

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: November 25, 2015

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, December 1, 2015. The Board will meet in executive session at 5:30pm to discuss contracts, labor relations agreements with employees, and pending or probable civil litigation. The Board will reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. LIQUOR COMMISSIONERS

- A. Special Event Permit – *Saxtons River Distillery, LLC, Cotton Mill Open House*. The Board is asked to approve the application of Saxtons River Distillery, LLC, for a special event permit to provide a tasting bar at Cotton Mill Studios, 74 Cotton Mill Hill, on Friday-Sunday, December 4-6, from 9am to 7pm each day, in conjunction with the Cotton Mill Open Studio and Holiday Sale event. The application has been reviewed and approved by the Police Department and Fire Department.

POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR SAXTONS RIVER DISTILLERY TO PROVIDE A TASTING BAR AT COTTON MILL STUDIOS, 74 COTTON MILL HILL, ON FRIDAY THROUGH SUNDAY, DECEMBER 4, 5, AND 6, 2015, FROM 9AM TO 7PM EACH DAY, IN CONJUNCTION WITH THE COTTON MILL OPEN STUDIO AND HOLIDAY SALE EVENT.

8. WATER AND SEWER COMMISSIONERS

- A. Award Utility Equipment Bids – *Department of Public Works*. The Board is asked to approve bid awards for 4 pieces of equipment: a compact trailer, a service truck, a dump truck, and a Bobcat Toolcat work machine. The sole bid received for a fifth piece of equipment (a 12-ton tag along trailer) will be rejected (due to that single bid being well above the budget for the trailer) and bids will be re-solicited for that item.

POTENTIAL MOTION: TO APPROVE THE AWARD OF BIDS AND AUTHORIZE THE TOWN MANAGER TO PROCEED WITH THE FOLLOWING:

PURCHASE OF A COMPACT TRAILER WITH OPTIONS FROM SALEM FARM SUPPLY OF SALEM, NEW YORK, IN THE AMOUNT OF \$39,044.

PURCHASE OF A SERVICE TRUCK WITH WARRANTIES FROM SHEARER CHEVROLET OF SOUTH BURLINGTON, VERMONT, IN THE AMOUNT OF \$43,298.

PURCHASE OF AN INTERNATIONAL DUMP TRUCK WITH VIKING EQUIPMENT PACKAGE FROM DELUREY SALES OF HOOSICK FALLS, NEW YORK, IN THE AMOUNT OF \$100,590.

PURCHASE OF A BOBCAT TOOLCAT WORK MACHINE FROM BOBCAT OF GREATER SPRINGFIELD OF WEST SPRINGFIELD, MASSACHUSETTS, IN THE AMOUNT OF \$55,604.

9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project - Discussion

NO ACTION IS REQUIRED ON THIS ITEM.

10. NEW BUSINESS

- A. Elliot Street Bridge Repair –
(i) *VTrans' Alternatives*
(ii) *Right-of-Way and Finance and Maintenance Agreement*

The Board will receive a presentation from Jennifer Fitch of VTrans and other members of the project team. This is a VTrans project for which the Town will provide a 2½ per cent funding match. Town staff also is providing in-kind assistance to the project team, which is moving on an extremely expedited schedule with the intent of bidding the project this winter and constructing it during the Spring/Summer of 2016.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Accept and Appropriate Grant – *Better Back Roads Grant, Department of Public Works*. The Board is asked to accept and appropriate a \$4,000 Better Back Roads grant from VTrans to inventory, prioritize, and develop a capital budget plan for road related erosion problems affecting water quality, and to identify any related permitting or right-of-way issues.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$4,000 BETTER BACK ROADS GRANT FROM VTRANS TO INVENTORY, PRIORITIZE, AND DEVELOP A CAPITAL BUDGET PLAN FOR ROAD RELATED EROSION PROBLEMS AFFECTING WATER QUALITY, AND TO IDENTIFY ANY RELATED PERMITTING OR RIGHT-OF-WAY ISSUES.

- C. GS Precision/Brattleboro Development Credit Corporation (BDCC) – Exit 1 Industrial Park
(i) *Tax Stabilization Agreement*
(ii) *Approve Loan Agreement*
(iii) *Approve Sale of Lots 2B, the Pond Lot, and the Parking Rights of Lot 6*
(iv) *Discharge of Mortgages on Lots 2B, the Pond Lot, and Lot 6*

The Board is asked to approve two tax stabilization agreements, a loan agreement, two partial discharges of mortgage documents, and the sale of certain property in Exit 1 Industrial Park, all for the purpose of supporting the retention and continued growth of G.S. Precision in Brattleboro. These actions, together with substantial in-kind assistance of Town staff, constitute the Town's contribution to the collaboration between G.S. Precision, the State of Vermont, the Brattleboro Development Credit Corporation, and others to facilitate the expansion of G.S. Precision's facilities at the Exit 1 Industrial Park and the creation of at least 100 additional high quality jobs at those facilities. A memorandum with attachments in the Selectboard's notebooks for this meeting provides extensive detail regarding the multiple decisions the Board is asked to make.

