

Bristol Town Administrator's Report

December 13, 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, December 14, 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."

The executive session item listed on the agenda is not expected to be necessary.

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/85825322454?pwd=T3paeWVhWXU2eWY3L011WlpkZCtKdz09>

Meeting ID: 858 2532 2454

Passcode: 286363

Join meeting by phone: 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 second public hearing to review and consider the updated plan. Also online is a [summary of non-substantive adjustments](#) prepared by the Addison County Regional Planning Commission since the November 9 hearing.

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.

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. Consider process for transitioning from a Zoning Board of Adjustment to a Development Review Board and begin consideration of prospective candidates.

Voters approved the adoption of Bristol's Unified Development Regulations (UDR) on November 3. In addition to including new subdivision regulations, it calls for the establishment of a new Development Review Board, which would consolidate the development functions currently carried out by the Zoning Board of Adjustment *and* the Planning Commission. The ZBA would cease to exist and the PC would be freed up to focus solely on planning. This is on the agenda to lay the groundwork for establishing the new DRB and solicit members. Online is [guidance from the VLCT](#) on the formation of a DRB, including a sample resolution.

Section 332 of the UDR provides the following for the DRB: "The Town of Bristol Development Review Board will consist of seven members and two alternates appointed by the Selectboard, a majority of which shall be legal residents of the Town of Bristol. Members of the Development Review Board shall be appointed by the Selectboard for 3-year terms, in a manner so that not more than 1/3 of the total 3-year terms run out in any one year."

Zoning Administrator Kris Perlee reached out to current ZBA and PC members to see who might be interested in serving on the new DRB. We know of two ZBA members who wish to be considered for appointment. Appointments are currently anticipated to occur at the December 21 meeting.

On a related matter, it came to our attention that the status of the ZBA members whose terms were set to expire in March 2020 was not clear. There had been a consensus of the Selectboard to reappoint members who had not responded to the inquiry about reappointment and leave it up to them to resign. Unfortunately, this was not reflected in the minutes. And with the COVID-19 lockdown on the heels of Town meeting, follow up communications on this fell through the cracks.

The PC currently has one vacancy. If one or more members wish to migrate from the PC to the DRB, other vacancies could occur. It is also possible for PC members to serve on both boards, if they have the time, without creating a conflict. We are not currently aware of any PC members interested in serving on the DRB. Given the current vacancy and potential for others, notices were posted on Front Porch Forum to solicit members to both the DRB and PC.

RECOMMENDATION: Discussion. Encourage recruitment of DRB and PC members. Vote to affirm reappointment of 2020/2021 ZBA members.

Item IV.2. Continued review and discussion of draft Winter Road and Sidewalk Maintenance Policies. Online is the most [current draft of the draft Winter Road and Sidewalk Maintenance Policies](#) that I believe reflects the Selectboard's discussion from the previous meeting. Also online is a [clean, no mark-up draft](#) for easier viewing.

RECOMMENDATION: Discussion. Adjustments as needed. Vote to approve.

Item IV.3. Budget workshop: Public Works Department, Fire Department (tentative), other sections. Online is a [preliminary Public Works Department FY2022 budget](#) for review and a copy of the current [capital equipment plan](#). Public Works Foreman Eric Cota is planning to Zoom in go through the budget details. We do not know yet whether the Fire Department budget will be ready for review. If so, it might be live via Zoom without much, if any, info presented in advance.

The [budget status report](#) through 11/30/2020 is online for reference.

Coming up on the next meeting in December: Fire Department (if not addressed Monday), Police Department, revenues, more General Fund review, and the capital budget.

RECOMMENDATION: Discussion. Adjustments as necessary.

Item IV.4. Begin to consider whether to pursue Assessor services for assistance with Grand List maintenance. Online are copies of correspondences received last month regarding the potential for obtaining professional Assessor services. These were not solicited by the Town; however, the recent turnover in the Lister office prompted discussions whether the Town should look into professional Assessor services. Before he left the City of Vergennes, I had conversations with Daniel Hofman about scopes of work for Assessor services.

This agenda item is to begin discussion about whether to pursue professional Assessor services and how to go about it. What would be the scope of work? How many hours per week? Budget? How would it affect the role of the Listers?

RECOMMENDATION: Discussion. Determine next steps.

Item IV.5. Authorize Fire Department to contract with a third-party vendor, FIRETEC, to sell the 1999 utility truck. Fire Chief Brett LaRose is seeking authorization to contract with FIRETEC in Randolph to assist in selling of the Town's 1999 Fire Department utility vehicle.

RECOMMENDATION: Approval.

Item IV.6. Coronavirus COVID-19 update: preparations, response, impacts to municipal operations, and potential actions. The Governor's [Emergency Order](#) is likely to be extended into 2021 and the Town Office remains closed to the public except by appointment. There is not much else new to report.

We expect to receive \$3,287 in COVID-19 reimbursements through FEMA and approximately \$48,000 through the Local Government Expense Reimbursement CARES Act program.

Documents continue to build up at the Town Office awaiting Selectboard signatures.

RECOMMENDATION: Discussion; actions as necessary.

Item IV.7. Resolution to appoint Town Administrator Valerie Capels to the Addison County Economic Development Board for one year. Online is a [resolution to reappoint](#) me to the board of the ACEDC for one year.

RECOMMENDATION: Approval; sign the form.

Item IV.8. Approval of the November 23, 2020 meeting minutes. The [November 23](#) draft minutes are online.

Item IV.9. Approval of the January 20 and February 12, 2018 meeting minutes. These draft minutes are expected to be posted online and e-mailed prior to Monday's meeting.

V. OTHER BUSINESS.

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

- E-mail from Fire Chief Brett LaRose, 12/03/2020, with Fire Department officer election results.
- E-mail from Fire Chief Brett LaRose, 12/03/2020, regarding live fire training protocols.
- Public Works/Police Station feasibility study subsurface soil investigation report, 12/08/2020, Knight Consulting.
- Letter from Governor Scott, 12/03/2020, to Town Clerk Sharon Lucia acknowledging her and other Town Clerks' efforts to ensure a safe and secure election.
- Hub Teen Center Community Advisory Committee meeting notes, 11/05/2020.
- Communication from the MAUSD Board, 12/08/2020, following up on Superintendent Reen's presentation.
- Request for Proposals prepared by the ACRPC, 11/30/2020, for the Lincoln Road/Route 116 intersection and Bartlett Falls parking study.
- Bristol CORE minutes, 11/12/2020.
- ACRPC December 2020 Newsletterr
- "Better Places" grant program announcement, 12/09/2020..

VI. EXECUTIVE SESSION.

This is not expected to be necessary.

Emerald Ash Borer Management Plan Committee.

I am happy to report that, thanks to Taylor and Alex from the Recreation Department and with Meridith's support, the Emerald Ash Borer Management Plan Committee is getting back on track. Some members have completed their inventory assignments; others needed more time. Taylor and Alex will be guiding the group through the next steps and will take the lead in preparing the EAB Management Plan. Though we received an extension of the Vermont Forest and Parks Communities Caring for Canopy grant through June 2021, a goal remains having preliminary budget recommendations in January.

Main Street Sidewalk and Lighting Project

We have not yet received the final invoice from VTrans, so it is not yet known what the final total expenses will be. Once we receive the certificate of completion, we will be able to submit our final grant reimbursement request (\$50,000). We will then need to determine from which funds the remaining expenses will be coming from: Sidewalk Reserve Fund, Capital Roads Fund, sale of Stoney Hill proceeds, or some other sources.

Lewis Creek Streambank Repair Completed

Parent Construction completed the Lewis Creek streambank repair just before Thanksgiving to everyone's satisfaction and the property owner is especially pleased. The NRCS Emergency Watershed Protection Program will be paying 75% of the project expense; the property owner will be billed for the balance.

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 December 14

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

Tuesday: Working remotely.

Wednesday: 10:00am – staff meeting? (not confirmed)
12:00pm +/- – in Office.

Thursday: Working remotely.
7:30am – ACEDC Board meeting.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
7:00pm – Emerald Ash Borer Management Plan Committee.

Friday: 10:00am +/- – in Office.
11:00am – Stoney Hill Business Park Infrastructure Project design team Zoom meeting.

Week of December 21

Monday: 10:00am +/- – in Office.
7:00pm – Selectboard via Zoom.

Tuesday: Working remotely.

Wednesday: 10:00am +/- – in Office.

Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: Christmas Holiday – Town Office closed.

Week of December 28

Monday: 10:00am +/- – in Office.
7:00pm – Selectboard via Zoom.
Tuesday: Working remotely.
Wednesday: 10:00am +/- – in Office.
Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: New Year's Day – Town Office closed.

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., Dec. 14, 7:00pm via Zoom.
- [Planning Commission](#): Tues., Dec. 15, 7:00pm, via Zoom.
- **Emerald Ash Borer Management Plan Committee**: Thurs., Dec. 17, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Dec. 16, 7:00pm, via Zoom.
- [Selectboard](#): Mon., Dec. 21, 7:00pm via Zoom.
- [Selectboard](#): Mon., Jan. 4, 7:00pm via Zoom.
- Bristol CORE: Thurs., Jan. 14, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Jan. 14, 6:00pm, via Zoom.

Upcoming Agenda Items

- Budget, budget, budget.
- Capital budget.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Continued consideration of Assessor services.
- Stoney Hill / Firehouse Drive infrastructure details.
- Continued DPW and Police Stations facility analysis review.
- Class 4 highways maintenance policy.
- 1st FY2021 quarter budget review (Jul.-Sept.)
- Personnel Policies review.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator