

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: December 10, 2015

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, December 15, 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. First Class Liquor License – Dunch, Inc., d/b/a The Flamingo Diner. The Board is asked to approve the first class liquor license for Dunch, Inc., d/b/a The Flamingo Diner, located at 209 Canal Street.

**POTENTIAL MOTION: TO APPROVE THE FIRST CLASS LIQUOR LICENSE FOR DUNCH, INC., D/B/A THE FLAMINGO DINER, LOCATED AT 209 CANAL STREET.**

## 8. WATER AND SEWER COMMISSIONERS – None.

## 9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project –  
(i) *Should the Projects be Divided and Phased?*  
(ii) *Does the Selectboard Want/Need Any Additional Alternatives?*  
(iii) *Schedule for Decisions, Warning Approval, Straw Poll, and Representative Town Meeting Action.*

The Board recently held three special meetings (on November 21, November 30, and December 2) at various locations to provide information to the public and hear comments from the public regarding several alternatives for repairing and upgrading the Police and Fire Stations. Between now and late January 2016, the Board will consider different specific topics each week in order to determine how to proceed on this project.

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

- B. Solid Waste Matters –
  - (i) *Windham Solid Waste Management District (WSWMD) Proposed FY17 Budget*
  - (ii) *Collection Contract with Triple T Trucking*
    - (a) *Frequency of Garbage Collection*
    - (b) *Single Stream Recycling*
    - (c) *Contract Extension*

*WSWMD Budgetary Matters*

At the December 1 Selectboard meeting, representatives from WSWMD presented the WSWMD's proposed FY17 budget. The Board requested additional information from the WSWMD and asked that the representatives meet with Town staff to discuss and possibly revise portions of the WSWMD budget. A staff level meeting occurred on December 2, followed by an emergency meeting of the WSWMD's Finance Committee on December 3. At the December 8 Selectboard meeting, the Board heard an update about the results from those meetings (which focused on the creation of a fee for service revenue model for apportioning WSWMD costs, rather than on modifications to the FY17 budget) and deferred further consideration of this matter to the December 15 meeting. On December 10, Town representatives will attend a meeting of the full WSWMD Board of Supervisors and the results of that meeting will be presented and discussed at the December 15 Selectboard meeting.

*TTT Matters*

At the December 1 Selectboard meeting, the Board deferred consideration of this matter to the December 15 meeting so that it could be considered in the context of whatever may be resolved regarding the WSWMD's budgetary matters.

**POTENTIAL MOTIONS: TBD**

**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. Award Contract – *Green Street Retaining Wall, Department of Public Works.* The Board is asked to award the bid for the Green Street retaining wall project to Renaud Brothers, of Vernon Vermont, for a total of \$386,379, which includes Alternate 2 (sidewalk replacement). Five bids were received and Renaud Brothers submitted the lowest bid.

**POTENTIAL MOTION: TO AWARD THE BID FOR THE GREEN STREET RETAINING WALL PROJECT, INCLUDING ALTERNATE 2 (SIDEWALK REPLACEMENT), TO RENAUD BROTHERS OF VERNON, VERMONT, FOR A TOTAL AMOUNT OF \$386,379.**

- C. Financial Report – *Monthly Report, November.* Finance Director John O'Connor will be present to discuss the November financial report.

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

- D. Community Development Block Grant – *Approve Enhancement Request, Portfolio Enhancement III, Windham & Windsor Housing Trust VCDP Implementation Grant.* The Board is asked to authorize a \$45,000 enhanced application request to the Vermont Community Development Program (VCDP) to support the Windham & Windsor Housing Trust (WWHT) Portfolio Enhancement III project, as set forth in the memo dated December 7 from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO AUTHORIZE A \$45,000 ENHANCED APPLICATION REQUEST TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT THE WINDHAM & WINDSOR HOUSING TRUST PORTFOLIO ENHANCEMENT III PROJECT.**

- E. Downtown Brattleboro Alliance (f/k/a Downtown Alliance and Building a Better Brattleboro) – *Work Plan, Budget and Town Meeting Article.* The Town's designated downtown organization, Downtown Brattleboro Alliance (DBA), is required to appear before the Selectboard in December of each year and present its annual budget for approval by the Board. Representatives from DBA will be present to discuss the organization's FY17 budget. The Board is also asked to add an Article to the Warning for the Representative Town Meeting on March 19, 2016.

**POTENTIAL MOTION: TO APPROVE THE ANNUAL WORK PLAN AND BUDGET OF DOWNTOWN BRATTLEBORO ALLIANCE AS SUBMITTED, AND TO ADD THE FOLLOWING ARTICLE TO THE REPRESENTATIVE TOWN MEETING WARNING FOR 2016: "TO SEE IF THE TOWN WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF \$78,000 THROUGH THE SPECIAL ASSESSMENT ON PROPERTIES WITHIN THE DOWNTOWN IMPROVEMENT DISTRICT (AS APPROVED BY TOWN MEETING ON MARCH 19, 2005, AND AS DELINEATED IN THE TOWN ORDINANCE ENTITLED MUNICIPAL ACT TO ESTABLISH AND REGULATE THE DOWNTOWN IMPROVEMENT DISTRICT) TO BE USED FOR THE CAPITAL AND OPERATING COSTS OF PROJECTS OF THE TOWN'S DULY DESIGNATED DOWNTOWN ORGANIZATION."**

- F. Hazard Mitigation Plan - Approval. The Board is asked to adopt the Local Hazard Mitigation Plan (LHMP), entitled "2015 All Hazard Mitigation Plan, Town of Brattleboro, Windham County, Vermont." The LHMP has been approved by FEMA Region 1, pending adoption by the Board. A copy of the LHMP can be obtained from the Town's Planning Services Department.

**POTENTIAL MOTION: TO ADOPT THE LOCAL HAZARD MITIGATION PLAN, ENTITLED "2015 ALL HAZARD MITIGATION PLAN, TOWN OF BRATTLEBORO, WINDHAM COUNTY, VERMONT."**

- G. Design Review Committee – *Creation and Schedule for Appointments.* The newly adopted Land Use Regulations (LUR) established a Historic Resource Overlay District which provides for design review, as set forth in the memo dated December 2 from Planning Director Rod Francis. The Board is asked to establish a Design Review Committee of 3 members with 3-year terms with the initial staggered termination dates of June 30 in years of 2017, 2018, and 2019. In accordance with the Town Charter and the Selectboard Rules for Conduct, after the Committee is established the Board will announce vacancies and accept applications. The Board may determine the deadline for receipt of applications to be January 14, with interviews (if necessary) and appointments at the Selectboard meeting on January 19, 2016.

**POTENTIAL MOTION: TO APPROVE ESTABLISHMENT OF A DESIGN REVIEW COMMITTEE OF THREE MEMBERS WITH 3-YEAR TERMS AND STAGGERED TERMINATION DATES, WITH APPOINTMENT OF SAID THREE MEMBERS TO OCCUR ON JANUARY 19, 2016.**

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