

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: June 11, 2014

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 16, 2015. The Board will meet in executive session at 5:30pm to discuss contracts, labor relations with employees, the negotiating or securing of real estate purchase or lease options, and confidential attorney-client communications made for the purpose of providing professional legal services to the body, after which the Board will reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. LIQUOR COMMISSIONERS

- A. First Class Liquor License and Outside Consumption Permit – Vivek Ayaan, LLC, d/b/a The Tavern. The Board is asked to approve a first class liquor license and outside consumption permit for Vivek Ayaan, LLC, d/b/a The Tavern, located at 889 Putney Road. The previous owner of the restaurant is transferring ownership of the restaurant to the owners of the motel, Shamir Patel, Bhavna Patel and Anjali Patel.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE AND OUTSIDE CONSUMPTION PERMIT TO VIVEK AYAAN, LLC, D/B/A THE TAVERN, LOCATED AT 889 PUTNEY ROAD.

8. WATER AND SEWER COMMISSIONERS

- A. Utility Division Car Replacement – Award State Bid, Department of Public Works. The Board is asked to approve the purchase of a 2015 Chevrolet Sonic from Shearer Chevrolet from Burlington, Vermont, for a purchase price of \$18,481, less a trade-in amount of \$2,400, for a total cost of \$16,081. The vehicle replacement is part of the FY16 capital plan and \$20,000 was budgeted for the vehicle. The Vermont State Bid Contract was utilized recently for the purchase of a similar vehicle in the FY15 capital plan. The Chevrolet Sonic is available at this time at a price within the budgeted amount and staff recommends purchasing the vehicle soon after July 1 in order to avoid possible price increases in FY16.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A 2015 CHEVROLET SONIC FROM SHEARER CHEVROLET, FROM BURLINGTON, VERMONT, FOR A TOTAL COST OF \$16,081 AS PART OF THE FY16 CAPITAL PLAN.

9. UNFINISHED BUSINESS

- A. National Endowment for the Arts (NEA) Our Town Grant – Action Plan and RFP. The Board is asked to authorize staff to issue the Call for Artists / Request for Proposals (RFP) and to proceed with all other administrative actions necessary to implement Phase III of the NEA Our Town Grant.

POTENTIAL MOTION: TO AUTHORIZE STAFF TO ISSUE THE CALL FOR ARTISTS / REQUEST FOR PROPOSALS AND TO PROCEED WITH ALL OTHER ADMINISTRATIVE ACTIONS NECESSARY TO IMPLEMENT PHASE 3 OF THE NEA OUR TOWN GRANT.

- B. Arts Committee – Potential Change in Size of Committee. At the June 2 Selectboard meeting, the Board agreed to re-evaluate the size of the Arts Committee and discuss reconstituting the committee.

POTENTIAL MOTION: TBD

10. NEW BUSINESS

- A. Parade Permit – By the People: Brattleboro Goes Fourth. The Board is asked to approve the parade/open air meeting application for the annual Fourth of July parade. Staff previously met and reviewed the application and staff comments are included on the application.

POTENTIAL MOTION: TO APPROVE THE PARADE/OPEN AIR MEETING APPLICATION FOR THE ANNUAL “BY THE PEOPLE: BRATTLEBORO GOES FOURTH” PARADE.

- B. Brattleboro Community Television (BCTV) – Strategic Planning. As part of BCTV's strategic direction plan and contract renewal process with cable providers, BCTV asks for feedback from community leaders in order to re-evaluate the plan to meet the community's needs as a public access television station. Cor Trowbridge, BCTV Executive Director, will be present to discuss the matter.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Public Water Supply Ponds – Page and Jed Guertin and Warren Kitzmiller. Page and Jed Guertin and Representative Warren Kitzmiller will be present to discuss their advocacy for stricter public drinking water protection standards and increased local control over public drinking water sources.

NO ACTION IS REQUIRED ON THIS ITEM.

- D. Financial Report – Monthly Report for May, Finance Department. Finance Director John O'Connor will review and discuss the May financial report.

NO ACTION IS REQUIRED ON THIS ITEM.

- H. 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. Tickets may be issued to owners with unlicensed animals after the Board approves the warrant.

POTENTIAL MOTION: TO APPROVE THE ANNUAL DOG WARRANT.

