

Bristol Town Administrator's Report

October 25, 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 26, 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/83385332875?pwd=dnBQYkRNU0hLTjUxbnRLTEprNEIEUT09>

Meeting ID: 833 8533 2875

Passcode: 769346

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. Scout Troop 543 request for permission to perform community service project at Veterans Memorial on the Town Green on November 11, 2020. [Online](#) is a request from Scout Troop 543 for permission to perform a community service project at the Veterans Memorial on Nov. 11. The event itself might not necessarily qualify for Selectboard approval under the [Public Displays and Public Assemblages Ordinance](#), but all agreed it would be a good experience for the Scouts to experience this process and it would be an opportunity to promote the event.

RECOMMENDATION: Approval.

Item III.2. Town Green Park use request for Town Green: Addison County Votes, November 4, 2020 and other rally events. [Online](#) is a thread of communications for a rally proposed for Wednesday, Nov. 4, 4:30pm to 6:00pm on the Town Green to express solidarity for a fair electoral process and to provide information regarding the public's options for making sure the process proceeds properly. They would like to add three additional short rallies from 4:30pm - 5:30pm on Nov 5th, 6th, and 7th.

The polls will have closed at 7:00pm, Nov. 3. It is not clear that Selectboard approval is necessary; however, this would be an opportunity to see if there are any concerns and to share information about the initiative.

RECOMMENDATION: Approval.

Item III.3. Salt shed repair review of quotes and authorization to proceed. The Selectboard has received two quotes from area contractors for repair of recent damage to the rear wall of the salt shed. The quotes are not disclosed in case the Selectboard wishes to seek additional input.

RECOMMENDATION: Determine if more information or additional quotes are needed. Consider deliberation in executive session regarding contract negotiation.

Item III.4. Curb cut application 20-04DA: Bessette on Meehan Road. [Online](#) is a curb cut application for a new residence on Meehan Road. The Public Works Foreman's recommendation is expected to be available by Monday's meeting and is expected to include approval with conditions regarding sight distance.

RECOMMENDATION: Await the DPW Foreman's recommendation. Determine if more information is needed. Consider approval.

Item III.5. Preliminary FY2022 general fund budget review and process. [Online](#) is a very preliminary limited-scope general fund budget template that Treasurer Jen Meyers produced from our NEMRC system. She provided a link via e-mail to the shared document so that Selectboard members could input budget figures directly. As a result, an updated document may be available at Monday's meeting.

This is a departure from the process the Town staff and the Selectboard has used over the past several years. Department heads will continue to prepare preliminary budgets for review by the Selectboard, but using this more streamlined format. This is an opportunity to discuss the Selectboard's goals for this FY2022 budget process.

RECOMMENDATION: Discussion. Determine if any additional inform is needed and next steps.

Item III.6. Consideration of employee health insurance renewal options. [Online](#) is information regarding the 2021 calendar year Blue Cross Blue Shield insurance plans and an e-mail from Treasurer Jen Myers outlining the changes to the plan employees are currently enrolled in. Additional information is expected to be available at the meeting regarding estimated budget impacts.

RECOMMENDATION: Determine if more information is needed. Vote to select an employee health insurance plan.

Item III.7. Police Department cruiser purchase update and authorization to proceed. [Online](#) is an e-mail from Police Chief Bruce Nason regarding changes in the options for the purchase of a new police cruiser. At the September 28, 2020 meeting, the Selectboard voted to authorize the purchase of the F150 from Heritage for \$34,590 as recommended by the Police Chief. The particular offering is no longer available under the same terms. Heritage located one with more features and the the cost would be \$37,858. Or the department can wait for a 2021 model to be built, but it would not be available until July or July 2021.

Another option is purchasing a cruiser from Claremont Ford of New Hampshire for \$34,200, which was in stock as of this past Wednesday.

RECOMMENDATION: Authorize purchase of the vehicle from New Hampshire.

Item III.8. Police Department grant authorization request: City of Vergennes for Governor's Highway Safety Grant Program. [Online](#) is grant authorization request form the Bristol Police Department for participation in the Governor's Highway Safety Program grant, which is administered through the City of Vergennes. Police Chief Bruce Nason will be available to answer any questions.

RECOMMENDATION: Approval.

Item III.9. Selectboard meeting start time: change to 6:00pm to coincide with Daylight Saving Time. Daylight saving time ends Sunday, November 1, which is when we *fall back* one hour. The Selectboard has traditionally adjusted its meeting start time after that to 6:00pm until the next DST adjustment in March.

RECOMMENDATION: Discussion. Determine whether to change the start time to 6:00pm.

Item III.10. Public Works Building, Site, and Needs Analysis update; set date for presentation.

The Bread Loaf Corp. has produced a detailed analysis of the Public Works facility and developed three concept plans showing a co-located Police Station. Their preliminary concept plans and notes are currently being reviewed in-house for any additional input. They would then make any adjustments and would like to present the concepts to the Selectboard to help inform the next steps. The meeting Eric, Bruce, and I had with the design team took almost two hours to go through the details and considerations.

RECOMMENDATION: Explore holding a special meeting on November 2 for presentation of the preliminary Public Works and Police Station site analysis and feasibility study.

Item III.11. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. The Governor's [Emergency Order](#) is currently in effect to November 15, 2020. There is not much new to add from the previous meeting. This is an opportunity to discuss if any other measures or considerations should be made.

RECOMMENDATION: Discussion.

Item III.12. 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](#). Thank you to Ian for continuing to post the updates to Front Porch Forum and Facebook.

Ian and I participated in an preliminary walk-through on Wednesday to review the various punch list items that remain to be addressed for a certificate of substantial completion can be issued. A number of them are things other people have been bringing to our attention, largely dealing with drainage (or, rather, not draining) issues. We are probably at least a couple weeks away from completion.

The damage done to the freshly hydro-seeded green spaces on East and West Streets was a senseless act of vandalism. The contractor is not responsible for restoring it. We are currently exploring what the options are for the contractor and the Town. Some property owners would prefer that stone be installed in place of some or all of the green strip.

Downtown Transportation Fund Grant: we received an extension of the Oct. 23, 2020 completion date into next year. A requisition for the first half (\$50,000) of the grant was submitted this past week. We need to wait until the project is completed to submit the second half.

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

Item III.13. Approval of the October 12, 2020 meeting minutes. The [draft October 12 minutes](#) are in the process of being reviewed and will be posted online and e-mailed prior to Monday's meeting.

Item III.14. Approval of the January 22, 2018 meeting minutes. Two more minutes from this generation remain. We are very close to wrapping this up.

V. OTHER BUSINESS.

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

- Bristol Revolving Loan Fund status report through 09/30/2020.
- E-mail from the Vermont Local Roads Listserv, 10/13/2020, re legislative update to the Vermont Tree Warden statutes and summary.
- *Seven Days* article "Waterfalls and Hoagies" featuring Bristol and Warren attractions.

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/or personnel matters per 1 V.S.A. §313(a)(3).

REMINDER: Tax Payments Are Due By November 5

Bristol's property tax bills can be paid directly at the Town Office under the new open hours of Monday and Wednesday, 8:00am to 2:30pm and Thursday, 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 bigger drop box next to the entry door intended to accommodate the increased volume of absentee Australian ballots.

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/>.

BRISTOL VOTERS: If you have not received your General Election ballot yet from the Secretary of State's Office, please contact the Town Office at (802) 453-2410 ext. 5 or clerk@bristolvt.org to find out if yours is among the many ballots that the Post Office could not deliver due to inaccurate addresses or for some other reason.



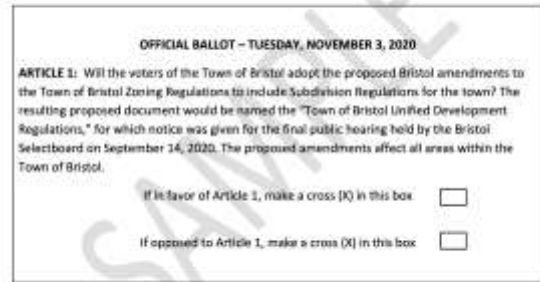
Local Election on Bristol Unified Development Regulations

Many Bristol voters may still not know there is a LOCAL ELECTION in addition to the General Election on November 3. Information will be re-posed on social media sites to let Bristol voters

know that a special Town Meeting has been called inviting Bristol voters to choose whether to adopt new proposed amendments to Bristol's Zoning Regulations to include subdivision regulations (Link to warning: <https://bit.ly/341KyM7>).

If you are not sure if you are registered to vote or want to check if your mailing address is correct, visit <https://mvp.vermont.gov>. This site allows you to submit changes and register to vote.

Questions? Contact Town Clerk Sharon Lucia at (802) 453-2410 ext. 5 or at clerk@bristolvt.org. Visit www.bristolvt.org/voting for more voting information.



Lewis Creek Streambank Repair Out to Bid

The [Request for Bids and scope of work](#) have been published for the repair of the 2019 Halloween storm damage to the Lewis Creek streambank at 455 Ireland Road. It has been published in the *Addy Indy*, *Seven Days*, the state electronic bid system, and on Bristol's Web site. This project is being largely funded through a 75% grant from the USDA Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) program. A pre-bid site visit is scheduled for Wednesday, Oct. 28, 10:00am, at 455 Ireland Road. Bids are due Thursday, Nov. 5, 4:00pm for review by the Selectboard at the Nov. 9 meeting. It has taken a long time to get to this point, requiring the efforts of many people, and it is eerily ironic that this bid process comes at the same time as the anniversary of the Halloween storm. Time is of the essence to prevent further damage to the affected property.

West Street Halloween 2019 Storm Damage Update

The same storm that damaged 455 Ireland Road (above) also caused a serious slope failure behind several properties on West Street. This was deemed eligible for 75% NRCS EWP funding and we have been working with the EWP engineer and others to develop a restoration plan and cost estimates. At least four properties are involved and all would need to agree to participate, both financially for the 25% match and to provide authorization for the work to be done on their properties. The Town is required to be the "sponsor." I have been working closely with two of the property owners so far and will soon be reaching out to the others.

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.

Week of October 26

Monday: 11:00am – Stoney Hill infrastructure project permit review via Zoom.
3:00pm – 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.

3:00pm – Burlington appt.
Thursday: 3:00pm – Burlington appt. (LAST one—yay!)
Friday: 10:00am +/- – in Office.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.

Week of November 2

Monday: 10:00am +/- – in Office.
Wednesday: 10:00am +/- – in Office.
3:00pm – Burlington appt.
Thursday: 3:00pm – Burlington appt.
Friday: 7:30am – ACEDC Annual Meeting via Zoom
10:00am +/- – in Office.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.

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. 26, 7:00pm, via Zoom.
- Zoning Board of Adjustment [Hearing](#): Tues., Oct. 27, 7:30pm, via Zoom.
- [Selectboard](#): Mon., Nov. 9, 7:00pm via Zoom. ** Time change to 6:00pm?
- [Planning Commission](#): Tues., Nov. 17, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Nov. 18, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Nov. 23, 6:00pm (?) via Zoom.
- Bristol CORE: Thurs., Nov. 12, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Nov. 12, 6:00pm, via Zoom.

Upcoming Agenda Items

- Town Plan review and public hearing.
- 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