

Bristol Town Administrator's Report

March 28, 2021

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, March 29, 2021 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/88533873887?pwd=WGpxQlc1SXdXYkJKQkJPNIb0T1Vtdz09>

Meeting ID: 885 3387 3887

Passcode: 382390

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. REGULAR BUSINESS.

Item III.1. Green Peak Solar: Lathrop property project presentation. Nathaniel Vandal and Chris Cadwell of Green Peak Solar have asked to meet with the Selectboard to provide information about the solar project proposed on the privately-owned Lathrop property off of Caine Hill and address any concerns. As shown in the [e-mail correspondences](#), they had hoped to meet with Town officials and others interested about the project before filing their petitions to the Public Utility Commission. They've met with the Energy Committee and Planning Commission; this is the first opportunity to meet with the Selectboard. Below are links to the petitions and supporting documents they filed with the PUC on March 1:

Bristol BESS Storage Project Petition: bit.ly/2PcdPPx

(BESS = Battery Energy Storage System.)

Bristol Solar Project CPG Petition: bit.ly/2P5s5tw

A printed copy of the documents (about two inches thick) is also available at the Town Office for review.

A [joint scheduling conference](#) is scheduled for March 31, 1:30pm, via videoconference.

RECOMMENDATION: Receive the information. Discussion. No action is required.

Item III.2 Emerald Ash Borer Strategic Management Plan presentation: Alex Mihavics. On-line is [work-in-progress draft](#) of the Bristol Emerald Ash Borer Management Plan. It was drafted primarily by Assistant Recreation Director Alex Mihavics, who provided support to the Emerald Ash Borer Strategic Management Plan Committee. He and [members of the EAB Committee](#) will be Zooming in to provide an overview of the project and answer questions.

This project is funded, in part, with a \$2,025 grant through the VT Dept. of Forest and Parks, Urban and Community Forestry's Communities Caring for Canopy program. Things got off to a slow start due to the pandemic. We received an extension to June 30, 2021 to complete the plan. The scope of work includes:

- at least one Selectboard meeting to review the recommendations and get their feedback on the proposed budget for treating, removing and/or replacing trees;
- at least one public information meeting on the EAB, how to identify it, the results of the inventory, and a summary of the recommendations; and
- development of an Emerald Ash Borer Strategic Management Plan that will outline which trees are priority for saving and treating, which ones should be removed, and which ones should be removed and/or replaced, cost estimates, and timeline.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.3. Request to install memorial plaque on a park bench at the Town Green. Ethan Ready is seeking permission to install, at his expense, a small brass memorial plaque on one of

the benches on the Town Green park in memory of Edward Cushman. As noted in the online [correspondences and attached pictures](#), there are two styles of bench on the Town Green: metal and wooden. We are not aware if the Selectboard was ever presented with a similar request in the past, but it is conceivable this may not be the last. Some communities, such as Burlington and Newport in Vermont and others elsewhere in the country and abroad, have adopted specific policies about memorial benches.

This thoughtful, generous, and seemingly straightforward request does raise some interesting questions about affixing something to public property.

- How would the plaque be affixed to either a wooden or metal bench?
- Front or back? Front would be more visible, but depending on the design and method of attachment, could it catch on people's clothing and become a source of complaint?
- Is a written agreement warranted to define such things as future maintenance, removal, or status of the plaque at the end of the bench's useful life?

RECOMMENDATION: If approved, quite likely a motion to address any matters in this case will suffice. The Selectboard may want to consider a policy for future situations, including the donation of full benches with memorial plaques in other locations.

Item III.4. Request by Bobcat Café to occupy two parking spaces off the Town Green for food truck. Online is a [request by Bobcat Café](#) to set up their food truck within two parking spaces off the Town Green on Sundays from May 23 to September 12, 9:00am – 3:00pm. The location would either be on School Street or Park Street and not include Memorial Day weekend. They propose to bring their own trash and compost receptacles.

RECOMMENDATION: Approval. Determine the preferred location.

Item III.5. Recreation Department updates. Recreation Director Meridith McFarland will be Zooming in to provide a quick update on some of the upcoming programs and arrangements.

RECOMMENDATION: No action necessary.

Item III.6. Continued discussion of Holley Hall bell tower repair. Online is a [quote and proposed scope of work](#) from Rooster Construction for repairs to the Holley Hall bell tower roof/floor. Also online is a [quote and proposed scope of work](#) from structural engineer Knight Consulting to do a preliminary assessment of the structural integrity of the bell tower. Joel Bouvier and Kevin Betourney, who did the original work in 1992, assessed the situation last week. They identified cracks in the solder joints and the caulking around the corner posts. Joel will share Kevin's thoughts about how to fix it and get another 20 years out of it. In his January 2021 notes about Bristol's building and maintenance needs, Ted Lylis noted this about the bell tower: "The deck of the bell

tower is cracked and separated allowing some water infiltration. The solution might be a continuous layer of liquid roofing to be applied over it, but temporarily removing the bell before its application would be the most foolproof solution. This would also allow the rotted supports and other wooden parts to be replaced.” The bell was removed this past week with the help of Ted Lylis and Randy Sargent.

