

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: December 31, 2015



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, January 5, 2016. The Board will hold committee interviews at 5:15pm, then meet in executive session at 5:30pm to discuss contracts, pending and probable civil litigation, and labor relations agreements with employees. The Board will reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. **LIQUOR COMMISSIONERS** – *None.*
8. **WATER AND SEWER COMMISSIONERS** – *None.*
9. **UNFINISHED BUSINESS**

- A. Downtown Brattleboro Alliance (f/k/a Downtown Alliance and Building a Better Brattleboro)
 - (i) *Annual Work Plan and Budget*
 - (ii) *Representative Town Meeting Article*

The Board recently heard from members of the Downtown Brattleboro Alliance (DBA) seeking approval of the organization's FY17 Work Plan and Budget. At the time of the presentation, the Board questioned the source of carryover funds from FY16 and asked the Town Manager to meet with DBA representatives and provide information on the carryover funds. Some progress has been made, but that staff level review continues. Therefore, the Board is asked to defer this matter to the Selectboard meeting on January 12.

POTENTIAL MOTION: TO DEFER FURTHER CONSIDERATION OF THE DBA'S FY17 WORK PLAN AND BUDGET TO THE SELECTBOARD MEETING ON JANUARY 12.

- B. Solid Waste Matters – Collection Contract with Triple T Trucking
 - (i) *Frequency of Garbage Collection*
 - (ii) *Contract Extension.*

The Board has held several discussions about reducing the frequency of the garbage collection to an every other week schedule in order to reduce the annual cost of solid waste services by approximately \$100,000. Recycling and compost materials would continue to be picked up on a weekly schedule. If the Board approves the reduction in the frequency of garbage collection, it would require amending the contract with Triple T Trucking (TTT), as set forth in the memo dated December 24 from Assistant Town Manager Patrick Moreland. The Board is asked to approve a reduction in the frequency of garbage collection and to authorize the Town Manager to execute Addendum #3 of the contract with TTT, which also provides a contract extension of five years.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE ADDENDUM #3 OF THE CONTRACT WITH TRIPLE T TRUCKING, WHICH INCLUDES REDUCTION OF THE FREQUENCY OF GARBAGE COLLECTION AND A CONTRACT EXTENSION OF FIVE YEARS.

- C. FY17 Budget –
(i) *Review of Pending Line Item Questions*
(ii) *Use of Fund Balance*

The Board is asked to review additional information provided in a memo dated December 31 from Town Manager Elwell regarding certain budget line items and the potential use of fund balance. After the Board has acted on those matters on January 5, the Board should either request any additional information it needs for any further consideration of the FY17 budget or advise staff to prepare a final FY17 proposed budget for approval by the Board and publication in the Town Report.

POTENTIAL MOTION: TBD

- D. Police-Fire Facilities Project
(i) *Questionnaire*
(ii) *Impact of Moving Police Department to Black Mountain Road*
(iii) *Future of the Municipal Center*

Based upon a prior indication that the Board may decide to distribute a questionnaire in order to obtain additional public input regarding this project, a draft questionnaire has been prepared and included in the Selectboard's notebooks for this meeting. The Board is asked to review and act upon the draft questionnaire. Staff will be prepared at the January 5 meeting to discuss methods of distribution and tabulation for final Board action on this matter. At this meeting, the Board also will hear from the Police Chief regarding the expected impacts of moving the Police Department to Black Mountain Road and from the Town Manager regarding the future of the Municipal Center if that Police Department relocation takes place.

POTENTIAL MOTION: TBD

10. NEW BUSINESS

- A. Lease Renewal – *Experienced Goods, 77 Flat Street*. The Board is asked to approve the renewal of the lease with Experienced Goods, located in the Transportation Center at 77 Flat Street, for 3 additional years at a rent that will increase by 3% per year. A memo dated December 22 from Assistant Town Manager Patrick Moreland and the proposed lease agreement are both included in the Selectboard's notebooks.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A 3-YEAR LEASE WITH BRATTLEBORO AREA HOSPICE, INC., FOR CONINUED OPERATION OF THE EXPERIENCED GOODS SOTRE AT 77 FLAT STREET.

- B. Committee Report– *Brattleboro Cemetery Committee*. The Brattleboro Cemetery Committee will be present to discuss current cemetery regulations. After having a discussion with the Board, the Committee may request that the Board consider (at a future meeting) amendments to the Town's Cemetery Ordinance. Preliminary information about potential ordinance changes are contained in the Board's notebooks.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Committee Report – *Energy Committee Annual Report*. The Energy Committee will make its annual presentation to the Board.

NO ACTION IS REQUIRED ON THIS ITEM.

- D. Representative Town Meeting Article – Brattleboro Climate Protection FY17 Budget Request. Paul Cameron, Brattleboro’s Energy Coordinator, will be present and request that the Board add an Article to the March, 2016 Representative Town Meeting Warning, as follows: “To see if the Town will raise and appropriate a sum not to exceed \$10,000 to assist in funding Brattleboro Climate Protection for fiscal year 2017 (July 1, 2016 – June 30, 2017).”

POTENTIAL MOTION: TO ADD THE FOLLOWING ARTICLE TO THE REPRESENTATIVE TOWN MEETING WARNING FOR MARCH, 2016: “TO SEE IF THE TOWN WILL RAISE AND APPROPRIATE A SUM NOT TO EXCEED \$10,000 TO ASSIST IN FUNDING BRATTLEBORO CLIMATE PROTECTION FOR FISCAL YEAR 2017 (JULY 1, 2016 – JUNE 30, 2017).”

- E. Representative Town Meeting Article – Human Services Funding. The Board is asked to add an Article to the March, 2016 Representative Town Meeting Warning, as follows: “To see if the Town will raise and appropriate the sum of \$120,000 to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: “To see if the Town will raise and appropriate the sum of \$120,000 to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: Aids Project of Southern Vermont - \$2,000; American Red Cross – NY and VT Region - \$5,000; Boys & Girls Club - \$15,200; Brattleboro Area Adult Day (Gathering Place) - \$2,000; Brattleboro Area Hospice - \$1,200; Brattleboro Senior Meals - \$7,000; Family Garden - \$2,500; Green Mountain RSVP - \$700; Groundworks Collaborative - \$20,000; KidsPLAYce - \$4,000; Meeting Waters-YMCA - \$5,000; Senior Solutions - \$2,800; Southeastern Vermont Community Action, Inc. (SEVCA) - \$12,000; Turning Point - \$7,000; Vermont Wilderness School - \$4,000; Vermont Center for Independent Living - \$1,600; Visiting Nurse & Hospice of VT & NH - \$7,500; Windham Child Care Association - \$5,500; Windham County Safe Place Child Advocacy Center and Southeastern Unit for Special Investigations - \$1,500; Windham Southeast Supervisory Union Summer Food Program - \$6,000; Youth Services-Big Brothers/Big Sisters - \$7,500.” Correspondence from the Human Services Review Committee is included in the Board’s notebooks.

POTENTIAL MOTION: TO ADD THE FOLLOWING ARTICLE TO THE REPRESENTATIVE TOWN MEETING WARNING FOR MARCH, 2016: “TO SEE IF THE TOWN WILL RAISE AND APPROPRIATE THE SUM OF \$120,000 TO SUPPORT HUMAN SERVICE PROGRAMS AND FACILITIES FOR THE RESIDENTS OF BRATTLEBORO TO BE ALLOCATED AMONG SERVICE PROVIDERS IN THE FOLLOWING MANNER: AIDS PROJECT OF SOUTHERN VERMONT - \$2,000; AMERICAN RED CROSS – NY AND VT REGION - \$5,000; BOYS & GIRLS CLUB - \$15,200; BRATTLEBORO AREA ADULT DAY (GATHERING PLACE) - \$2,000; BRATTLEBORO AREA HOSPICE - \$1,200; BRATTLEBORO SENIOR MEALS - \$7,000; FAMILY GARDEN - \$2,500; GREEN MOUNTAIN RSVP - \$700; GROUNDWORKS COLLABORATIVE - \$20,000; KIDSPLAYCE - \$4,000; MEETING WATERS-YMCA - \$5,000; SENIOR SOLUTIONS - \$2,800; SOUTHEASTERN VERMONT COMMUNITY ACTION, INC. (SEVCA) - \$12,000; TURNING POINT - \$7,000; VERMONT WILDERNESS SCHOOL - \$4,000; VERMONT CENTER FOR INDEPENDENT LIVING - \$1,600; VISITING NURSE & HOSPICE OF VT & NH - \$7,500; WINDHAM CHILD CARE ASSOCIATION - \$5,500; WINDHAM COUNTY SAFE PLACE CHILD ADVOCACY CENTER AND SOUTHEASTERN UNIT FOR SPECIAL INVESTIGATIONS - \$1,500; WINDHAM SOUTHEAST SUPERVISORY UNION SUMMER FOOD PROGRAM - \$6,000; YOUTH SERVICES-BIG BROTHERS/ BIG SISTERS - \$7,500.”

- F. Fire Department Radio Tower – Proposed Option Agreement for Potential Future Lease. The Board is asked to approve the Option Agreement and lease terms with Vermont ETV, Inc., d/b/a Vermont PBS, and to authorize the Town Manager to execute the Option Agreement, as more particularly set forth in Fire Chief Bucossi’s December 29 memo. This lease would provide the Town with initial annual revenue of \$6,000 per year.

POTENTIAL MOTION: TO APPROVE THE OPTION AGREEMENT AND LEASE TERMS WITH VERMONT ETV, INC., D/B/A VERMONT PBS, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE OPTION AGREEMENT.

- G. Elliot Street Bridge Project – Utility Relocation Order. The Board is asked to approve the Relocation Order prepared by VTrans requiring the relocation of the aerial facilities of the Fire Department and several utility companies to accommodate the reconstruction of the Elliot Street Bridge deck. The Board recently heard a presentation from VTrans and approved the expedited reconstruction process.

POTENTIAL MOTION: TO APPROVE THE TOWN OF BRATTLEBORO RELOCATION ORDER, AS PRESENTED.

- H. Committee Appointments. The Board is asked to approve committee appointments for vacancies as set forth in the materials in the Board's packets. Multiple applications were received for the CPCC and the Board will conduct interviews for the one vacant seat immediately prior to the meeting.

POTENTIAL MOTION: TBD

- I. Schedule January Selectboard Meetings
(i) *Special Meetings re: Police-Fire Facilities Project (and other matters, as needed)*
(ii) *Approval of Warnings*

The Board previously indicated that it would hold special meetings in January to discuss the FY17 budget and the Police-Fire Facilities Project, and the Board is now asked to schedule those meetings. The Board must schedule a special meeting between January 21 and January 29 to approve the Warning for the annual Representative Town Meeting (RTM) in March, 2016. If the Board intends to schedule a Special Representative Town Meeting (prior to the annual RTM) to discuss proceeding with improvements and upgrades to the three Police and Fire stations and to ask RTM to authorize a bond, a special meeting must be scheduled to approve the Warning and the Warning must be posted "not less than 30 nor more than 40 days before the meeting" (17 VSA §2641).

POTENTIAL MOTION: TBD.

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