

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: April 17, 2020

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 21, 2020. The Board will meet in executive session at 5:45pm to discuss the appointment, employment, or evaluation of a public officer or employee and the negotiation of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm. Both the executive session and the regular business meeting will be held via GoToMeeting with no physical location, due to the ongoing social distancing requirements of COVID-19.

The public may join the meeting from a computer, tablet, or smartphone using this link: <https://global.gotomeeting.com/join/804762765>. They may also dial in toll free using a telephone in the United States at **1 866 899 4679** (Access Code: 804-762-765), but this alternative is not recommended. The meeting will be carried live on BCTV (Channel 10), whose broadcast also can be accessed using the following links: <https://www.brattleborotv.org/>, or <https://www.facebook.com/brattleborotv/>.

7. COVID-19 UPDATE

Town Manager Elwell will provide an update regarding Town operations during the COVID-19 public health emergency, followed by comments and questions from the Selectboard and the public.

NO ACTION IS REQUIRED ON THIS ITEM.

8. LIQUOR COMMISSIONERS – *None.*

9. WATER AND SEWER COMMISSIONERS

A. Old Guilford Road Manhole Rehabilitation Project – Award Bid

The Board is asked to award two bids in the total amount of \$47,500 to Green Mountain Pipeline LLC to rehabilitate 10 concrete manholes on Old Guilford Road. The Board is asked to award the base bid in the amount of \$22,500 and the alternative bid in the amount of \$25,000. These concrete manholes are experiencing excessive concrete deterioration and the rehabilitation project involves applying an epoxy coating that will seal the manholes to control odors and prevent further deterioration, as set forth in the memorandum dated March 27, 2020, from Highway/Utilities Superintendent Dan Tyler.

POTENTIAL MOTION: TO AWARD THE OLD GUILFORD ROAD MANHOLE REHABILITATION PROJECT TO GREEN MOUNTAIN PIPELINE, LLC, IN THE AMOUNT OF \$22,500 FOR THE BASE BID AND \$25,000 FOR THE ALTERNATIVE BID, TOTALING \$47,500 FOR THE ENTIRE PROJECT.

10. UNFINISHED BUSINESS

- A. Ordinance Amendment – Second Reading and Public Hearing
Chapter 8, Article 3, Section 8-32, Add Requirement for Vermont Licensed Electricians
The Board is asked to hold a second reading and public hearing on the proposed amendment to Chapter 8 of the Brattleboro Code of Ordinances (Health, Sanitation and Fire Safety Inspections). The amendment to Article 3 (Rental Housing Code), Section 8-32, would require that electrical repairs or improvements on one and two family rental homes be made by a Vermont licensed electrician. State statutes currently require that licensed electricians perform electrical repairs on public buildings, including multi-family housing with three or more units, but one and two family rental homes are exempt, as set forth in the memorandum dated March 6, 2020, from Zoning Administrator Brian Bannon. The Board held the first reading on this matter on April 7 and asked several questions. A memorandum dated April 13, 2020, from Assistant Fire Chief Leonard Howard includes information that answers the Board's questions.

POTENTIAL MOTION: TO APPROVE THE AMENDMENT TO CHAPTER 8 OF THE BRATTLEBORO CODE OF ORDINANCES, AS PRESENTED.

11. NEW BUSINESS

- A. Monthly Financial Report
Town Manager Peter Elwell will present the financial report for March 2020, which was prepared by Interim Finance Director Laurie Garland.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Local Emergency Management Plan – Adoption of Annual Update
The Board is asked to adopt the 2020 Brattleboro Local Emergency Management Plan and authorize Town Manager Elwell to sign the LEMP Municipal Adoption Form to certify that the plan meets certain requirements. The Vermont Emergency Management Division requires municipalities to submit a Local Emergency Management Plan annually by May 1, as set forth in the memorandum dated April 14, 2020 from Fire Chief Mike Bucossi.

POTENTIAL MOTION: TO ADOPT THE 2020 BRATTLEBORO LOCAL EMERGENCY MANAGEMENT PLAN AND AUTHORIZE TOWN MANAGER PETER ELWELL TO SIGN THE LOCAL EMERGENCY MANAGEMENT PLAN MUNICIPAL ADOPTION FORM TO CERTIFY THAT THE PLAN MEETS CERTAIN REQUIREMENTS.

- C. Annual Certification of Compliance with VTrans' Town Road and Bridge Standards
The Board is asked to approve the annual Certification for Town Road and Bridge Standards, as set forth in the memorandum dated April 14, 2020, from Highway/Utilities Superintendent Dan Tyler.

POTENTIAL MOTION: TO APPROVE THE ANNUAL CERTIFICATION OF COMPLIANCE WITH TOWN ROAD AND BRIDGE STANDARDS, AS PRESENTED.

- D. Appointments to Fill Vacancies on the Brooks Memorial Library Board of Trustees
The Board is asked to appoint Karen Tyler and Gabriel Sistare to fill vacancies on the Brooks Memorial Library Board of Trustees. As set forth in the memorandum dated April 14, 2020, from Library Director Starr LaTronica, the Brooks Memorial Library Board of Trustees asks the Selectboard to appoint Karen Tyler for a three-year term and Gabriel Sistare to fill the final year of an unexpired term.

In accordance with the Trustees' Bylaws, "A vacancy on the Board shall be filled by the Selectboard until the next annual or special Town Meeting. . . The [Library] Board shall recommend candidates for appointment by the Selectboard to fill vacancies on the [Library] Board."

POTENTIAL MOTION: TO APPOINT TWO INTERIM TRUSTEES FOR THE BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES, AS FOLLOWS: KAREN TYLER FOR A THREE-YEAR TERM AND GABRIEL SISTARE FOR THE FINAL YEAR OF AN UNEXPIRED TERM.

PBE:ja