RECOMMENDATION: Proceed with the structural engineering assessment and receive their recommendations.

Item III.7. Grant application authorization request: AARP Community Challenge. This is a [request for authorization](#) to reapply to the AARP Community Challenge for up to \$18,700 for the purchase of up to six (6) dark green metal park-style benches, matching those installed in the nearby Town Green Park in 2015, to be located on Main Street in the downtown and along the sidewalk in front Holley Hall and Howden Hall. They would be removed in the winter and stored behind Holley Hall. The application would also include the proposal to replace the current round trash/recycling receptacles with rectangular ones that have larger openings. The application is due by April 12, 2021 and no match is required.

RECOMMENDATION: Discuss the proposed new trash/recycling receptacle design and if there is still support for the additional benches. Approval.

Item III.8. Continued appointment or reappointment of Town officers. Online is an [updated table](#) reflecting the interest (or not) of Town officers whose terms are up to be reappointed. To summarize the change from the previous meeting: Richard Butz, Mike Corey, and John McCormick are interested in being reappointed to the Energy Committee; Peter Ryan is not interested in being reappointed to the Revolving Loan Fund Committee; and neither Katie Raycroft-Meyer nor Bill Brown seek reappointment to the Planning Commission.

Although the two-year terms of the Emerald Ash Borer Strategic Management Plan Committee are not up until next year, it should be noted that Chris Urban left the group and [Josh Behounek](#), a Business Development Manager and Environmental Consultant with the Davey Resource Group and Bristol village resident, has been actively participating on the committee. (We need to remember to add the EAB Committee to the Town Report next year.)

RECOMMENDATION: Accept the reappointments to the Energy Committee; appoint Josh Behounek to fill Chris Urban's seat on the EAB Strategic Management Plan Committee; and advertise the vacant Town officer seats. The Selectboard may wish to deliberation in executive session regarding Town officer appointments.

Item III.9. Conservation Commission candidate: Helen Young. Online is an [application from Helen Young](#) for a seat on the Conservation Commission. She plans to Zoom in to meet with the Selectboard.

RECOMMENDATION: The Selectboard may wish to deliberation in executive session regarding Town officer appointments. Approval.

Item III.10. Review proposed Assessor job description and proposed advertisement for the new position. Online is a [proposed job posting](#) and [job description for a new Assessor](#) position with the Town of Bristol. It is modeled from a variety of sources. This position is currently proposed to be a contracted position at \$25 per hour for up to 16 hours a week.

RECOMMENDATION: Discussion. Determine if additional information is needed. Authorize the posting.

Item III.11. Continued consideration of updates to Bristol's personnel policies. Continued review of the proposed updates is not intended for this agenda item. Rather, this is intended to be an opportunity to discuss the process that would be best followed for an efficient and inclusive review. At a staff meeting last week, department heads recommended that Selectboard department liaisons meet with them to review relevant sections of the policy and include any edits or comments in the shared document before resuming review at a Selectboard meeting. This would also help ensure that department heads and Selectboard members will have had a chance to review the document. A goal is to complete the review and adopt updated policies before the end of the fiscal year in June.

RECOMMENDATION: Discussion. Determine if additional information is needed.

Item III.12. Continued review of proposed Selectboard Rules of Procedure. This item is continued from the previous meeting. The [proposed draft](#) includes adjustments from that meeting and attempts to address the question of ratifying Selectboard actions taken outside of an open meeting.

RECOMMENDATION: Determine if additional information is needed. Approval.

Item III.13. Consider next steps for violation of the Selectboard order regarding Travis Manning's dog. On March 3, 2021, a [certified letter](#) was sent to Travis Manning regarding the Selectboard's order from the March 1, 2021 hearing that some form of containment be constructed by May 15, 2021 to control his dog(s) and that any violation of the Dog Ordinance between now and then would result in "... the warrant to seize the offending dog(s) be reissued and an officer of the Town seize your dog(s) and transfer possession and control of it or them to Homeward Bound Humane Society in Middlebury, Vermont for the purposes of finding it or them a new adoptive home." Well, Travis Manning's dog June was found roaming at large and brought to Homeward Bound as a stray by a citizen on Friday, March 26. That she was roaming at large constituted a violation of the Dog Ordinance.

RECOMMENDATION: Discussion. Determine next steps.

Item III.14. Bristol Revolving Loan Fund application for loan amendment: Vermont Tree Goods. The Revolving Loan Fund Committee met on Thursday, March 25, to review an application from Vermont Tree Goods to renew and adjust the terms of its first loan. The [RLF Committee recommended](#) that the existing loan that has ballooned be renewed at 3% over a term of 5 years. As of 02/28/2021, the [balance of the loan](#) was \$30,235.02.

RECOMMENDATION: Accept the RLF Committee's recommendation. The Selectboard may wish to deliberate in executive session regarding contract negotiations.

Item III.15. Approval of the March 1, March 15, and March 18, 2021 meeting minutes. The draft [March 1](#) and [March 18, 2021](#) minutes are online. The March 15, 2021 minutes are still in the process of being reviewed and is expected to be posted online and e-mailed prior to Monday's meeting. The original draft is posted.

Item III.16. Authorize accounts payable warrant and any liquor licenses. [Accounts payable warrant.](#)

IV. OTHER BUSINESS.

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

- [Letter](#) from VTrans, 03/19/2021, that Bristol's Transportation Alternatives Program grant application for Basin Street was not funded.
- [Letter](#) from the Vermont Housing Finance Agency, 03/25/2021, of the notice and comment period regarding Evernorth's tax credit application for their "Firehouse Apartments" project.
- Conservation Commission [draft 03/11/2021 minutes](#).
- Governor Scott's [03/19/2021 press release](#) regarding the updated vaccination schedule.
- [Excerpt from the 03/25/2021 Addison Independent](#) regarding Kevin LaRose's recognition as Fire Chief of the Year.
- [Excerpt from the 03/25/2021 Addison Independent](#) regarding Acorn Energy's offering of participation in the Bristol Community Solar project.

VI. EXECUTIVE SESSION.

The Selectboard is likely to deliberate in executive session regarding personnel matters per 1 V.S.A. §313(a)(3) and possibly for contract negotiations per 1 V.S.A. §313(a)(1)(A).

Dog Registrations Due April 1

Dogs are required to be licensed by April 1 each year. The fee is \$9 for spayed/neutered dogs and \$13 if not. A valid rabies certificate is required. The Selectboard might want to consider establishing a late fee or penalty, such as \$25, for dog owners who fail to meet this deadline.

Property Taxes Due April 5

The final installment of the 2020-so21 property taxes is due Monday, April 5, 2021. To avoid penalty and interest, payments must be in the office or drop box by midnight. Postmarks are not

accepted. The Town Office doors are planned to be unlocked all day Friday, April 2 and Monday, April 5. Visitors will be required to follow all COVID-19 protocols, including masks and maintaining a distance of at least six feet from 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. I can be reached by email at townadmin@bristolvt.org and phone messages left to 453-2410 ext 1 are forwarded to me. I will respond either by phone or by e-mail, depending on timing, location, and cell/Internet connectivity.

Week of March 29

Monday: Working remotely.
7:00pm – Selectboard via Zoom.
Tuesday: Working remotely.
Wednesday: 12:00pm +/- – in Office.
Thursday: Working remotely.
Friday: 10:00am +/- – in Office.

Week of April 5

Monday: Working remotely.
Tuesday: Working remotely.
Wednesday: 10:00am +/- – in Office.
Thursday: Working remotely.
2:00pm - COVID-19 Briefing for Local Municipalities and Response Agencies.
Friday: 10:00am +/- – in Office.

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., Mar. 29, 7:00pm via Zoom.
- Bristol CORE: Thurs., Apr. 8, 8:30am, via Zoom.
- [Conservation Commission](#): Thurs., Apr. 8, 6:00pm, via Zoom.
- [Selectboard](#): Mon., Apr. 12, 7:00pm via Zoom.
- [Development Review Board](#): Tues., Apr. 13, 7:00pm, via Zoom.
- [Planning Commission](#): Tues., Apr. 20, 7:00pm, via Zoom.
- [Bristol Energy Committee](#): Weds., Apr. 21, 7:00pm, via Zoom.
- [Development Review Board](#): Tues., Apr. 27, 7:00pm, via Zoom.

Upcoming Agenda Items

- People Powered Parade proposal.
- Harvest Festival proposal.
- Eagle Park mitigation engineering proposal (*tentative*).
- Town Clerk and Town Treasurer reappointments.
- Personnel matters regarding Public Works Department employee recruitment.
- Review of 2021-2022 Selectboard calendar, goals, and priorities.

- Review draft RFP for East Street and Park Street sidewalk replacement.
- Finalize Town Treasurer and Town Clerk job descriptions.
- Addison County Community Trust proposal to refinance KTP loan.
- Continued consideration of Stoney Hill housing proposal.
- Continued Personnel Policy review and updates.
- Continued review of Purchasing Policy draft updates.
- Determine funding allocations for the Main Street Sidewalk and Lighting project local expenses.
- Review and adopt updated Local Emergency Management Plan.
- Review of FY2020 audit.
- Continued consideration of the Public Works/Police Department site analysis next steps.
- Water Ordinance revisions.
- Class 4 highways maintenance policy.
- Process to become a Certified Local Government (CLG).
- Other stuff.

Respectfully submitted,

Valerie Capels, Town Administrator