MEMORANDUM

To: Selectboard

From: Peter B. Elwell, Town Manager

Re: Administrative Report

Date: March 31, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 5, 2016. The Board will meet in executive session at 5:15pm 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.

8. **LIQUOR COMMISSIONERS** – *None.*

9. **WATER AND SEWER COMMISSIONERS**

A. Frost Place Water Main Lining Project – *Bid Award, Department of Public Works.*

The Board is asked to approve award of a water main pipe lining project. As described in the memorandum dated March 29, 2016, from Steve Barrett and Hannah O'Connell, we received only one bid for this project but it is from a reliable contractor and in an amount ($99,300) that is within the $100,000 budget for this project.

POTENTIAL MOTION: TO AWARD A BID FOR THE WATER MAIN LINING PROJECT ON FROST PLACE TO HEITKAMP, INC., OF WATERTOWN, CONNECTICUT, IN THE AMOUNT OF $99,300.

10. **UNFINISHED BUSINESS**

A. Police-Fire Facilities Project

(i) Next Steps

(a) Purchase of 62 Black Mountain Road

(b) Retain Professionals

(c) Reconvene Police-Fire Facilities Building Committee

(d) Final Design

(e) Construction Timing and Sequence

(ii) Police-Fire Facilities Building Committee

(a) Review Charge of Committee

(b) Committee Composition

(iii) Public Education

The Board will receive an update from Town Manager Peter Elwell, consistent with his memorandum dated March 31, 2016. That memorandum describes implementation actions that have already begun and a series of additional actions (some of which will be agenda items for future Selectboard meetings) that will need to be taken in the months ahead.

POTENTIAL MOTIONS:

TO MODIFY THE SELECTBOARD'S CHARGE TO THE POLICE-FIRE FACILITIES BUILDING COMMITTEE AS PROPOSED IN THE MEMORANDUM DATED MARCH 31, 2016, FROM THE TOWN MANAGER TO THE SELECTBOARD.

And Either ...

TO REDUCE THE MEMBERSHIP OF THE POLICE-FIRE FACILITIES BUILDING COMMITTEE TO 7 MEMBERS AND TO ASK STAFF AND THE COMMITTEE TO RECONVENE AS SOON AS POSSIBLE.

Or ...

TO ANNOUNCE A VACANCY ON THE POLICE-FIRE FACILITIES BUILDING COMMITTEE AND THE SELECTBOARD'S INTENT TO APPOINT SOMEONE TO FILL THAT VACANCY ON APRIL 19, 2016.

B. Bradley House Renovation and Expansion –
Potential Program Income Grant (Deferred from the March 15 Selectboard Meeting)

The Board will receive an update regarding communications between Bradley House representatives and the surrounding neighborhood. Bradley House representatives and neighbors are expected to attend and speak during this matter. After hearing from the public and deliberating on this matter, the Selectboard will be asked to decide whether or not to approve a $50,000 grant from Program Income in support of the previously approved $507,000 VCDP grant application for this project.

POTENTIAL MOTION: TO APPROVE A GRANT IN THE AMOUNT OF $50,000 (OR AN AMOUNT EQUIVALENT TO 10% OF THE TOTAL AMOUNT GRANTED BY THE VERMONT COMMUNITY DEVELOPMENT PROGRAM AND THE TOWN'S PROGRAM INCOME FUND, IF VCDP GRANTS AN AMOUNT LESS THAN $450,000) FROM PROGRAM INCOME TO THE BRADLEY HOUSE TO SUPPORT THE BRADLEY HOUSE REDEVELOPMENT PROJECT.

11. NEW BUSINESS

A. VCDP Grant – *Accept and Appropriate an Implementation Grant for the Windham and Windsor Housing Trust's Portfolio Enhancement Project*

The Board is asked to accept and appropriate a VCDP implementation grant in the amount of $425,000 for the Windham and Windsor Housing Trust's Portfolio Enhancement 3 Project, which includes building renovation and debt restructuring for 5 properties in Brattleboro. This action will require approval of a resolution provided by the State of Vermont for this purpose.

POTENTIAL MOTION: TO ADOPT A RESOLUTION TO ACCEPT A COMMUNITY DEVELOPMENT BLOCK GRANT IMPLEMENTATION GRANT IN THE AMOUNT OF $425,000 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM OF THE VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT IN SUPPORT OF THE WINDHAM AND WINDSOR HOUSING TRUST'S PORTFOLIO ENHANCEMENT 3 PROJECT, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE ADMINISTRATIVE SERVICES AND LOAN AGREEMENTS BETWEEN THE TOWN OF BRATTLEBORO AND THE WINDHAM AND WIDNSOR HOUSING TRUST, AS PRESENTED.

B. Arts Committee Proposal to Establish and Fund a Town Promotion Committee –
Adam Salviani, Arts Committee Chair

The Town Arts Committee is asking the Board to create and fund a Town Promotion Committee. A proposal document provided by the Town Arts Committee is included in the Selectboard's notebooks of backup materials for the April 5 Selectboard meeting.

POTENTIAL MOTION: TBD

C. Update on Preparations for Transition to Every Other Week Trash Collection – *Assistant Town Manager Patrick Moreland and Moss Kahler*

The Board will receive a status report on preparations for our transition (effective July 11, 2016) to an every-other-week trash collection schedule. Special emphasis will be given to the planned outreach and public education activities as we approach and implement this schedule change.

POTENTIAL MOTION: NO ACTION IS REQUIRED ON THIS ITEM.

D. Cemetery Maintenance – *Award Bid, Recreation & Parks Department*

The Board is asked to award the bid for 2016 summer cemetery maintenance to Turner and Renaud, Inc., in the amount of $17,750. Approximately $21,000 was budgeted for this work.

POTENTIAL MOTION: TO AWARD THE BID FOR 2016 SEASONAL MAINTENANCE OF THE TOWN'S CEMETERIES TO TURNER AND RENAUD IN THE AMOUNT OF $17,750.

E. Vermont Community Foundation-Crosby Gannett Fund Grant Application – *Fencing for Dog Park, Recreation & Parks Department*

The Board is asked to authorize an application for a $1,000 grant from the Crosby Gannett Fund of the Vermont Community Foundation to help pay for the fencing at the dog park that is planned for Living Memorial Park.

POTENTIAL MOTION: TO APPROVE THE PARKS AND RECREATION DEPARTMENT'S APPLICATION FOR A $1,000 CROSBY GANNETT FUND GRANT FROM THE VERMONT COMMUNITY FOUNDATION TO PAY FOR A PORTION OF THE PURCHASE AND INSTALLATION OF FENCING AT A DOG PARK IN LIVING MEMORIAL PARK.

F. Vermont Community Foundation-Dunham Mason Fund Grant Application – *Fencing for Dog Park, Recreation & Parks Department*

The Board is asked to authorize an application for a $500 grant from the Dunham Mason Fund of the Vermont Community Foundation to help pay for the fencing at the dog park that is planned for Living Memorial Park.

POTENTIAL MOTION: TO APPROVE THE PARKS AND RECREATION DEPARTMENT'S APPLICATION FOR A $500 DUNHAM MASON FUND GRANT FROM THE VERMONT COMMUNITY FOUNDATION TO PAY FOR A PORTION OF THE PURCHASE AND INSTALLATION OF FENCING AT A DOG PARK IN LIVING MEMORIAL PARK.

G. Drug Recognition Expert Grant Application – *Governor's Highway Safety Program, Police Department*

The Board is asked to authorize an application for a $1,000 Drug Recognition Expert Grant from the Vermont Governor's Highway Safety Program to pay for overtime expenses incurred to perform evaluations of suspects arrested by Brattleboro police officers and other agencies.

POTENTIAL MOTION: TO APPROVE THE POLICE DEPARTMENT'S APPLICATION FOR A $1,000 DRUG RECOGNITION EXPERT GRANT FROM THE VERMONT GOVERNOR'S HIGHWAY SAFETY PROGRAM TO PAY FOR OVERTIME EXPENSES INCURRED TO PERFORM EVALUATIONS OF SUSPECTS ARRESTED BY BRATTLEBORO POLICE OFFICERS AND OTHER AGENCIES.

H. Annual Selectboard Assignments – *Committees and Boards*

The Board is asked to agree on who will serve as the Selectboard's liaison to various Town committees for 2016-2017.

POTENTIAL MOTION: TBD

PBE:

Town of Brattleboro Calendar

Thu Apr 7, 2016

~~10am - 12pm Department Head meeting~~
Where: Hanna Cosman meeting room

~~2pm - 4pm Local 98 CBA Negotiations~~
Where: Hanna Cosman Meeting Room

Fri Apr 8, 2016

11:15am - 12:45pm ADA Advisory Committee
Where: Marlboro College Graduate Center, VCIL Conference Room

Sat Apr 9, 2016

~~8:30am - 1pm Bratt Area Affordable Housing mailing~~
Where: Hanna Cosman meeting room

Mon Apr 11, 2016

5pm - 7pm RTM Finance Committee
Where: Hannah Cosman

5:15pm - 6:15pm West River Park Meeting
Where: Gibson Aiken Conf Rm

6pm - 7:30pm Rec & Parks Board meeting
Where: Gibson Aiken Center

Tue Apr 12, 2016

~~8:30am - 9:30am EAP/Workstrong meeting~~
Where: Central Fire Station

~~8:30am - 4:30pm Workstrong consultations~~
Where: Selectboard

~~9:30am - 12:30pm Energy Audits~~
Where: Hannah Cosman

~~11am - 12pm EAP/Workstrong meeting~~
Where: Selectboard meeting room

~~2pm - 3pm IGT Meeting~~
Where: Hanna Cosman Room

~~2:30pm - 3:30pm EAP/Workstrong meeting~~
Where: Selectboard meeting room

4pm - 5:30pm Arts Committee
Where: Hanna Cosman meeting room

~~5:30pm - 7:30pm Local 98~~

7pm - 9pm Tree Advisory Committee - HC
Where: Hanna Cosman Meeting Room

Town of Brattleboro Calendar

Wed Apr 13, 2016

~~7:30am - 8:30am EAP/Workstrong meeting~~
Where: Public Works

~~8:30am - 4:30pm Workstrong consultations~~
Where: Selectboard meeting room

~~10am - 12pm Department Head meeting~~
Where: Hanna Cosman meeting room

~~10am - 11am EAP/Workstrong meeting~~
Where: Selectboard meeting room

Thu Apr 14, 2016

~~9am - 10:30am Community Equity Collaborative~~
Where: Selectboard meeting room

~~9am - 12pm PBA negotiations~~
Where: Hanna Cosman meeting room

Fri Apr 15, 2016

~~9am - 11am EPZ Meeting~~
Where: Selectboard meeting room

Mon Apr 18, 2016

~~5:30pm - 6:30pm BCTV - set up for DRB mtg.~~
Where: Selectboard meeting room

7pm - 9pm Development Review Board
Where: Selectboard Meeting Room
Created by: Erica Fifield

Tue Apr 19, 2016

~~4pm - 5pm BCTV - SR - set up for the Selectboard mtg.~~

6:15pm - 8:15pm Selectboard Meeting, Selectboard Room
Where: Selectboard Room