- E. Farmland Tax Stabilization – Revised Policies Proposed by Town Staff and Recommended by Agricultural Advisory Committee. The Agricultural Advisory Committee voted on May 18 to amend the Farmland Tax Stabilization Program. The Board is asked to adopt the proposed changes in Section 2 (Contract Terms and Criteria) of the Tax Stabilization Procedures as proposed by staff and approved by the Committee. A copy of the specific changes is included in the Board's packets.

POTENTIAL MOTION: TO APPROVE THE AMENDMENTS TO THE FARMLAND TAX STABILIZATION PROGRAM RECOMMENDED BY STAFF AND THE AGRICULTURAL ADVISORY COMMITTEE AS PRESENTED.

- F. Evidence Lockers - Award Bids, Police Department
(1) Contractor
(2) Lockers and Installation

The Board is asked to award two bids for upgrades to the Police Department's evidence lockers. The first stage of the project is for contractor work to prepare the area where the lockers will be installed and perform finishing details after installation of the lockers. Two bids were received and the low bidder was Wholeshot Construction, from Townshend, Vermont, with a bid of \$1,370.

POTENTIAL MOTION: TO AWARD THE BID TO WHOLESHOT CONSTRUCTION FOR \$1,370 FOR PREPARATION AND FINISHING OF THE EVIDENCE LOCKER AREA IN THE POLICE DEPARTMENT.

The second part of the project is for purchase and installation of the evidence lockers. Three bids were received and the low bidder was Systematics, of Westborough, Massachusetts, with a bid of \$11,495.

POTENTIAL MOTION: TO AWARD THE BID TO SYSTEMATICS FOR \$11,495 FOR THE PURCHASE AND INSTALLATION OF EVIDENCE LOCKERS IN THE POLICE DEPARTMENT.

G. Police Cruiser - Award Bids, Police Department

(1) *Vehicle*

(2) *Up-fit of Vehicle*

The Board is asked to award two bids for the purchase of a police cruiser and up-fit of the necessary equipment. This vehicle is the second vehicle approved as part of the FY15 Capital Improvement Plan. Two bids were received for the vehicle. The low bidder (through the State bid process) was Formula Ford, of Montpelier, Vermont, at a cost of \$27,268, less \$2,500 for the trade-in of a 2007 Dodge Charger, for a total cost of \$24,768.

POTENTIAL MOTION: TO AWARD THE BID TO FORMULA FORD FOR A 2016 FORD EXPLORER FOR A TOTAL COST OF \$24,768.

The RFP for the up-fit of the vehicle to include the necessary equipment for a police cruiser was issued separately from the vehicle bid. The Police Department recommends that the bid be awarded to Adamson Industries of Haverhill, Massachusetts, in the amount of \$15,747.

POTENTIAL MOTION: TO AWARD THE BID TO ADAMSON INDUSTRIES IN THE AMOUNT OF \$15,747 FOR THE UP-FIT OF THE POLICE VEHICLE.

H. JAG 2015 Grant - Approve Grant Application, Police Department. The Board is asked to approve the Police Department's application for a \$17,062 JAG 2015 Grant from the U.S. Department of Justice to pay for community policing services, major accident investigations, and a tactical unit.

POTENTIAL MOTION: TO APPROVE THE POLICE DEPARTMENT'S APPLICATION FOR A \$17,062 JAG 2015 GRANT FROM THE U.S. DEPARTMENT OF JUSTICE TO PAY FOR COMMUNITY POLICING SERVICES, MAJOR ACCIDENT INVESTIGATIONS, AND A TACTICAL UNIT.

I. Main Street Sidewalk Project - Award Bids, Department of Public Works

(1) *Budget*

(2) *Engineering*

(3) *Construction*

The Board is asked to award two contracts in connection with the Main Street Sidewalk Project. As part of the engineering work of the project, the Board is asked to award a contract to Dubois and King, Inc., of Randolph, Vermont in the amount of \$58,216 for construction inspection of the Main Street Sidewalk Project. Two bids were received in response to an RFP from (1) John Turner Consulting of White River Junction, Vermont for \$32,410, and (2) Dubois and King, Inc., of Randolph, Vermont for \$58,216. The staff committee that ranked the bids had concerns about the bid from John Turner Consulting which are more fully set forth in the June 1 memo from Steve Barrett and Hannah O'Connell included in the Board's packets.

