUCAS CPR devices for the Bristol and Vergennes Rescue Squads.

RECOMMENDATION: Determine if more information is needed. Consider approval.

Item IV.4. Town Green and Gazebo use request: Bristol Federated Church Christmas Eve Service, 12/24/2020, 6:00pm to 8:00pm. [Online](#) is an application from the Bristol Federated Church to use the gazebo and Town Green for Christmas Eve services on Dec. 24, 2020. According to the [Public Displays and Public Assemblages Ordinance](#), this would require a Class 2 permit because attendance is anticipated to be about 150. This is referred to the Selectboard per Section 5.1.b.

RECOMMENDATION: Determine if more information is needed. Consider approval.

Item IV.5. Water Commission: consider request from the Addison County Community Trust for KTP Trailer Park to become an *exempt* consecutive water system. The Addison County Community Trust (ACCT) through P2 Environmental is requesting the Water Commission's approval that the Kilbourn Trailer Park (KTP), also known as the Kilbourn Mobile Home Park (KMHP), become an *exempt* consecutive water system—meaning that ACCT would no longer be responsible for regular water quality sampling

and compliance reporting to the State. They also propose to longer be responsible for notification to tenants of the annual Consumer Confidence Reports (CCRs).

[Online](#) is a proposed agreement they drafted and a thread of e-mail communications. KTP is already a form of consecutive water system in that it is served by a single master meter and receives only one water bill per quarter to the ACCT. The ACCT is currently responsible for collecting fees for water services from the tenants through lease agreements. ACCT is also currently responsible for all water sampling, water quality corrections, CCR reporting, and distribution system maintenance. The Water District would not ordinarily maintain contact information for individual tenants to distribute a CCR or any emergency repair or boil water notices related to a repair within their distribution system. The same is true at Blaise's Trailer Park on Rocky Dale.

The proposed agreement suggests the Bristol Water District would take on new responsibility for water sampling within their existing system and distributing the Consumer Confidence Report (CCR) to individual KMHP tenants. This is not done now and would require Bristol's Water Operator to update the District's sampling plan(s) to include this area for state approval and perform the additional sampling every year going forward. The ACCT would continue to be responsible for repairs and maintenance of the distribution system, which has a history of leaks and maintenance needs. The Town/Water District would continue to send just one quarterly water bill to the ACCT.

The only other exempt consecutive water system in Bristol is Woodland Apartments, which became a new exempt consecutive water system in 2019 after considerable negotiation related to the extension of the West Street water line to Lovers Lane. They were approved by the State following approval of updated sampling plans. This approval also eliminated their well head protection area, which freed up substantial land areas for development. They had not been previously connected to the water system and now have a master meter, receive only one quarterly bill apportioned by the property owner per various tenant agreements, and the property owner distributes the CCRs to their tenants.

RECOMMENDATION: Discussion. Determine if any additional inform is needed.

Item IV.6. Water Commission: continuation of request for authorization for VTUMS to repair the water meter pit at KTP. [Online](#) is updated, but not much different, information from the previous meeting about the proposed repair of the meter at KTP.

RECOMMENDATION: Authorization to proceed.

Item IV.7. Acknowledge receipt of the proposed Bristol Town Plan Update and transmittal from the Planning Commission. [Online](#) is the Planning Commission's memo of transmittal and report to the Selectboard and the proposed updated Bristol Town Plan. Also included is the November 9 Selectboard public hearing notice for review of the Town

Plan. Because Bristol's population exceeds 2,500 persons, a second public hearing is required with a 30-day notice.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.8. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The Governor's Emergency Order is currently in effect to October 15, 2020 and it is not yet known (to me) whether it is likely to be extended, though the odds are probably high that it will be. The Town Office's soft opening on Mondays and Wednesdays from 8:00am to 12:00pm have worked well. There is interest in extending the Monday and Wednesday hours to 2:30pm while Gail is available to provide support and adding morning hours on Friday.

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

Item IV.9. Paving and sidewalk projects update. The last week's and this week's updates for the Main Street sidewalk and Village paving projects from Natalie Boyle/VTrans are available [online](#). The overall project is nearing completion; the sidewalk and lighting portion is largely complete now. A punch list walk-through is planned for Wednesday, Oct. 21 to identify any details that may need attention for final approval and sign-off.

Pike completed their paving on several of the planned roads. A top coat was added to sections on Pine Street and, true to form for Pine Street, a major water line leak erupted under one of those sections that took VTUMS and others ALL day and into the evening Saturday to deal with. More information about the status of paving projects will be available at the meeting.

RECOMMENDATION: Discussion. No action is necessary. Determine if additional information is needed.

Item IV.10. Approval of the September 28, 2020 meeting minutes. The [draft September 28 minutes](#) are still in the process of being reviewed and will be posted online and e-mailed prior to Monday's meeting.

Item IV.11. Approval of January 20, January 22, and February 12, 2018 meeting minutes. It is unlikely all three of these will be ready for action Monday, but hopefully at least one will be.

V. OTHER BUSINESS.

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

- Budget Status Report through 09/30/2020.
- Memo from ACRPC, 10/05/2020, that Bristol's Municipal Roads Grant-in-Aid Equipment Purchase Program application was not funded but is on a waiting list.
- Memo from VTrans Better Roads, 10/08/2020, that Bristol's application for the Mountain Street stormwater improvement was not funded.

- Letter from Daniel D'Avignon, 10/09/2020, regarding the Mountain Street sidewalk project.
- Bristol CORE draft minutes, 09/03/2020.
- E-mail from the Bristol Trail Network, 10//09/2020, about the art exhibit along the trail at Mount Abe.
- ACRPC October newsletter.

VI. EXECUTIVE SESSION.

The Selectboard may choose to deliberate in executive session regarding contract negotiations per 1 V.S.A. §313(a)(1)(A), pending litigation per 1 V.S.A. §313(a)(1)(E), and/or personnel matters per 1 V.S.A. §313(a)(3).

Emerald Ash Borer Strategic Plan Committee

Emerald Ash Borer Strategic Plan Committee members had an inventory training session this past Tuesday with Joanne Garton from the VT Dept. of Forests, Parks, and Recreation. Routes or areas of town were divvied up and the group will come back together in a couple weeks to assess progress and next steps.

Tax Bills Are Out – Due November 5

Tax bills have been sent. They can be paid directly at the Town Office under the new open hours of Monday and Wednesday, 8:00am to 12:00noon, mailed by regular USPS, or safely delivered to either the drop box through the slot in the entry door on South Street or the new and bigger drop box next to the entry door intended to accommodate the increased volume of absentee Australian ballots. Both are very secure and will welcome your input.

Voting

For current and accurate information about absentee ballot voting in Bristol for this November 3 **general AND local** election, go to Bristol's Web site at <http://bristolvt.org/voting/>.

Grant Applications Updates

Municipal Highway & Stormwater Mitigation Program. I am happy to report that the grant application for the Basin Street Improvement Project was successfully submitted on Friday. Using the information provided in Green Mountain Engineering's Basin Street 2020 and 2008 preliminary engineering reports, the 2015 UVM stormwater mapping project, and the 2019 Stormwater Master Plan by Watershed Consulting, the proposal came together for a total project cost of \$700,700: Fed grant 80% = \$560,560 and the local 20% match = \$140,140. As a federally-funded project, its costs would be expected to be incurred over two to four years. If funded, it may be possible to obtain additional grants to offset some of the local match.

VTrans Bicycle and Pedestrian Grant Program. The application for a scoping study to examine the feasibility a new sidewalk on Munsill Avenue from West Street to Pine Street was submitted a week ago Friday. The total project cost of \$39,600 would amount to the 80% State share at \$31,680 and the 20% local share at \$7,936, which would come from the Sidewalks Reserve Fund.

VTrans Better Roads Program. Unfortunately, we received word that our application for improvements to the Mountain Street stormwater drainage system was not funded. One likely

reason was the lack of a hydraulic and hydrologic (H & H) study to correlate with the proposed pipe size increase. We may want to consider having this study done (estimated cost ~ \$4,000) before applying to another program.

ACRPC-DEC Grants In Aid Program Equipment Grant. We also received word that Bristol's application for a bale mulcher was not funded but is on a waiting list if more funding becomes available.

Schedule

In response to the COVID-19 guidance, I will continue to be working remotely most days but plan to be in the office at least twice a week to tend to things that were not easily accomplished remotely. My schedule for the weeks ahead, however, will be variable in response to a matter that requires travel to Burlington every weekday through October.

Week of October 12

Monday: 1:15pm – Burlington appt.
7:00pm – Selectboard via Zoom.
Tuesday: 3:00pm – Burlington appt.
Wednesday: 10:00am – Staff meeting (yet to be confirmed).
12:00pm +/- - in Office.
2:00pm – Addison County Recovery Team Zoom (now monthly) meeting.
3:45pm – Burlington appt.
Thursday: 7:30am – ACEDC Board meeting.
11:30am – Main Street Sidewalk and Lighting Project weekly construction meeting.
3:00pm – Burlington appt.
Friday: 10:00am +/- – in Office.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.
3:00pm – Burlington appt.

Week of October 19

Monday: 3:00pm – Burlington appt.
Tuesday: 3:00pm – Burlington appt.
Wednesday: 10:00am +/- – in Office.
3:00pm – Burlington appt.
Thursday: 3:00pm – Burlington appt.
Friday: 10:00am +/- – in Office.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.
3:00pm – 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., 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.
- Bristol CORE: Thurs., Nov. 12, 8:30am, via Zoom.
- [Selectboard](#): Mon., Nov. 9, 7:00pm via Zoom. ** Time change to 6:00pm?
- [Conservation Commission](#): Thurs., Nov. 12, 6:00pm, via Zoom.

Upcoming Agenda Items

- Town Plan review.
- Budget, budget, budget.
- 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.
- Personnel Policies review.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator