

TO: Selectboard May 1, 2014
FROM: Patrick Moreland, Interim Town Manager
SUBJECT: Administrative Report

The following will summarize the proposed motions for those items on the Agenda for the Tuesday, May 6, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 6:00pm to discuss a contract matter; the regular meeting will begin at 6:15pm.

7. LIQUOR COMMISSIONERS

- A. Outside Consumption Permit – Northside Subs and More. The Board is asked to consider an outside consumption permit for Dorothy Pond, for Northside Subs and More. The proposed location is adjacent to the building and would be contained by a fence, the building and a roped barrier. The activity proposed would not constitute a change of use in terms of zoning. Brattleboro Fire has no concerns about the application, however Brattleboro Police is concerned about effective monitoring of behavior in the space. Gene Wrinn has a memo outlining his concerns.

POTENTIAL MOTION: TO APPROVE AN OUTSIDE CONSUMPTION PERMIT FOR DOROTHY POND FOR NORTHSIDE SUBS AND MORE, LOCATED AT 686 PUTNEY ROAD.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS – None

10. NEW BUSINESS

- A. Approve Parade Permit – Strolling of the Heifers. This is the 13th annual Strolling of the Heifers parade, to be held on June 7, 2014. Event organizers Orly Munzing and Julie Potter will be present to discuss the parade and other activities with the Board. The event organizers remunerate the Town for the coordination and support they receive from Brattleboro Fire and Brattleboro Police. The parade will begin at 10:00am and is expected to continue to 11:30am.

POTENTIAL MOTION: TO APPROVE A PARADE PERMIT FOR STROLLING OF THE HEIFERS FOR SATURDAY, JUNE 7 2014.

- B. FY15 Budget - Discussion

- C. 2013 Bridge Inspection Summary Report – Department of Public Works. Each year the Vermont Agency of Transportation conducts an inspection of bridge conditions, for bridges with a length greater than 20 feet. Over the course of 24 months, each bridge undergoes this inspection. The Board is asked to verify that the inspection report has been received and reviewed by the Town. Public Works Director Steve Barrett will be present to discuss bridge repair and maintenance work resulting from the inspection.

POTENTIAL MOTION: TO ACCEPT AND CONFIRM RECEIPT OF THE 2013 BRIDGE INSPECTION REPORT FROM THE VERMONT AGENCY OF TRANSPORTATION.

- D. Parking Budget – Town Manager. The Parking Fund is separate from the General Fund and operates differently in several ways. The Parking Fund is an enterprise fund

and is not supported by tax revenue. It is entirely self-sufficient, meaning that revenue from parking meters and citations is used to fund operations and maintenance of parking assets. The list of parking assets includes four short term lots: Harmony Lot; Preston Lot; Municipal Center Lot; and Depot Street Lot. In addition, a total of five long term lots are supported, including: Harris Lot; Spring Street Lot; Elm Street Lot; High Grove Lot; and the Brattleboro Transportation Center. The assets also include several hundred on-street parking meters, pay boxes, change machines and other infrastructure. The revenue is also sufficient to support the full cost of the Parking Enforcement Division. Since construction of the Brattleboro Transportation Center, the fund has generally been operating at or near budget. As a result, equipment and facilities maintenance has been underfunded, in order to maintain an adequate cash balance to insure that the fund does not come to burden the General Fund. Bond payments on the facility will expire in eight years, at which time the Parking Fund is expected to yield an annual surplus. There are only slight modifications from the FY14 budget, with revenues and expenses totaling \$834,000. In addition, we are recommending the purchase of four new pay boxes, to replace aging machines.

POTENTIAL MOTION: TO APPROVE THE FY15 PARKING FUND BUDGET WITH REVENUE AND EXPENSES TOTALING \$834,200.

- E. Award Bid – Zoning Regulations Re-Write, PlaceSense, Planning Services On February 28 the Planning Services Department issued a request for consulting services to facilitate the first comprehensive revision of Brattleboro's Zoning Ordinance since the original version, written in 1988. Over the intervening years the ordinance has had numerous minor edits, resulting in document that lacks a coherent structure, resulting in numerous inconsistencies in the regulations. A total of three responses were received and Planning Services Director Rod Francis will be present to discuss his recommendation with the Board.

POTENTIAL MOTION: TO AWARD A CONTRACT IN THE AMOUNT OF \$36,000 TO PLACESENSE FOR CONSULTING SERVICES TO REWRITE THE BRATTLEBORO ZONING ORDINANCE.

- F. Pay As You Throw (PAYT) – Town Manager. All municipalities are required by 7-1-15 to come into compliance with Act 148 of the Vermont legislature. The act, requires municipalities to adopt a system of paying for the removal of solid waste based on weight or volume. Currently, Brattleboro has plan for residential solid waste collection that is funded through property taxes with expenses including roughly \$250,000 in tipping fees and \$500,000 in collection fees. A number of issues must be resolved in order to fully develop an effective approach for compliance with the new law. I have attached a brief memo exploring some of the issues impacting the design of the system, and I am seeking either support for the formation of an ad hoc committee, or support to hire a consultant to design, publicize and implement a variable weight pricing system.

POTENTIAL MOTION: TBD

- G. Committee and Board Vacancies – Announce Vacancies. The Board is asked to announce annual vacancies on various committees and to set a deadline to submit applications. The expiration of terms on each committee is staggered and the 2014 terms expire on June 30. Traditionally the Board appoints new members at its meetings in June.