

Bristol Town Administrator's Report

November 8, 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, November 9, 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/89154541728?pwd=cTdNRmpDcEdRWHNVVkJNad21kbjNCZz09>

Meeting ID: 891 5454 1728

Passcode: 242596

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. PUBLIC HEARING: BRISTOL TOWN PLAN UPDATE

Online is the [public hearing notice](#) and Planning Commission's [memo of transmittal and report](#) to the Selectboard regarding the [proposed updated Bristol Town Plan](#). This is the first of two public hearings to review and consider the updated plan. The second public hearing will be scheduled for December 14, 2020.

According to the Planning Commission's October 8, 2020 [transmittal memo and report](#), the proposed updated plan constitutes a significant revision of the 2017 Bristol Town Plan. Below is an excerpt of the PC memo outlining substantive changes:

1. Inclusion of Enhanced Energy Plan. The most substantive change to the town plan is the inclusion of an Enhanced Energy Plan element which contains the components described in 24 V.S.A. § 4348a(a)(3) to fulfill the requirements of Act 174. This energy element includes an analysis of resources, needs, scarcities, costs, and challenges across all energy sectors, including electric, thermal, and transportation; a statement of policy on the conservation and efficient use of energy and the development and siting of renewable energy resources; a statement of policy on patterns and densities of land use likely to result in conservation of energy; and an identification of potential areas for the development and siting of renewable energy resources and areas that are unsuitable for siting those resources or particular categories or sizes of those resources. Energy analyses and targets are derived from regional analyses and targets. Pathways and recommended actions to achieve the targets identified through the Analysis and Targets section are included as Implementation Actions for each section- electric, thermal, transportation, and land use. An Energy section remains in the body of the town plan and the enhanced energy plan is included as an appendix. This enhanced energy plan will be submitted to the Addison County Regional Planning Commission (ACRPC), which has received an affirmative determination of energy compliance for its Regional Plan. If the Bristol plan receives an affirmative determination of energy compliance under 24 V.S.A. § 4352, the land conservation measures and specific policies of the Town will receive substantial deference from the Vermont Public Utility Commission.
2. New Flood Resilience and Hazards section. The flood resilience plan identifies flood hazard and fluvial erosion hazard areas, based on FEMA Flood Hazard and state River Corridor maps.
3. Updates to Natural Resources chapter to include Forest Blocks. The Natural Resources chapter now includes maps and descriptions of areas that are important as forest blocks and habitat connectors and plans for land development in those areas to minimize forest fragmentation and promote the health, viability, and ecological function of forests.
4. Updated Goals and Policies of each section.
5. Updated Implementation Plan.
6. Other minor changes. The Planning Commission made other changes to the statistical information in the plan, bringing it up to date and reflective of recent and current town projects and enhancements.

The proposed updated Town Plan can be found online at <https://bit.ly/2U3hk9M>. As noted above, the second public hearing will be scheduled for December 14, 2020. If substantive changes are made to the concept, meaning, or extent of the proposed plan, a new public hearing would be

required with a 30-day notice. A goal is to have the proposed Town Plan on the ballot for voter approval at the March 2021 Town Meeting.

IV. REGULAR BUSINESS

Item IV.1. Continued discussion of Public Works and Police Department site and analysis with the Bread Loaf design team. Online is the [detailed analysis and conceptual plans](#) of the Public Works facility produced by the Bread Loaf design team including a co-located Police Station. This agenda item is a continuation of the discussion from the Selectboard's special meeting on November 2. One matter to be decided is the level of subsurface soil investigation the Selectboard would prefer be conducted at this stage. [Three options](#) have been presented.

RECOMMENDATION: Continued discussion. Determine next steps.

Item IV.2. Request by MAUSD Athletic Director & Activities Coordinator Devin Wendel to allow a cross-country trail around the landfill. [Online](#) are communications associated with a request by Devin Wendel, Athletic Director & Activities Coordinator for the Mt. Abraham Union Middle & High School, to establish a cross-country trail around the Bristol landfill between Mount Abe and the Public Works facility. He is also requesting permission to mark trees for removal if the trail is approved. Public Works Foreman Eric Cota had no concerns but noted that if the loop goes on any of the road, it may get plowed and sanded if the crew needs to get their stock piles in that area. Nils Behn with Aegis Renewable Energy and part of the AES3 team noted that the only area that may need to be accommodated is the section of the trail that goes around the eastern corner of the array where it is possible there may be above ground conduit that would need to be bridged if the trail is going to cross it. The height would be not more than 24 inches.

RECOMMENDATION: Determine if additional information is needed.

Item IV.3. Review of draft Winter Road and Sidewalk Maintenance Policies. Online is the most current draft of [proposed Winter Road and Sidewalk Maintenance Policies](#). Highlighted sections in particular should be discussed, such as Main Street snow removal protocols and accumulated snow removal.

RECOMMENDATION: Discussion. Determine next steps.

Item IV.4. March Town Meeting planning in the age of COVID-19: in-person, Zoom, combination, or other. [Online](#) is an e-mail communication thread among some Vermont Town Clerks about Town Meeting in the age of COVID. To summarize:

- Act 162 authorizes the Selectboard to choose to have all matters voted by Australian ballot for the 2021 Town Meeting only.
- Voter signatures will not be required in order to have a person's name placed on the ballot as a candidate for a local election that is held at a 2021 municipal meeting.

- The Act does not address the need for signatures for other petitioned matters.
- Link to the Act: <https://bit.ly/2i5fLx>.

The referenced VLCT guidance for Town Meeting does not appear to be available.

Another topic is the Town of Bristol's [Social Services Appropriation Policy](#) that requires organizations to submit a petition with the signatures of at least 5% of registered voters per [17 V.S.A. 2642](#) for three consecutive years if it is a new or increased request.

RECOMMENDATION: Discussion. Determine whether to vote to have all matters for the March 2021 Town Meeting voted by Australian ballot and eliminate the floor meeting. Waive the petition requirement for Social Service appropriation requests for 2021 in place of a letter of request.

Item IV.5. Consider selection of contractor for EWP 5038-019 Lewis Creek Streambank Repair.

The 2019 Halloween storm resulted in extensive damage to the property at 455 Ireland Road from the scouring of the Lewis Creek streambank that ultimately undermined the integrity of a garage structure. The factors of this storm and damage made the situation eligible for 75% funding through the Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) program. The Town is required to be the "sponsor," which the Selectboard approved at its May 11, 2020 meeting. The property owner, Marie Miller, will be responsible for the 25% match.

A [request for bids and scope of work](#) was published on Oct. 21, 2020 in the *Addy Indy, Seven Days*, the state electronic bid system, and on Bristol's Web site. A well-attended pre-bid site visit was held Wednesday, Oct. 28. [Online is a memo](#) summarizing the eight bids received by the Thursday, Nov. 5 deadline. The bids range from \$23,000 to \$123,900 and start dates range from upon notice of award to May 2021.

RECOMMENDATION: Determine if any additional information is needed. The Selectboard may wish to deliberate in executive session regarding contract negotiations.

Item IV.6. Coronavirus COVID-19 update: preparations, response, and impacts to municipal operations. We know the Governor's [Emergency Order](#) is currently in effect to November 15, 2020. It has been announced that State employees will continue to work remotely through March 2021 until further notice.

There is nothing new to add from the previous meeting. This is an opportunity to discuss if any other measures or considerations should be made.

RECOMMENDATION: Discussion, if necessary.

Item IV.7. Paving and sidewalk projects update. The project is very close to being completed and another punch list walk through is planned for Tuesday. Few details, if any, remain for

the Main Street sidewalk and lighting project. It is the VTrans paving part of the project that continues to draw concerns, such as drainage, management of the green strips, and final cleanup. After the first act of vandalism that damaged the freshly raked and hydro-seeded green spaces along the project area, the contractor re-raked and seeded them and put cones out in some areas to deter vehicles from going there. Some areas were damaged again.

One common theme from some East Street property owners has been dissatisfaction with the replacement of driveway aprons and the green strip that VTrans attempted to reestablish along the road. Many people were accustomed to being able to park there, so much so that the ground had become packed and barren. Now the ground is soft and, in many cases, has become deeply rutted and muddy from being traveled on. Many people have requested that all or part of their green strips be replaced with stone. The VTrans Project Engineer affirmed that all were constructed according to VTrans specifications and the project scope of work. Any changes would need to be done by others at their expense.

East Street, Main Street, and West Street are a Class 1 highway under the jurisdiction of the Town. Alterations people make to that area of their yard in the right-of-way have the potential to affect drainage and possibly create obstructions for winter maintenance and should require Town approval.

RECOMMENDATION: Discussion. Require property owners on East Street—and any other municipal roads—who wish to alter the green strips with materials or grading first obtain a [permit for work in the right-of-way](#). The \$250 deposit would be returned upon approval by the DPW Foreman that the completed work was in conformance with the permit.

Item IV.8. Approval of the October 26 and November 2, 2020 meeting minutes. The draft [October 26](#) and [November 2](#) minutes are in the process of being reviewed and will be posted online and e-mailed prior to Monday's meeting.

V. OTHER BUSINESS.

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

- Bristol budget status report through 10/31/2020.
- E-mail from the ACRPC, 11/03/2020, of the TAC \$20,000 grant award to study the Lincoln Road/Route 116 intersection and Bartlett Falls parking.
- Bristol Recreation Department approved Nov.-Dec. activities report for the Town Green.
- Hub Teen Center Community Advisory Board meeting notes, 10/01/2020.
- Tree-mail newsletter, 10/26/2020.

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

Election Results

Bristol General Election Results can be found online at <https://bit.ly/34TaPMZ> and [here](#). Of Bristol's 3,180 registered voters, 2,268 ballots were cast—a participation rate of more than 71%! Of those, 51% were by absentee ballot, which means 644 voters cast their ballots in-person at Holley Hall. Another astonishing statistic is that of the more than 2,000 ballots cast, only FIVE were deemed defective (no signature, etc.). Not 5%, just 5 (0.22%). Compare that to the August [primary election](#) where of the 1,006 voters who cast ballots, 42 ballots (4.18%) were deemed defective for one reason or another.

On the local scene, voters approved the Bristol Unified Development Regulations 362 YES to 255 NO and elected Justices of the Peace Fred Baser, Nathan Bouvier, Christopher Bray, Martha Chesley, Peter Coffey, Sharon Compagna, Paul Jackman, Peter Ryan, Craig Scribner, George Tighe, Anne Wallace, and Ken Weston. Congratulations!

THANK YOU to Town Clerk Sharon Lucia and the election team for their hard work and long hours and to all the voters who participated in the democratic process.

Water Line Repairs

It has been a very busy time for our water operator VTUMS these past few weeks. In addition to preparation for other matters, the communications cable from the reservoir was successfully repaired and a water main break on West Pleasant Street near Munsill Avenue was successfully tackled.

All approvals have been received for the water line repair in the area of 641 Rocky Dale. The work is scheduled to begin Tuesday, Nov. 10. Water service will only be interrupted if they need to repair a portion of the main that cannot be turned off. Notice will be provided to potentially affected customers and will be posted on Facebook.

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 November 9

Monday: Working remotely.
7:00pm – Selectboard via Zoom.

Tuesday: 9:30am +/- – in Office.
10:00am – Main Street punch list walk through.
5:30pm – Firefighter candidate interview.

Wednesday: Veterans Day Holiday – Town Office will be closed.

Thursday: 8:30am – Bristol CORE
10:00am +/- – in Office.

Friday: Uncertain: a scheduled appointment might get changed; variable.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.

Week of November 16

Monday: Working remotely.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office.

Thursday: Working remotely.

7:30am – ACEDC Board meeting via Zoom.

Friday: 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., Nov. 9, 7:00pm via Zoom.
- Bristol CORE: Thurs., Nov. 12, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Nov. 12, 6:00pm, via Zoom.
- [Planning Commission](#): Tues., Nov. 17, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Nov. 18, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Nov. 23, 7:00pm via Zoom.

Upcoming Agenda Items

- Budget, budget, budget.
- Meet with MAUSD Superintendent Patrick Reen.
- Class 4 highways maintenance policy.
- Adoption of winter maintenance policies and practices town-wide and for Main Street sidewalks.
- Town Plan review and 2nd public hearing.
- Stoney Hill / Firehouse Drive infrastructure details.
- Continued DPW and Police Stations facility analysis review.
- 1st FY2021 quarter budget review (Jul.-Sept.)
- 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