

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: June 2, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 7, 2016, starting at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** - *None*
8. **WATER AND SEWER COMMISSIONERS** - *None*
9. **UNFINISHED BUSINESS** - *None*
10. **NEW BUSINESS**

- A. Approve Resolution, Certificate, and Related Documents for Additional Bonds for Police-Fire Facilities Project – Vermont Municipal Bond Bank. The Board is asked to approve the Resolution, Certificate and related documents to have the Vermont Municipal Bond Bank issue bonds for the Town in the amount of \$7,800,000, plus interest (at a rate to be determined), for the Police-Fire Facilities Project. The Town has been approved for participation in the Bond Bank's 2016 bond offering, which is scheduled to go to market on June 28, 2016, with the funds becoming available to the Town on or after July 21, 2016. Finance Director John O'Connor will be present to discuss the financing as set forth in the memo from Bond Counsel, J. Paul Giuliani, in his memorandum dated May 17, 2016. Mr. Giuliani prepared the several documents that need to be approved and signed by the Selectboard.

POTENTIAL MOTION: TO APPROVE THE RESOLUTION, CERTIFICATE, AND RELATED DOCUMENTS TO BORROW \$7,800,000, PLUS INTEREST, FROM THE VERMONT MUNICIPAL BOND BANK.

- B. Approve Grant Agreement and Accept and Appropriate Grant – I-91 Bridge Impact Grant, Department of Public Works. The Board is asked to approve the Grant Agreement and to accept and appropriate the grant funds in the amount of \$200,000 for financial assistance from the State of Vermont, Agency of Transportation to repave portions of Upper Dummerston Road and Western Avenue that have been impacted by the reconstruction of I-91 bridges over the West River. Public Works Director Steve Barrett and/or Highway/Utilities Superintendent Hannah O'Connell will be present to discuss the project as set forth in their memorandum dated June 1, 2016.

POTENTIAL MOTION: TO APPROVE THE GRANT AGREEMENT WITH THE VERMONT AGENCY OF TRANSPORTATION, AND TO ACCEPT AND APPROPRIATE THE GRANT FUNDS IN THE AMOUNT OF \$200,000 FOR REPAVING PORTIONS OF UPPER DUMMERSTON ROAD AND WESTERN AVENUE.

- C. Authorize Application for FEMA Pre-Disaster Mitigation Grant to Purchase Land Along the Whetstone Brook – *Town of Brattleboro Planning Department and Vermont River Conservancy*. The Board is asked to authorize that the Town be the applicant for a Federal grant that would pay 75% of the cost to purchase the property at 250 Birge Street as a flood mitigation measure. The 25% “local share” would be paid by the Vermont River Conservancy. Town Planning Services Director Rod Francis and Vermont River Conservancy Executive Director Steve Libby will be present to discuss the project as set forth in Mr. Francis’s memorandum dated June 1, 2016, and Mr. Libby’s memorandum dated June 2, 2016.

POTENTIAL MOTION: TO AUTHORIZE ACTING TOWN MANAGER PATRICK MORELAND TO APPLY FOR A FEMA PRE-DISASTER MITIGATION GRANT TO PURCHASE 250 BIRGE STREET, CONTINGENT UPON THE VERMONT RIVER CONSERVANCY SATISFYING ALL CONDITIONS OF THE GRANT INCLUDING THE 25% LOCAL MATCH.

- D. Bid Award – *Gibson-Aiken Center Windows (Phase 2)*. The Board is asked to award the bid for Phase 2 of the window replacement project at the Gibson-Aiken Center to Vermont Vinyl in the amount of \$29,875. Recreation & Parks Director Carol Lolatte will be present to discuss the project as set forth in her memorandum dated June 1, 2016.

POTENTIAL MOTION: TO AWARD THE BID FOR PHASE 2 OF THE WINDOW REPLACEMENT PROJECT AT THE GIBSON-AIKEN CENTER TO VERMONT VINYL IN THE AMOUNT OF \$29,875.

- E. Ordinance Amendment – *First Reading, Chapter 19 (Cemetery Ordinance), Town Clerk and Cemetery Committee*. The Cemetery Committee previously appeared before the Board to discuss requested amendments to the Cemetery Ordinance (Chapter 19). The Board is asked to hold a first reading on the amendments to the ordinance. The Board will hold a second reading and public hearing at its next meeting on June 21.

NO ACTION IS REQUIRED ON THIS ITEM.

- F. Define Cemetery Committee Membership and Term Limits – *Town Clerk*. At the last meeting of the Cemetery Committee, the Committee requested that the Selectboard reduce the number of members on the committee to five members with staggered 3-year terms. The current membership is no less than five and no more than twelve. The Board is asked reduce the number of seats on the committee to the number of five with staggered 3-year terms.

POTENTIAL MOTION: TO REDUCE THE NUMBER OF SEATS ON THE CEMETERY COMMITTEE TO FIVE WITH STAGGERED 3-YEAR TERMS.

- G. Annual Dog Warrant – The Board is asked to approve the annual dog warrant. The warrant contains the names of owners who have failed to license their dogs this year. Tickets may be issued to owners with unlicensed animals after the Board approves the warrant.

POTENTIAL MOTION: TO APPROVE THE ANNUAL DOG WARRANT.

PBE:ja