POTENTIAL MOTIONS:

TO APPROVE THE TAX STABILIZATION AGREEMENT BETWEEN BRATTLEBORO DEVELOPMENT CREDIT CORPORATION REAL ESTATE HOLDINGS, INC., AND THE TOWN OF BRATTLEBORO TO PROVIDE 10 YEARS OF STABILIZATION OF THE VALUE OF THE NEW IMPROVEMENTS AT G.S. PRECISION'S EXIT 1 INDUSTRIAL PARK FACILITIES AT 35% OF THE FAIR MARKET VALUE FOR THOSE NEW IMPROVEMENTS.

THIS AGREEMENT SHALL APPLY ONLY TO MUNICIPAL TAX ASSESSMENT AND NOT TO THE EDUCATION PROPERTY TAX.

TO APPROVE THE BUSINESS PERSONAL PROPERTY TAX STABILIZATION AGREEMENT BETWEEN BRATTLEBORO DEVELOPMENT CREDIT CORPORATION REAL ESTATE HOLDINGS, INC., AND THE TOWN OF BRATTLEBORO TO PROVIDE 10 YEARS OF STABILIZATION OF THE VALUE OF NEW EQUIPMENT TO BE INSTALLED AT G.S. PRECISION'S EXIT 1 INDUSTRIAL PARK FACILITIES AT 25% OF THE ORIGINAL FAIR MARKET VALUE FOR THAT NEW EQUIPMENT. THIS AGREEMENT SHALL APPLY ONLY TO MUNICIPAL TAX ASSESSMENT AND NOT TO THE EDUCATION PROPERTY TAX.

TO APPROVE A LOAN AGREEMENT BETWEEN G.S. PRECISION AND THE TOWN OF BRATTLEBORO FOR A \$200,000 LOAN FROM THE TOWN'S PROGRAM INCOME FUND. THE LOAN SHALL INCUR 3% INTEREST AND SHALL BE REPAYED IN 7 YEARS, IN ACCORDANCE WITH A REPAYMENT SCHEDULE THAT IS SET FORTH IN AN ATTACHMENT TO THE AGREEMENT.

APPROVE THE SALE OF LOT 2B, THE POND LOT, AND PARKING RIGHTS ON LOT 6, FROM THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION TO BRATTLEBORO DEVELOPMENT CREDIT CORPORATION REAL ESTATE HOLDINGS, INC.

AUTHORIZE THE TOWN MANAGER TO EXECUTE A PARTIAL DISCHARGE OF THE MORTGAGE FROM THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION RECORDED IN THE BRATTLEBORO LAND RECORDS ON NOVEMBER 7, 1984, AT VOLUME 181, PAGE 148, AND THE MORTGAGE FROM THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION RECORDED ON NOVEMBER 6, 1992, AT VOLUME 231, PAGE 664, FOR LOT 2B, THE POND LOT, AND PARKING RIGHTS ON LOT 6.

AUTHORIZE THE TOWN MANAGER TO EXECUTE A PARTIAL DISCHARGE OF THE MORTGAGE FROM THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION RECORDED IN THE BRATTLEBORO LAND RECORDS ON JULY 9, 1996, AT VOLUME 255, PAGE 153, FOR PARKING RIGHTS ON LOT 6.

- D. Errors and Omissions to Grand List – Approval, Assessor's Office. The Board is asked to review the report provided by Town Assessor Russell Rice and to approve the content of that report for correction of errors and omissions on the Town's 2015 Grand List.

POTENTIAL MOTION: TO APPROVE THE CORRECTION OF ERRORS AND OMISSION ON THE TOWN OF BRATTLEBORO'S 2015 GRAND LIST IN ACCORDANCE WITH THE MEMORANDUM DATED NOVEMBER 5, 2015, FROM TOWN ASSESSOR RUSSELL RICE AND THE SPREADSHEET ATTACHED TO THAT MEMORANDUM.