POTENTIAL MOTION: TO AWARD A CONTRACT TO DUBOIS AND KING, INC., IN THE AMOUNT OF \$58,216 FOR CONSTRUCTION INSPECTION OF THE MAIN STREET SIDEWALK PROJECT.

The second bid in connection with the project is for the construction of the sidewalk. The Board is asked to award a contract to Zaluzny Excavating Corporation of Vernon, Vermont, in the amount of \$546,350 to perform the construction of the sidewalk project.

POTENTIAL MOTION: TO AWARD A CONTRACT TO ZALUZYNY EXCAVATING CORPORATION IN THE AMOUNT OF \$546,350 FOR CONSTRUCTION OF THE MAIN STREET SIDEWALK PROJECT.

- J. Highway Dump Truck - Award Bid, Department of Public Works. The Board is asked to approve the purchase of a 66,000 GVWR Min. 7600 Series Dump Truck from Delurey Sales with H.P. Fairfield (Everest Equipment) of North Hoosick, New York, in the amount of \$197,059. This vehicle was approved as part of the FY16 Capital Plan and \$208,000 was budgeted for the purchase.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A 66,000 GVWR MIN. 7600 SERIES DUMP TRUCK FROM DELUREY SALES WITH H.P. FAIRFIELD (EVEREST EQUIPMENT) OF NORTH HOOSICK, NEW YORK, IN THE AMOUNT OF \$197,059.

- K. Grader - Award Bid, Department of Public Works. The Board is asked to approve the purchase of a grader from Milton Cat of Richmond, Vermont in the amount of \$308,300. This vehicle was approved as part of the FY16 Capital Plan and \$340,000 was budgeted for the purchase.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A GRADER FROM MILTON CAT OF RICHMOND, VERMONT IN THE AMOUNT OF \$308,300.

- L. Agency of Transportation Municipal Highway Class 2 Roadway Grant - Accept and Appropriate Grant, Department of Public Works. The Board is asked to accept and appropriate a Municipal Highway Class 2 Roadway grant of \$73,944 from the Vermont Agency of Transportation to pave approximately 0.7 miles of TH6, Greenleaf Street.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A MUNICIPAL HIGHWAY CLASS 2 ROADWAY GRANT OF \$73,944 FROM THE VERMONT AGENCY OF TRANSPORTATION TO PAVE APPROXIMATELY 0.7 MILES OF TH6, GREENLEAF STREET.

- M. Collective Bargaining Agreements and FY16 Pay Raises
(1) *Firefighters (1-Year Extension with 2% Pay Raise)*
(2) *Department of Public Works (1-Year Extension with 2% Pay Raise)*
(3) *Administrative (2% Pay Raise per contract + 1-Year Extension of HSA Contribution)*
(4) *Non Union Employees (2% Pay Raise with HSA Contribution)*
(Note: *Police Officers are on a January-to-January agreement cycle*).

The Board is asked to approve a set of recommendations as listed in items 1-4 above and described more fully in the Board's packets.

POTENTIAL MOTION: TO APPROVE A FIXED DATE EXTENSION AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND THE BRATTLEBORO PROFESSIONAL FIRE FIGHTERS ASSOCIATION, AND TO AUTHORIZE THE TOWN MANAGER TO SIGN THAT AGREEMENT ON BEHALF OF THE TOWN.

POTENTIAL MOTION: TO APPROVE A FIXED DATE EXTENSION AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND THE UNITED STEELWORKERS LOCAL 4-944, AND TO AUTHORIZE THE TOWN MANAGER TO SIGN THAT AGREEMENT ON BEHALF OF THE TOWN.

POTENTIAL MOTION: TO APPROVE A LABOR CONTRACT AMENDMENT AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 98, AND TO AUTHORIZE THE TOWN MANAGER TO SIGN THAT AGREEMENT ON BEHALF OF THE TOWN.

POTENTIAL MOTION: TO AUTHORIZE THAT ALL NON-UNION EMPLOYEES OF THE TOWN OF BRATTLEBORO RECEIVE A 2% SALARY INCREASE ON JULY 1, 2015, AND BE COVERED UNDER THE CONTINUATION OF THE TOWN'S HEALTH INSURANCE BENEFIT PROGRAM DURING 2016.

- N. Committee Appointments - The Board is asked to appoint members to various committees, effective July 1, 2015. The list of committee vacancies and applicants is included in the Board's packets.

POTENTIAL MOTION: TBD

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