

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55

**BRATTLEBORO SELECTBOARD
TUESDAY, APRIL 21, 2020
EXECUTIVE SESSION – 5:45PM
REGULAR MEETING – 6:15PM
HELD REMOTELY VIA GoToMeeting
MINUTES**

NOTE: Per the "Stay Home – Stay Safe" order issued by Governor Scott on March 13, 2020, this meeting was held remotely with no physical location using GoToMeeting.

Selectboard members in attendance: Tim Wessel, Elizabeth McLoughlin, Ian Goodnow, Brandie Starr, and Daniel Quipp.

Staff participating: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Public Works Director Steve Barrett, Highway/Utilities Superintendent Dan Tyler, Assistant Fire Chief Leonard Howard, Library Director Starr LaTronica, and Executive Secretary Jan Anderson.

Others participating: ASL interpreters Elizabeth Fox and Janet Dickinson, and BCTV staff and volunteers.

Chair Tim Wessel called the meeting to order at 5:45pm.

MOTION BY TIM WESSEL TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, OR EVALUATION OF A PUBLIC OFFICER OR EMPLOYEE AND THE NEGOTIATION OF A REAL ESTATE PURCHASE OR LEASE. WHERE THE BOARD HAS DETERMINED THAT PREMATURE GENERAL PUBLIC KNOWLEDGE WOULD CLEARLY PLACE THE SELECTBOARD OR PEOPLE INVOLVED AT A SUBSTANTIAL DISADVANTAGE. THE TOWN MANAGER AND ASSISTANT TOWN MANAGER WERE INVITED TO ATTEND. MOTION CARRIED 5-0.

Chair Wessel reconvened the meeting at 6:15pm. He confirmed that the meeting was properly warned.

APPROVE MINUTES

Wessel asked the Board to approve the meeting minutes from April 2 and April 7, 2020. There was no discussion.

MOTION BY ELIZABETH McLOUGHLIN TO APPROVE MINUTES FROM THE APRIL 2 AND APRIL 7 MEETINGS. MOTION CARRIED 5-0.

CHAIR'S REMARKS

Chair Wessel noted that this meeting was taking place over the GoToMeeting platform due to Coronavirus/COVID-19 pandemic and the Governor's order to "Stay Home – Stay Safe." Wessel referenced a remark made by Executive Secretary Jan Anderson, who said in an e-mail, "As these unusual times persist, so do we," and he acknowledged the continued work by the Town Manager's office and the Town staff for their persistence through these times. He said that he was honored to work with and for the people of Brattleboro.

MANAGER'S COMMENTS

Town Manager Elwell announced that an enhancement grant of \$50,000 from the Vermont Community Development Program (VCDP) had been approved for the Groundworks Shelter Project. He said it was the final piece needed for the project to proceed once the Governor lifted the COVID-19 restrictions. He also announced that Brattleboro's Tree Warden, Dan Adams, had been chosen by the Vermont Urban and Community Forestry Program as the winner of this year's Hamilton Award. He said the award was given to someone "who has significantly advanced the goals of urban and community forestry through successful forestry practices, effective conservation planning, increased citizen engagement, and active public education." He said that Adams had been the Tree Warden for more than 20 years, and helped

1 establish and continued to work with the Town's Tree Advisory Board. He thanked Adams for his long
2 and dedicated service to the community. Elwell announced that the semi-annual water main flushing
3 would take place from April 23 through May 11. Finally, he said that the final spring leaf pick date was
4 scheduled on Friday, May 1.

5
6 **SELECTBOARD COMMENTS AND COMMITTEE REPORTS**

7 Brandie Starr made reference to the Governor's Executive Order of April 17 and the guidance issued
8 under that order from the Vermont Agency of Commerce and Community Development that as of April 20
9 employees must wear non-medical face coverings or bandanas over their mouths and noses while at
10 work.