- E. Solid Waste Matters -

(i) *Collection Contract with Triple T*

- (a) *Frequency of Garbage Collection*
- (b) *Single Stream Recycling*
- (c) *Contract Extension*

(ii) *Windham Solid Waste Management District (WSWMD) Annual Budget*

The Board is asked to authorize the Town Manager to finalize and execute contract changes with Triple T Trucking that will extend the term of the agreement by 5 years (through FY24), reduce curbside rubbish collection for each household to once every other week, switch the curbside recycling component of the contract to single stream (from the current dual stream system), and add disposal of recyclable materials to the contract. The details of the reasons for these changes and of the expected annual savings of more than \$115,000 are set forth in a memorandum dated November 18 from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTIONS:

TO AUTHORIZE THE TOWN MANAGER TO FINALIZE AND EXECUTE A CONTRACT WITH TRIPLE T TRUCKING OF BRATTLEBORO THAT INCLUDES A 5-YEAR EXTENSION OF THE CURRENT CONTRACT TERM AND REFLECTS THE ANNUAL COST SAVINGS ACHIEVED BY REDUCING CURBSIDE RUBBISH COLLECTION TO ONCE EVERY OTHER WEEK.

TO AUTHORIZE THE TOWN MANAGER TO FINALIZE AND EXECUTE A CONTRACT WITH TRIPLE T TRUCKING OF BRATTLEBORO THAT INCLUDES DISPOSAL OF RECYCLABLE MATERIALS COLLECTED IN A SINGLE STREAM AND REFLECTS THE ANNUAL COST SAVINGS RESULTING FROM THOSE CHANGES.

TO AUTHORIZE THE TOWN'S REPRESENTATIVES ON THE WINDHAM SOLID WASTE MANAGEMENT DISTRICT'S (WSWMD's) BOARD OF SUPERVISORS TO CAST BRATTLEBORO'S 6 VOTES ON THAT BOARD IN SUPPORT OF A WSWMD FY17 BUDGET THAT DISCONTINUES OPERATION OF THE WSWMD'S MATERIALS RECOVERY FACILITY AND RECYCLING COLLECTION PROGRAMS.

- F. Ratify Town Manager's Approval of Emergency Purchase of Replacement 100 HP Compressor at Nelson Withington Skating Rink. The Board is asked to ratify the Town Manager's approval of emergency purchase of the replacement 100 HP compressor at the Nelson Withington Skating Rink. The compressor was damaged beyond repair by a third party's error. Town staff placed an emergency order for a replacement compressor. The expenditure of \$15,891 will be funded by the Rink Maintenance Fund (not by taxes) and Town staff is seeking to recover those funds from the party whose actions caused the damage.

POTENTIAL MOTION: TO RATIFY THE TOWN MANAGER'S DECISION TO AUTHORIZE AS AN EMERGENCY PURCHASE THE EXPENDITURE OF \$15,891 FROM THE RINK MAINTENANCE FUND FOR REPLACEMENT FO THE 100HP COMPRESSOR AT THE NELSON WITHINGTON SKATING RINK.

- G. Approve Grant Application – Vermont Community Foundation Small and Inspiring Grant for Dog Park, Recreation & Parks Department. The Board is asked to approve the application for a \$2,500 grant requested by the supporters of the proposed Town dog park from the "Small and Inspiring Grant Fund" of the Vermont Community Foundation.

POTENTIAL MOTION: TO APPROVE AN APPLICATION FOR A \$2,500 SMALL AND INSPIRING GRANT FROM THE VERMONT COMMUNITY FOUNDATION TO PAY FOR PURCHASE AND INSTALLATION OF FENCING FOR THE PROPOSED DOG PARK AT LIVING MEMORIAL PARK.

- H. Accept and Appropriate Grant – Community Drug Interdiction Program Grant, Police Department. The Board is asked to accept and appropriate a \$60,000 Community Drug Interdiction Grant from the Vermont Department of Public Safety.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$60,000 COMMUNITY DRUG INTERDICTION GRANT FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY.

- I. Committee Appointments – The Board is asked to consider making appointments to the Development Review Board and the Traffic Safety Committee. Applications of interested residents are included in the Selectboard's notebooks for this meeting.

POTENTIAL MOTIONS:

TO APPOINT KATHRYN TURNAS AS A MEMBER OF THE DEVELOPMENT REVIEW BOARD.

TO APPOINT DAVID WHITTLE AS AN ALTERNATE MEMBER OF THE DEVELOPMENT REVIEW BOARD.

TO APPOINT LOUISE ZAK AS A MEMBER OF THE TRAFFIC SAFETY COMMITTEE.

- J. Announce Committee Vacancies – A resignation on the ADA Advisory Committee has recently been received from Missy Boothroyd. The Board is asked to announce vacancies on the ADA Advisory Committee and other Town committees.

NO ACTION IS REQUIRED ON THIS ITEM.

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