

TO: Selectboard July 31, 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, August 5, 2014 Selectboard Meeting.

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

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

9. **UNFINISHED BUSINESS**

- A. Holidays Observed – *Town Manager*. Earlier this year the Board asked the Interim Town Manager to come back with a recommendation for a holiday to eliminate, so that the Town could maintain the current number of holidays while adding the holiday for Dr. Martin Luther King. A memo outlining some options is included in the packet.

POTENTIAL MOTION: TBD

10. **NEW BUSINESS**

- A. Financial Report - *Preliminary FY14 Year-End Financial Report - Finance Department*. Finance Director John O'Connor will review preliminary year-end financials for the General Fund.

POTENTIAL MOTION: TBD

- B. Renew Agreement – *Living Memorial Park Snow Sports, Inc. (LMPSS)*. The Board is asked to approve a four year agreement with LMPSS for funding, operating and maintenance of the Living Memorial Park Ski Area. A few minor changes have been incorporated into the contract. Previous contracts had a three rather than four year term, and in this contract LMPSS will formally be granted the authority to sell snacks to earn additional revenue.

POTENTIAL MOTION: TO APPROVE A FOUR YEAR CONTRACT WITH LIVING MEMORIAL PARK SNOW SPORTS, INC. FOR FUNDING, OPERATING AND MAINTENANCE OF THE LIVING MEMORIAL PARK SKI AREA.

- C. Zoning Ordinance – *Public Hearing – PUD for Red Clover Commons - Planning Services*. The Board is asked to approve a change to the zoning ordinance by establishing a Planned Unit Development (PUD) for the Brattleboro Housing Authority for Red Clover Commons, to be located at 464 Canal Street. A memo from Planning Director Rod Francis, dated July 8th, informs the Board of the outcome from the July 7th Planning Commission review of the PUD. The Planning Commission has found the Red Clover Commons to be consistent with the approved Brattleboro Town Plan. Among the areas of agreement highlighted by the Planning Commission are the promotion of safe and affordable housing, the siting of housing near existing services, promoting energy efficiency in residential design, and avoiding development in areas known for hazards. The units being built at Red Clover Commons are intended to serve as replacement housing for units from Melrose Terrace that are located in the

floodway. Construction of new residential units is not permitted in the floodway, and removal of existing units in the floodway has long been a priority for the Town.

A second memo from Planning Director Rod Francis, dated July 28th, describes the Selectboard's role in the approval of a PUD.

POTENTIAL MOTION: TO ADOPT THE PROPOSED AMENDMENT TO SECTION 5417 OF THE BRATTLEBORO ZONING ORDINANCE WHICH ADDS RED CLOVER COMMONS AND THEREBY CHANGES THE ZONING OF THE PARCEL FROM COMMERCIAL TO PLANNED UNIT DEVELOPMENT.

- D. Accept and Appropriate Grant – *AOT Western Avenue Surface Maintenance, Department of Public Works.* The Board is asked to accept and appropriate a grant in the amount of \$150,000 surface maintenance grant from the Vermont Agency of Transportation (AOT). The funds were awarded to Brattleboro for a much needed maintenance project on Western Avenue between I-91 and Edward Heights.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A SURFACE MAINTENANCE GRANT IN THE AMOUNT OF \$150,000 FROM THE VERMONT AGENCY OF TRANSPORTATION FOR A SURFACE MAINTENANCE ON TH-2/VT ROUTE 9 BETWEEN MILE MARKER 4.178 AND 6.140.

- E. Approve Grant Application – *VDEMHS Special Operations Training Grant - Brattleboro Fire Department.* The Board is asked to approve a grant application for the Brattleboro Fire Department to the Vermont Division of Emergency Management and Homeland Security for staff training and new equipment. The grant request of \$73,492.62 will pay for staff regular and overtime for a series of important trainings, including Ropes Rescue Operation; Ropes Rescue Technician; Swiftwater Rescue; Large Vehicle Extraction; and, Structural Collapse Rescue. The grant will also be used to replace 2000' of rope for the department.

POTENTIAL MOTION: TO APPROVE A GRANT APPLICATION IN THE AMOUNT OF \$73,492.62 TO THE VERMONT DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY FOR A SPECIAL OPERATION TRAINING AND EQUIPMENT GRANT TO PROVIDE FOR SHIFT FILL, OVERTIME AND EQUIPMENT REPLACEMENT COSTS FOR THE BRATTLEBORO FIRE DEPARTMENT.

- F. Approve Grant Application – *1st Wednesdays Program Grant - Brooks Memorial Library.* The Board is asked to approve a grant application in the amount of \$600 to the Vermont Department of Libraries. The funds will be used to support the annual 1st Wednesdays Lecture series at the Brooks Memorial Library.

POTENTIAL MOTION: TO APPROVE A GRANT APPLICATION IN THE AMOUNT OF 600 TO THE VERMONT DEPARTMENT OF LIBRARIES TO SUPPORT THE 2014-2015 SEASON 1ST WEDNESDAYS LECTURE SERIES AT BROOKS MEMORIAL LIBRARY.

- G. Ordinance Amendment – *Second Reading and Public Hearing, Appendix C, Article II, Sections 16-100 and 16-101, Parking on Depot Street, Town Manager.* The Board is asked to conduct a second reading and hold a public hearing of a proposed ordinance change to provide for No Parking on the easterly side of Depot Street. The proposed change was recommended by Parking Enforcement, and reviewed and approved by the Traffic Safety Committee on 6-24-14.

POTENTIAL MOTION: TO APPROVE THE ORDINANCE AMENDMENT TO APPENDIX C, ARTICLE II, SECTION 16-100 (NO PARKING) AND 16-101 (LIMITED PARKING) AS PRESENTED.

H. Town Manager Search Citizen Committee – *Discussion*

POTENTIAL MOTION: TBD

I. Energy Settlement Funds Working Group - *Update*

POTENTIAL MOTION: TBD

J. Committee Appointments – The Board is asked to make committee appointments to the Energy Committee and Conservation Commission

POTENTIAL MOTION: TBD

K. Adopt Selectboard Goals - *Discussion*

POTENTIAL MOTION: TBD