11
12 **PUBLIC PARTICIPATION**

13 None.

14
15 **COVID-19 UPDATE.** Town Manager Elwell spoke about additional changes in the Town operations
16 since the April 7 Selectboard meeting in response to the COVID-19 pandemic. He said that the Police
17 and Fire Departments continued to operate 24/7 with some procedural changes to protect employees
18 and the public, and that alarm fees were suspended until further notice. He said that the functions of
19 the water and sewer departments were operating as normal, with some additional safety procedural
20 changes. He suggested that water pipes be flushed in buildings that had been closed. He also noted
21 that public Wifi was available outside of the Library on the sidewalk or within a parked car. He
22 announced that Morningside Cemetery was open to the public, and he asked the public to practice
23 social distancing when visiting it or any other open area. He said that he would speak about the Town's
24 current financial status during the monthly financial report later in the meeting, and noted that each
25 employee's position had been reviewed to determine whether additional furloughs were appropriate.
26 He said that the Administrative staff determined that layoffs or additional furloughs would not be
27 beneficial to the Town or taxpayers at this time. He said that the Brooks Memorial Library staff was
28 available to assist people with filling out their 2020 Census forms. He noted that the Recreation &
29 Parks Department had suspended all spring youth sports programs but was offering on-line programs
30 and services.

31
32 Elwell said that the Town and other communities who administer Program Income Funds were
33 collaborating with the State's Agency of Commerce and Community Development (ACCD) to create a
34 statewide small business relief program and create a simple and consistent process to assist small
35 businesses and make it more likely for the program to receive additional State and Federal funding. He
36 said that Brattleboro's Program Income Fund contained approximately \$300,000, and statewide
37 programs contained approximately \$10,000,000. He said there was a benefit in combining funds into a
38 larger relief program in that it would be noticed by the Federal government and appear more impactful.
39 He noted that it was unlikely that Brattleboro would be eligible to receive FEMA funds. He said that
40 staff would continue to communicate with colleagues in other municipal governments, State agencies,
41 and the Legislature in order to learn more on how to move forward. Wessel said that the Board was
42 aware of the financial stresses on local businesses and residents, and it would make decisions on how
43 financial stresses could be reduced when more information was learned, including the option of the
44 abatement appeal process. There was a brief discussion by the Board.

45
46 **NO ACTION TAKEN.**

47
48 **WATER AND SEWER COMMISSIONERS**

49
50 **MOTION BY BRANDIE STARR TO CONVENE AS WATER AND SEWER COMMISSIONERS.**
51 **MOTION CARRIED 5-0.**

52
53 Old Guilford Road Manhole Rehabilitation Project – Award Bid. Public Works Director Steve Barrett said
54 that the Board was asked to award two bids in the total amount of \$47,500 to Green Mountain Pipeline,

1 LLC to rehabilitate 10 concrete manholes on Old Guilford Road. Highway/Utilities Superintendent Dan
2 Tyler spoke about the condition of several deteriorating concrete manholes along Old Guilford Road and
3 the bids submitted to perform the repair work, as set forth in his memo dated March 27. He said that the
4 Board was asked to award the base bid in the amount of \$22,500 and the alternative bid in the amount
5 of \$25,000 to Green Mountain Pipeline. There was some discussion by the Board.
6

7 **MOTION BY BRANDIE STARR TO AWARD THE OLD GUILFORD ROAD MANHOLE**
8 **REHABILITATION PROJECT TO GREEN MOUNTAIN PIPELINE, LLC, IN THE AMOUNT OF**
9 **\$22,500 FOR THE BASE BID AND \$25,000 FOR THE ALTERNATIVE BID, TOTALING \$47,500**
10 **FOR THE ENTIRE PROJECT. MOTION CARRIED 5-0.**
11

12 **MOTION BY DANIEL QUIPP TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION**
13 **CARRIED 5-0.**
14

15 ***UNFINISHED BUSINESS***

16 Ordinance Amendment – *Second Reading and Public Hearing, Chapter 8, Article 3, Section 8-32, Add*
17 *Requirement for Vermont Licensed Electricians.* Elwell said that the Board was asked to hold a second
18 reading and public hearing on the proposed amendment to Chapter 8 of the Brattleboro Code of
19 Ordinances (Health, Sanitation and Fire Safety Inspections).
20

21 Chair Wessel opened the public hearing.
22

23 Assistant Fire Chief Leonard Howard said that the amendment to the Code of Ordinances would require
24 that electrical repairs or improvements on one and two family rental homes be made by a Vermont
25 licensed electrician. He referenced his memo dated April 13 with answers to several questions asked by
26 the Board at the first reading of the amendment on April 7. He also spoke of the photograph that he
27 provided showing the damage due to a recent electrical fire.

