

## MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: August 11, 2016



---

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, August 16, 2016, beginning at 6:15pm in the Selectboard Meeting Room at the Municipal Center.

### 7. LIQUOR COMMISSIONERS

- A. First Class Liquor License – FSO, LLC, d/b/a The Stone Church. The Board is asked to approve the first class liquor license application from FSO, LLC, d/b/a The Stone Church, at 210 Main Street, for special events scheduled at the location. The Stone Church will not be open to the public on a regular basis as a bar or restaurant.

**POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR FSO, LLC, D/B/A THE STONE CHURCH, AT 210 MAIN STREET, TO SERVE ALCOHOLIC BEVERAGES AT SPECIAL EVENTS.**

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

### 9. UNFINISHED BUSINESS

- A. Announcement of Selectboard's Decisions Regarding Road Reclassification Matters
- (i) *Minshall Street*
  - (ii) *Bittersweet Lane*
  - (iii) *Wickopee Hill Road / Gulf Road.*

The Board held site visits and public hearings on June 28, 2016, on requests to reclassify three roads. After discussion in a deliberative session on August 4, the Board made its decisions on these matters. The Board is expected to announce those decisions at this August 16 Selectboard meeting. The Board may also release those decisions in writing at this meeting or the written decisions may be released separately prior to the August 27 statutory deadline.

**NO MOTION IS REQUIRED ON THIS ITEM.**

- B. Police-Fire Facilities Project Update  
(i) *Approval of Construction Plans  
and Authorization to Bid the Central Fire Station*  
(ii) *Overall Update*

Architect Ray Giolitto, from Northeast Collaborative Architects, will present the construction plans for the Central Fire Station. The plans were unanimously approved by the Police-Fire Facilities Building Committee (PFFBC) at its meeting on August 10, with certain considerations as set forth in the memorandum dated August 11, 2016, from Town Manager Elwell. The Board is asked to approve the construction plans and to authorize commencement of competitive bidding for subcontracted services. In addition, Mr. Elwell and Owner's Project Manager Steve Horton will provide the Board with an overall update on the project, including construction of the West Brattleboro Fire Station and the overall project schedule and budget.

**POTENTIAL MOTION: TO APPROVE THE CONSTRUCTION PLANS FOR CENTRAL FIRE STATION AS PRESENTED AND TO AUTHORIZE COMMENCEMENT OF COMPETITIVE BIDDING FOR SUBCONTRACTED SERVICES.**

## 10. NEW BUSINESS

- A. Financial Report – Monthly Report, July. Finance Director John O'Connor will present and discuss the July 2016 Financial Report.

**NO ACTION IS REQUIRED ON THIS ITEM.**

- B. Brooks Memorial Library Reconstruction Project – *Approve Construction Manager Contract*. The Board is asked to approve retention of GPI Construction of Brattleboro, Vermont, as the Construction Manager for a CM-at-Risk engagement for the renovations to the Brooks Memorial Library building, as set forth in the memorandum dated August 9, 2016, from Library Director Starr LaTronica.

**POTENTIAL MOTION: TO APPROVE RETENTION OF GPI CONSTRUCTION OF BRATTLEBORO, VERMONT, AS THE CONSTRUCTION MANAGER FOR A CM-AT-RISK ENGAGEMENT FOR THE RENOVATIONS TO THE BROOKS MEMORIAL LIBRARY BUILDING.**

- C. Living Memorial Park Swimming Pool - Bid Award. The Board is asked to award the bid for phase one of the swimming pool renovation project to GS Bolton, of Rochester, New Hampshire, in the total amount of \$165,500, as set forth in the memorandum dated August 8, 2016, from Recreation & Parks Director Carol Lolatte.

**POTENTIAL MOTION: TO AWARD THE BID FOR PHASE ONE OF THE SWIMMING POOL RENOVATION PROJECT TO GS BOLTON, OF ROCHESTER, NEW HAMPSHIRE, IN THE TOTAL AMOUNT OF \$165,500.**

- D. West River Park Seating Area – Bid Award. The Board is asked to award the bid for upgrades to the West River Park seating area to Bellco Excavation, of Brattleboro, Vermont, in the amount of \$9,985.75, as set forth in the memo from Recreation & Parks Director Carol Lolatte, dated August 4, 2016. This matter is being presented to the Selectboard for approval because it is estimated that the cost of stone and decorative boulders (to be purchased separately by the Town) will increase the total cost of this project to approximately \$13,985. All costs for this project will be paid from funds donated for the development of West River Park. There currently is \$20,019.08 in that donations account.

**POTENTIAL MOTION: TO AWARD THE BID FOR UPGRADES TO THE WEST RIVER PARK SEATING AREA TO BELLCO EXCAVATION, OF BRATTLEBORO, VERMONT, IN THE AMOUNT OF \$9,985.75.**

- E. Push Button Crosswalk Lights – Discussion. Selectboard member Richard DeGray asked the Board to hold a discussion on this matter. A copy of the Town's Street and Sidewalk Safety Policy is included in the backup materials.

**POTENTIAL MOTION: TBD**

- F. Ordinance Amendment – First Reading, Appendix C, Article II (Parking), Section 16-100 (No Parking Areas) and Section 16-101 (Limited Parking Areas). The Board is asked to hold a first reading on proposed amendments to Appendix C of the Code of Ordinances, as set forth in the memorandum dated July 22, 2016, from Assistant Town Manager Patrick Moreland. The second reading and public hearing will be scheduled for the September 6 Selectboard meeting.

**NO MOTION IS REQUIRED ON THIS ITEM.**

- G. Ordinance Amendment – First Reading, Repeal Entire Chapter 12 (Mobile Homes, Trailer Coaches, Mobile Home and Trailer Parks). The Board is asked to hold a first reading to repeal Chapter 12 of the Code of Ordinances as required by State Statutes, as set forth in the memorandum dated August 10, 2016, from Planning Director Rod Francis. The second reading and public hearing will be scheduled for the September 6 Selectboard meeting.

**NO MOTION IS REQUIRED ON THIS ITEM.**

- H. ADA Committee – Recommendation to Reduce Membership. The ADA Advisory Committee requests that the Selectboard reduce the membership of the committee from seven members to five members by eliminating two one-year seats that are currently vacant, as set forth in the memorandum dated August 8, 2016, from Highway/Utilities Superintendent Hannah O'Connell.

**POTENTIAL MOTION: TO REDUCE THE MEMBERSHIP OF THE ADA ADVISORY COMMITTEE TO A TOTAL OF FIVE, CONSISTING OF TWO 3-YEAR SEATS, TWO 2-YEAR SEATS, AND ONE 1-YEAR SEAT.**

- I. Committee Appointment – *Energy Committee*. The Board is asked to appoint Milton Eaton to the Energy Committee to fill an unexpired two-year seat with a term ending June 30, 2018.

**POTENTIAL ACTION: TO NOMINATE MILTON EATON TO THE ENERGY COMMITTEE TO FILL AN UNEXPIRED TWO-YEAR SEAT WITH A TERM ENDING JUNE 30, 2018.**

PBE:ja