

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: February 13, 2015



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 17, 2015. The Board will meet in executive session at 5:30pm to discuss labor relations agreements with employees, and reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. LIQUOR COMMISSIONERS

- A. Liquor License, Outside Consumption Permit, and Entertainment License Renewals – Annual Renewals. The Board is asked to approve annual renewals of liquor licenses, outside consumption permits, and entertainment licenses for businesses that had such licenses and permits last year. The licenses expire on April 30 each year. At a recent Selectboard meeting, the Board agreed to renew licenses and permits on a list submitted by the Town Clerk on the condition that each establishment submit proper renewal forms with appropriate Town and State fees to the Town Clerk as requested.

POTENTIAL MOTION: TO APPROVE FOR RENEWAL THE LIST OF ESTABLISHMENTS CURRENTLY POSSESSING LIQUOR LICENSES, OUTSIDE CONSUMPTION PERMITS, AND ENTERTAINMENT LICENSES, AS PRESENTED WITH THE TOWN CLERK'S MEMORANDUM DATED FEBRUARY 5, 2015, AND SUBJECT TO THE CONDITIONS THAT EACH ESTABLISHMENT FILE A COMPLETE APPLICATION AND RECEIVE APPROVAL FROM THE STATE LIQUOR CONTROL BOARD.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS

- A. Pay As You Throw Implementation

POTENTIAL MOTIONS:

- 1. TO USE DRAWSTRING BAGS IN TWO COLOR CODED SIZES: ±15 GALLONS AND ±32 GALLONS.** *This is the PAYT Working Group's Recommendation #1.*
- 2. TO SET THE PRICE OF THE SMALL SIZE AT \$2 PER BAG AND THE PRICE OF THE LARGE SIZE AT \$3 PER BAG.** *This is the PAYT Working Group's Recommendation #2.*
- 3. TO SELL INDIVIDUAL BAGS AT THE TREASURER'S OFFICE IN THE MUNICIPAL CENTER AND AT THE RECREATION AND PARKS DEPARTMENT OFFICE IN THE GIBSON-AIKEN CENTER.** *This is the PAYT Working Group's Recommendation #3.*

4. TO AWARD A ONE YEAR CONTRACT TO WASTE ZERO, INC., OF RALEIGH, NORTH CAROLINA, TO SUPPLY DRAWSTRING BAGS IN TWO SIZES, AS SET FORTH IN WASTE ZERO'S BID RESPONSE DATED NOVEMBER 26, 2014. *This is the PAYT Working Group's Recommendation #4.*
5. TO CONTRACT WITH WASTE ZERO FOR RETAIL INVENTORY, DISTRIBUTION, AND INVOICING SERVICES, AS SET FORTH IN OPTION B OF WASTE ZERO'S BID RESPONSE DATED NOVEMBER 26, 2014. *This is the PAYT Working Group's Recommendation #5.*
6. TO CONTRACT WITH WASTE ZERO FOR SERVICES IN SUPPORT OF THE INITIAL PAYT ROLLOUT, AS SET FORTH IN OPTION C OF WASTE ZERO'S BID RESPONSE DATED NOVEMBER 26, 2014.

or

TO CONTRACT WITH MOSS KAHLER, EFFECTIVE JANUARY 1, 2015, TO IMPLEMENT PAYT PROGRAM DEVELOPMENT INCLUDING EDUCATION AND ANCILLARY SERVICES (INCLUDING ENFORCEMENT), AS SET FORTH IN THE PROPOSAL FROM MOSS KAHLER DATED DECEMBER 10, 2014 (AS AMENDED ON JANUARY 3 AND FEBRUARY 4, 2015).

or

TO CONTRACT WITH WASTE ZERO FOR _____ SERVICES IN AN AMOUNT NOT TO EXCEED \$ _____ AND WITH MOSS KAHLER FOR _____ SERVICES IN AN AMOUNT NOT TO EXCEED \$ _____.

These options reflect a combination of the PAYT Working Group's Recommendations #6 and #8, modified to reflect the Selectboard's discussion on February 12, 2015.

7. TO AUTHORIZE THE EXPENDITURE OF \$24,950 TO IMPLEMENT PARALLEL COLLECTION AS REQUIRED BY ACT 148, \$9,100 FOR ORBIS COMPOST CARTS, AND UP TO \$ _____ FOR PUBLIC EDUCATION, WITH THE UNDERSTANDING THAT THESE COSTS WILL BE OFFSET BY SAVINGS IN OTHER PARTS OF THE TOWN'S FY15 GENERAL FUND BUDGET.

Modifications to the Solid Waste Ordinance (Chapter 7 of the Town's Code of Ordinances) can be further discussed at the February 17 Selectboard meeting and will be on the agenda for formal first reading at the March 3 Selectboard meeting.

B. Proposed Charter Amendment Fact Sheet

POTENTIAL MOTIONS:

TO APPROVE THE CHARTER AMENDMENT FACT SHEET AS AN EXPRESSION OF THE SELECTBOARD'S CONCERNS REGARDING THE PROPOSED CHARTER AMENDMENTS AND TO INFORM THE PUBLIC OF THE REASONS FOR THOSE CONCERNS.

TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$3,000 TO MAIL THE FACT SHEET TO ALL RESIDENTIAL ADDRESSES IN BRATTLEBORO AND OTHERWISE DISTRIBUTE IT TO THE COMMUNITY, WITH THE UNDERSTANDING THAT THIS COST WILL BE OFFSET BY SAVINGS IN OTHER PARTS OF THE TOWN'S FY15 GENERAL FUND BUDGET AND THAT THE TOWN MANAGER WILL FILE THE APPLICABLE DISCLOSURE WITH THE VERMONT SECRETARY OF STATE.

10. NEW BUSINESS

- A. FY14 Audits – The June 30, 2014, auditor's report is available and will be printed in the Town Report. Included in the packets for the Board's review are copies of the Single Audit and the auditors' letter to the Selectboard.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Financial Report – Monthly Report, January. Finance Director John O'Connor will be present to discuss the January 2015 Financial Report.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Library Board of Trustees Appointment – Brooks Memorial Library. The Board is asked to approve the nominations by the Brooks Memorial Library Board of Trustees of Adam Franklin-Lyons, Robert Stack, and Susan Troy to fill three-year Trustee seats (2015-2018). By Charter, the Board of Library Trustees is a body of nine persons serving three year terms. Three trustees shall be elected each year by the Representative Town Meeting from among persons nominated by the Selectboard and by the Board of Library Trustees and from the floor of the annual Representative Town Meeting.

POTENTIAL MOTION: TO APPROVE THE NOMINATION OF ADAM FRANKLIN-LYONS AND ROBERT STACK (AS SET FORTH IN ARTICLE 12 OF THE WARNING FOR THE REPRESENTATIVE TOWN MEETING TO BE HELD ON MARCH 21, 2015) AND SUSAN TROY (AS SET FORTH IN THE MEMORANDUM DATED FEBRUARY 4, 2015, FROM THE LIBRARY BOARD OF TRUSTEES) TO FILL THREE-YEAR SEATS (2015-2018) ON THE BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES.

- D. Town Road and Bridge Standards – Certification of Compliance, Department of Public Works. The Board is asked to approve the annual Certification of Compliance for Town Road and Bridge Standards. Representatives from the Department of Public Works will be present to discuss the matter.

POTENTIAL MOTION: TO APPROVE THE CERTIFICATION OF COMPLIANCE FOR TOWN ROAD AND BRIDGE STANDARDS.

- E. Union Street/Western Avenue Safety Improvements Project – Members from the Department of Public Works will be present update the Board on the status of this project and to seek approval to proceed with construction in a manner that will reduce the final cost to the Town.

POTENTIAL MOTION: TO APPROVE STAFF'S RECOMMENDATION TO CONSTRUCT THIS PROJECT USING IN-HOUSE STAFF AND RESOURCES AT AN APPROXIMATE OUT-OF-POCKET COST OF \$15,000 FROM THE FY15 OPERATING BUDGET.