28 Elwell clarified that the amendment would modify Chapter 8, Article 3, Section 8-32 of the Town's Code of
29 Ordinances which referred to the performance of electrical work or repairs at rental properties. He said
30 that such licensing requirements were already required by State statute on rental properties with three or
31 more units, and staff was asking that the standards of requiring that a Vermont licensed Journeyman or
32 Master Electrician be applied to rental properties with one and two units.

33 Wessel clarified, and AC Howard confirmed, that according to the State Code, minor work was exempt
34 from the amendment, such as "installation or replacement of equipment such as lamps and electric
35 utilization equipment approved for connection to suitable permanently installed receptacles, replacement
36 of fuses, and other minor maintenance and repair work, such as replacing worn cords and tightening
37 connections on a wiring device, do not require a work notice." Wessel noted that tenants currently did not
38 have the ability to instruct their landlords to hire a licensed electrician for electrical work in one and two
39 unit dwellings.

40 Starr spoke in support of the amendment in that it offered extra protection to vulnerable community
41 members, similar to protections provided in the Rental Inspection Program.

42 Goodnow noted that the requirement would affect almost 500 buildings in Town, and he encouraged
43 other Board members to support the amendment.

44 McLoughlin stated that the Board's most important duty was regarding the health, safety, and welfare of
45 the people. She commented on the devastation depicted in the picture provided by AC Howard on the
46 fire to a structure in 2018.
47

48 Chair Wessel closed the public hearing.
49

50 **MOTION BY DANIEL QUIPP TO APPROVE THE AMENDMENT TO CHAPTER 8 OF THE**
51 **BRATTLEBORO CODE OF ORDINANCES, AS PRESENTED. MOTION CARRIED 5-0.**
52
53

1 **NEW BUSINESS**

2 Monthly Financial Report. Town Manager Peter Elwell discussed the financial report for March 2020,
3 which was prepared by Interim Finance Director Laurie Garland. He noted that the overall financial
4 condition of the Town was strong, although impacts due to the COVID-19 pandemic were expected
5 and would be discussed at the Selectboard meetings in May. He said the Parking Fund was severely
6 impacted since all parking enforcement and collections had been suspended, and that revenue in the
7 Utility Fund may be affected if water and sewer bills were not paid. He added that the General Fund
8 contained a variety of revenue sources that also may be impacted, and staff was in the process of
9 analyzing expenditure and revenue line items and would provide more information to the Board and
10 the public during the May Selectboard meetings. There was a brief discussion by the Board.

11
12 **NO ACTION TAKEN.**

13
14 Local Emergency Management Plan – Adoption of Annual Update. Elwell said the Board was asked to
15 adopt the 2020 Brattleboro Local Emergency Management Plan and to authorize him to sign the LEMP
16 Municipal Adoption Form certifying that the plan met certain requirements. He said the Vermont
17 Emergency Management Division required municipalities to submit a LEMP annually by May 1, as set
18 forth in the memo dated April 14, 2020 from Fire Chief Mike Bucossi. He added that the plan to be
19 submitted next year would include changes that addressed emergency planning around a public health
20 emergency, such as the Coronavirus/COVID-19. There was a brief discussion by the Board.

21
22 **MOTION BY ELIZABETH McLOUGHLIN TO ADOPT THE 2020 BRATTLEBORO LOCAL**
23 **EMERGENCY MANAGEMENT PLAN AND AUTHORIZE TOWN MANAGER PETER ELWELL TO**
24 **SIGN THE LOCAL EMERGENCY MANAGEMENT PLAN MUNICIPAL ADOPTION FORM TO**
25 **CERTIFY THAT THE PLAN MEETS CERTAIN REQUIREMENTS. MOTION CARRIED 5-0.**

26
27 Annual Certification of Compliance with VTrans' Town Road and Bridge Standards. Elwell said that the
28 Board was asked to approve the annual Certification for Town Road and Bridge Standards, as set forth in
29 the memo dated April 14, 2020, from Highway/Utilities Superintendent Dan Tyler. There was no
30 discussion by the Board.

