

**CERTIFICATE OF APPOINTMENT OF INTERIM TOWN TREASURER**

STATE OF VERMONT )  
WINDHAM COUNTY, ss: )

TOWN OF BRATTLEBORO  
January 28, 2020

We hereby certify that on the 28th day of January, 2020, we, acting as the duly elected Selectboard of the Town of Brattleboro, did appoint Deborah Desrosiers to serve as Interim Town Treasurer, effective immediately, and continuing until a new Finance Director/Town Treasurer is hired, in accord with the provisions of Article IV, Section 5(F)(10) of Act M15 of Acts of 1984, as amended.

**Brattleboro Selectboard**

\_\_\_\_\_  
Brandie Starr, Chair

\_\_\_\_\_  
Tim Wessel, Vice Chair

\_\_\_\_\_  
Elizabeth McLoughlin, Clerk

\_\_\_\_\_  
Daniel Quipp

\_\_\_\_\_  
David Schoales

**COPY OF OFFICIAL OATH**

I, Deborah Desrosiers, do solemnly swear that I will faithfully execute the office of Interim Town Treasurer, within and for said Town, and will therein do equal right and justice to all persons in the best of my judgment and abilities according to law. I also solemnly swear that I will support the Constitution of the State of Vermont and of the United States. So help me God.

\_\_\_\_\_  
Deborah Desrosiers, Interim Town Treasurer

Before me,

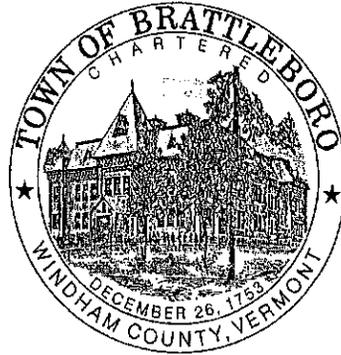
\_\_\_\_\_  
Notary Public

I hereby certify that at the Representatives' Meeting of qualified voters of the Town of Brattleboro, held on the 21st day of March, 2020, the appointment of Deborah Desrosiers was ratified by said Town Meeting.

\_\_\_\_\_  
Lawrin Crispe, Moderator

# MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Proposed Partnership with VTrans  
For Pedestrian Improvements Between  
the New Hinsdale Bridge and Royal Road  
Date: January 23, 2020



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## RECOMMENDED ACTION

Staff recommends that the Selectboard authorize submittal of the attached Project Commitment Form (PCF) to the Vermont Agency of Transportation (VTrans) to commence planning for installation of pedestrian improvements between the Morningside Commons neighborhood and the new Hinsdale Bridge.

## BACKGROUND INFORMATION

In conjunction with the upcoming construction of the new bridge connecting Brattleboro and Hinsdale, New Hampshire, VTrans plans to construct (1) a sidewalk along the eastern side of Route 142 between the new bridge and Royal Road and (2) a signalized crosswalk across Route 142 to connect that sidewalk with Royal Road. This will provide residents of the Morningside Commons neighborhood with safe pedestrian access into downtown Brattleboro.

VTrans will pay 100% of the cost of modifying the intersection and signal system at the intersection of Route 142 and Royal Road. VTrans also will pay 80% of the cost of the new sidewalk section between that intersection and the new bridge. The Town's 20% cost share for the sidewalk project is expected to be about \$70,000. Most of that expense will come a few years from now when the sidewalk is actually constructed. The Town's out-of-pocket expenses during the planning/design phase of this project are expected to be about \$10,000. Town funding for this project will be drawn from capital funds authorized by Representative Town Meeting for the construction of sidewalks. Town staff also will provide in-kind services related to procurement and project management.

The first step in making this partnership with VTrans official is the submittal of the attached PCF. As that form indicates, we will then collaborate with VTrans on the preparation and approval of a formal grant agreement, followed by procurement of the design professionals and commencement of active planning and design work. Timing of the actual construction of the sidewalk and intersection improvements will depend upon the final schedule for construction of the new Hinsdale Bridge, which will be determined by the State of New Hampshire and the company it hires to construct the new bridge.

PBE:  
Attachment

**Vermont Agency of Transportation  
Municipal Assistance Bureau  
Grant Recipient  
Project Commitments Form (PCF)**

Grant Recipient (*Grantee*): Town of Brattleboro

Project Name Route 142 / Royal Road Intersection + Sidewalk Project

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: Peter B. Elwell, Town Manager

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for design services must be advertised within one month of the selection of the Municipal Project Manager (MPM).
4. The *Grantee* shall obtain a detailed proposed schedule from the design consultant, which indicates the time duration for key steps which advance the project to contract plans and bid documents within 1 month of the design contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

\_\_\_\_\_  
Authorized Municipal Official (Name and Signature)

\_\_\_\_\_  
Date

Peter B. Elwell, Town Manager (authorized by the Brattleboro Selectboard on January 28, 2020)