- F. Approve Grant Application – Vermont Department of Emergency Management and Homeland Security Special Operations Capabilities Enhancement Grant, Fire Department. The Board is asked to approve the application for a \$13,527.45 Special Operations Capabilities Enhancement Grant to the Vermont Department of Emergency Management and Homeland Security to pay for 25 high visibility jackets and miscellaneous safety equipment for the Fire Department. Members from the Fire Department will be present to discuss the grant application.

POTENTIAL MOTION: TO APPROVE SUBMITTING AN APPLICATION FOR A \$13,527.45 SPECIAL OPERATIONS CAPABILITIES ENHANCEMENT GRANT FROM THE VERMONT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY TO PAY FOR 25 HIGH VISIBILITY JACKETS AND MISCELLANEOUS SAFETY EQUIPMENT.

- G. Approve Grant Application – Vermont Department of Emergency Management and Homeland Security VCOMM Grant, Fire Department. The Board is asked to approve the application for a \$7,672.80 VCOMM Grant to the Vermont Department of Emergency Management and Homeland Security to purchase two mobile radios for the Fire Department. Members from the Fire Department will be present to discuss the grant application.

POTENTIAL MOTION: TO APPROVE SUBMITTING AN APPLICATION FOR A \$7,672.80 VCOMM GRANT FROM THE VERMONT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY TO PURCHASE TWO REPLACEMENT MOBILE RADIOS.

- H. Approve Grant Application – Vermont Department of Emergency Management and Homeland Security Law Enforcement Terrorism Prevention Program Grant, Police Department. The Board is asked to approve the application for a \$6,125.00 Law Enforcement Terrorism Prevention Program Grant to the Vermont Department of Emergency Management and Homeland Security to purchase a mobile data terminal, associated software, and mounting hardware for the Police Department. Members from the Police Department will be present to discuss the grant application.

POTENTIAL MOTION: TO APPROVE SUBMITTING AN APPLICATION FOR A \$6,125.00 LAW ENFORCEMENT TERRORISM PREVENTION PROGRAM GRANT FROM THE VERMONT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY TO PURCHASE A MOBILE DATA TERMINAL, ASSOCIATED SOFTWARE, AND MOUNTING HARDWARE.

- I. Award Bid – West River Park Snack Bar / Restroom Facility. The Board is asked to award the bid for construction of the West River Park Snack Bar / Restroom Facility to Ingram Construction of Swanzey, New Hampshire for \$63,734.00. Recreation & Parks Director Carol Lolatte will be present to discuss the matter.

POTENTIAL MOTION: TO AWARD THE BID FOR CONSTRUCTION OF THE WEST RIVER PARK SNACK BAR / RESTROOM FACILITY TO INGRAM CONSTRUCTION OF SWANZEY, NEW HAMPSHIRE, FOR \$63,734.00.

- J. Appointment of Deputy Health Officer – Cathy Barrows. The Board is asked to recommend that the Vermont Department of Health re-appoint Cathy Barrows as Deputy Health Officer for a three year term ending in March of 2018.

POTENTIAL MOTION: TO RECOMMEND THAT THE VERMONT DEPARTMENT OF HEALTH RE-APPOINT CATHY BARROWS AS DEPUTY HEALTH OFFICER FOR A THREE YEAR TERM ENDING IN MARCH OF 2018.

- K. Committee Appointment – BASIC (Brattleboro Area Skatepark Is Coming). The Board is asked to appoint Les Montgomery to the BASIC (Brattleboro Area Skatepark Is Coming) Committee. The committee consists of a maximum of seven seats and it currently has six members serving. There are no term limits and new members must be Brattleboro residents. The open seat was publicized in January.

POTENTIAL MOTION: TO APPOINT LES MONTGOMERY TO THE BASIC (BRATTLEBORO AREA SKATEPARK IS COMING) COMMITTEE.

PBE: