

TO: Selectboard June 26, 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, July 1, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 5:30pm to discuss the appointment or employment or evaluation of a public officer or employee; the regular meeting will begin at 6:15pm.

7. **LIQUOR COMMISSIONERS** - *None*

8. **WATER AND SEWER COMMISSIONERS** – *None*

9. **UNFINISHED BUSINESS** – *None*

10. **NEW BUSINESS**

- A. Set Tax Rate – FY15 Property Taxes. At the time of this report, the Town was still awaiting critical information from the State needed to set the tax rate. It is anticipated that a memo will be ready for the 7-1-14 meeting.

POTENTIAL MOTION: TO APPROVE A MUNICIPAL TAX RATE OF \$_____ PER \$100.00 OF ASSESSED VALUATION FOR GENERAL FUND OPERATIONS, AN ADDITIONAL \$0.1343 PER \$100.00 OF ASSESSED VALUATION FOR THE DOWNTOWN IMPROVEMENT DISTRICT, AN ADDITIONAL \$6.8155 PER \$100.00 OF ASSESSED VALUATION FOR THE TRI-PARK SPECIAL ASSESSMENT, AND TO RATIFY THE STATE MANDATED EDUCATION RATES AT \$_____ PER \$100.00 OF ASSESSED VALUATION FOR HOMESTEAD PROPERTIES AND \$1.5070 PER \$100.00 OF ASSESSED VALUATION FOR NON-RESIDENTIAL PROPERTIES.

- B. Skatepark Site Selection – *Recommendation from Recreation and Parks Board and Skatepark Site Selection Committee*. The Skatepark Site Selection Committee was established by the Brattleboro Selectboard on 12-5-13, with the goal of identifying and evaluating sites within the community that would be appropriate for a skatepark. After a seven month process involving numerous public meetings, the Committee delivered its recommendations to the Recreation and Parks Board on 6-9-14. A group of four locations has been recommended with the Elm Street Parking Lot receiving the highest ranking. Other sites include Crowell Lot, and two locations at Living Memorial Park. The Board and the Committee will present their findings to the Selectboard.

POTENTIAL MOTION: TBD

- C. Emerald Ash Borer – The Board will recall that at the regular meeting on 5-21-13, a grant from the University of Vermont and the US Forest Service was accepted on behalf of the Tree Committee for the purpose of developing an Emerald Ash Borer Preparedness Plan for Brattleboro. The plan developed by local volunteers outlines the estimated number of public ash trees in Brattleboro and suggests options for our preparedness for this potential infestation. The report highlights certain ash trees downtown in Harmony Lot, Preston Lot, near the Post Office, and by the Holstein Association that call out for special attention due to their location and the threat to public

safety they may potentially pose if left untreated. The plan outlines a number of possible responses including preventative replacement, inoculation, and doing nothing.

POTENTIAL MOTION: NONE

- D. Union Hill / Western Avenue Safety Improvements – Approval of Engineering Plans, Department of Public Works. At the regular meeting of the Board on 5-7-13, a grant in the amount of \$63,000, requiring a \$7,000 match was awarded to Brattleboro to design and implement improvements at the intersection of Union Hill and Western Avenue. Holden Engineering was hired to develop and oversee the project following the procedures required of a Local Transportation Facilities project with VTrans. Historical solutions were reviewed and new input was gathered at a series of public meetings held at the Municipal Center. A series of plans were reviewed by the Traffic Safety Committee, and the plans being presented tonight received a unanimous endorsement. The Board is asked to approve the plans so that final permits can be obtained and the project can move ahead on, or slightly ahead, of schedule

POTENTIAL MOTION: TO APPROVE THE PREFERRED ALTERNATIVE DESIGN FOR THE RECONSTRUCTION OF THE INTERSECTION OF UNION HILL AND WESTERN AVENUE.

- E. VTrans Annual Financial Plan (Town Highways) and Certification of Compliance for Town Road and Bridge Standards – Department of Public Works. Towns are required on an annual basis to confirm the level of investment in roads and road maintenance to VTrans. This certification is typically submitted just after Representative Town Meeting, however it has been delayed due to the delay in formally adopting a FY15 budget. The Board is now asked to approve the Vermont Annual Financial Plan for town highways.

POTENTIAL MOTION: TO APPROVE THE FY15 FINANCIAL PLAN FOR TOWN HIGHWAYS.

The Board is also asked to review and certify compliance with the Town Road & Bridge Standards.

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

- F. Award Bid - FY15 Summer Paving Project, Department of Public Works. On June 18, 2014 the Department of Public Works opened two bids for capital paving. Public Works Director Steve Barrett will be present to make a recommendation to the Board to accept the low bid.

POTENTIAL MOTION: TO AUTHORIZE THE INTERIM TOWN MANAGER, ON BEHALF OF THE TOWN OF BRATTLEBORO, TO ENTER INTO A CONTRACT WITH LANE CONSTRUCTION OF NORTHFIELD MA, IN THE AMOUNT OF \$164,922.90, FOR FY15 CAPITAL PAVING.

- G. Award Bid – Heating Fuel for FY15, Finance Department. The Town of Brattleboro and the Windham Southeast Supervisory Union jointly put their contract for FY15 heating fuel out to bid. The Town's portion of the request is for 82,000 gallons of fuel oil. A total of five bids were received, and the low bid was submitted by Discount Oil of Keene, NH.

POTENTIAL MOTION: TO AUTHORIZE THE INTERIM TOWN MANAGER, ON BEHALF OF THE TOWN OF BRATTLEBORO, TO ENTER INTO A PREPAID FUEL OIL CONTRACT WITH DISCOUNT OIL FOR 82,000 OF #2 HEATING FUEL FOR THE PERIOD 7-1-14 TO 6-30-15.

- H. NEA - Our Town Grant – Update, Planning Services. At the regular meeting on April 15, the Board expressed interest in an update of the project funded by the NEA – Our Town Grant. Planning Services Director Rod Frances will be present to update the Board.

POTENTIAL MOTION: NONE

- I. Staffing Level Review – Program Coordinator, Recreation and Parks Department. Recreation and Parks Director Carol Lolatte recently received notice that Tom Cote, Program Coordinator, has tendered his resignation.

POTENTIAL NONE.

- J. Staffing level Review – Town Clerk’s Office. A vacancy in the Town Clerk’s Office has led to an internal review of the staffing level in the Town Clerk’s Office. Based on a sustained reduction in land transactions, along with some technological improvements, leading to improved efficiency, the Town Clerk and Interim Town Manager have agreed to reduce the Assistant Town Clerk’s position from 37.5 to 25 hours.

POTENTIAL NONE.

- K. Accept and Appropriate Grant – Community Justice Center Grant for FY15 and FY16, Brattleboro Community Justice Center. The Board is asked to accept and appropriate a grant in the amount of \$290,000 from the Vermont Department of Corrections for operating support for the Brattleboro Community Justice Center.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$290,000 FROM THE VERMONT DEPARTMENT OF CORRECTIONS FOR OPERATING SUPPORT OF THE BRATTLEBORO COMMUNITY JUSTICE CENTER.

- L. Vermont Agency of Commerce and Community Development (ACCD) and Vermont Economic Development Authority (VEDA) – Entergy Vermont Yankee Funds, Discussion

POTENTIAL MOTION: TBD

- M. Committee Appointments – The Board is asked to make committee appointments.

POTENTIAL MOTION: TBD

- N. Vermont’s Open Meeting Law – New Changes Taking Effect on 7-1-14, Discussion.

POTENTIAL MOTION: NONE