31
32 **MOTION BY IAN GOODNOW TO APPROVE THE ANNUAL CERTIFICATION OF COMPLIANCE**
33 **WITH TOWN ROAD AND BRIDGE STANDARDS, AS PRESENTED. MOTION CARRIED 5-0.**

34
35 Appointments to Fill Vacancies on the Brooks Memorial Library Board of Trustees. Elwell said that the
36 Board was asked to appoint Karen Tyler and Gabriel Sistare to fill vacancies on the Brooks Memorial
37 Library Board of Trustees, as set forth in the memo dated April 14, 2020, from Library Director Starr
38 LaTronica. LaTronica was present and said that the Library's Board of Trustees asked the
39 Selectboard to appoint Karen Tyler for a three-year term and Gabriel Sistare to fill the final year of an
40 unexpired term. She noted that this week was National Library Week and today was National Library
41 Workers' Day. There was a brief discussion by the Board.

42
43 **MOTION BY ELIZABETH McLOUGHLIN TO APPOINT TWO INTERIM TRUSTEES FOR THE BROOKS**
44 **MEMORIAL LIBRARY BOARD OF TRUSTEES, AS FOLLOWS: KAREN TYLER FOR A THREE-YEAR**
45 **TERM AND GABRIEL SISTARE FOR THE FINAL YEAR OF AN UNEXPIRED TERM. MOTION**
46 **CARRIED 5-0.**

47
48 There was no further business.

49
50 **MOTION BY BRANDIE STARR TO ADJOURN AT 7:42PM. MOTION CARRIED 5-0.**

51
52
53
54

Ian Goodnow, Clerk

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Status of the FY20 General Fund Budget
Date: April 30, 2020



In furtherance of our discussion at the Selectboard meeting on April 21 regarding the impacts of COVID-19 on Town finances, I am providing this memorandum regarding the status of the Town's General Fund. We will provide similar information for the Utilities Fund and the Parking Fund when we present the proposed FY21 budgets for those funds at the May 19 Selectboard meeting.

Town staff has completed a preliminary estimate of year-end FY20 budget results (i.e. what we believe will be the final totals for General Fund revenues and expenditures when this fiscal year ends on June 30). I need to emphasize that this is *very preliminary* and, for reasons expressed below, includes an *uncomfortably large margin of error*. With those important caveats, we currently believe the Town will end this fiscal year in an approximately break-even position, experiencing either a very small surplus or a very small deficit compared to the adopted FY20 budget.

As of April 30, we estimate that total revenues will end FY20 approximately \$480,000 less than budget and that total expenditures will end FY20 approximately \$485,000 less than budget. This results in a projected year-end operating surplus of approximately \$5,000, but it carries the risk of (1) the aggregated impact of literally hundreds of rounding estimates for individual line items and (2) assumptions for large impact line items that are impossible to estimate with a high level of confidence at this time. Those assumptions include:

"Normal" (98.75%) Collection of Property Taxes

Every 1% of property tax revenue during FY20 is equal to \$147,215. So, as a purely hypothetical example, total collections of only 95% would mean a revenue shortfall of more than \$550,000 ($3.75 \times 147,215 = 552,056$) compared to our current estimate. As of April 30, our total collections for FY20 amount to approximately 80% of the FY20 "current taxes" budget. We have received approximately 25% of the fourth-quarter property taxes due to be paid by May 15 which is about normal for two weeks prior to the deadline. One other consideration for this revenue source (which represents 82% of all revenues in the FY20 budget) is that all property taxes owed to the Town eventually get collected, except for when particular property owners are granted relief by the Board of Abatement based on their particular circumstances. We cannot accurately predict how many property owners may file applications for abatement this year or how much of the requested relief may be granted by the Board of Abatement, but it is possible that a greater than usual portion of the "current taxes" shortfall this year will not ultimately be collected as "delinquent taxes" in the future.

No Rooms+Meals Tax Collections for January-June 2020

Given the near complete shutdown of food and lodging businesses during COVID-19, we believe it is prudent not to count on any revenue from that source for the second half of FY20. There will likely be some, but it will be a small amount and it is impossible to accurately predict how much.

Sales Tax Collections for January-June 2020 (\$191,112) at 44% of the Collection Rate for July-December 2019 (\$438,888)

The status of the local option sales tax is more complicated than the local option rooms and meals tax. Not all storefront businesses are as completely or nearly completely closed as food and lodging businesses. Even more important, reports of increased online sales make it reasonable to expect that this revenue source will not decline as steeply as rooms and meals. Since we received far higher amounts of sales tax than we expected for the first two quarters of FY20, since we know that this revenue source has not declined to zero, and since we don't have any post-December data on which to base a calculated estimate, it seemed prudent to expect that we will hit the FY20 budget for sales tax but imprudent to estimate receipts any higher than that.

No "Carbon Neutrality Payment" or Other Major Sustainability Costs

Based on Selectboard direction staff received prior to COVID-19, Sustainability Coordinator Stephen Dotson is working with members of the Energy Committee and other interested citizens to develop a recommendation for a contribution the Town might make to "Cow Power," carbon offsets, or some other demonstration of our commitment to sustainability. However, since this is outside the scope of maintaining government services through the pandemic and since the amount of any such contribution will ultimately be purely a policy decision, staff did not attempt to predict how much the Selectboard might allocate for this purpose. Any such allocation would, therefore, increase our overall estimate of expenditures for FY20 and tilt the overall balance in the direction of a deficit. (For fuller context on this specific topic, please note that in addition to the Sustainability Coordinator's salary and benefits, we are incurring a variety of small sustainability related costs in FY20 for professional memberships, outreach, community projects, etc.)

No General Fund COVID-19 Relief/Recovery Payments to Individuals or Organizations

It is not clear that any direct COVID-related payments from the Town's General Fund to individuals or organizations will be approved by the Selectboard during FY20 or beyond. This, too, is purely a policy question. Therefore, staff has not included any such expenditures in our estimates and, as is true in the sustainability discussion above, any such payments would increase our overall estimate of expenditures for FY20 and tilt the overall balance in the direction of a deficit. (Again, for fuller context, please note that the Town does expect to make COVID-related payments to recovering businesses from the Program Income fund.)

Staff will provide updated year-end estimates at all future Selectboard meetings for the remainder of FY20. We may not have sufficient additional tax information by May 19 to project year-end General Fund results with a higher level of confidence than at this time, but we do expect to be able to do that by June 2.

PBE:

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

To: Brattleboro Selectboard
Via: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Daniel Tyler, Hwy./Utilities Superintendent
Date: April 27, 2020
Subject: Utilities Planning Loan from the Drinking Water State Revolving Fund

The Brattleboro Utilities Division is seeking approval to apply to the Drinking Water State Revolving Fund (DWSRF) for a planning loan of \$480,000 to complete the final design of our Pleasant Valley Water Treatment Plant replacement.

The DWSRF Planning loan program provides 0% interest loans to public water systems seeking to conduct final design engineering. One of the most attractive aspects of the planning loan program is the loans accrue no interest and require no payments on the loan until the project goes to construction. Municipalities and non-profit public community water systems are eligible for this program.

Dufresne Group Engineering has completed a preliminary engineering report that summarizes the existing condition and proposed upgrades recommended for the Pleasant Valley treatment plant. The plant was constructed in 1989 with an expected useful life of 20 years and has now served the Town for over 30 years. The average daily production is 1.3 million gallons per day (MGD) with a maximum daily production of 2.19 MGD.

The existing building is in poor condition and does not meet any of the current structural, electrical or energy standards. The plant was originally designed as a 3MGD facility with three 1 MGD filter units. The new design standards will require an additional filter unit to meet the maximum daily production of 2.19 MGD. The cost of the water treatment plant replacement project is estimated to be \$10,900,000.

Staff requests and recommends approval by the Water and Sewer Commissioners (the Selectboard) to apply for a DWSRF planning loan of \$480,000 to complete the final design of the Pleasant Valley Water Treatment Plant replacement project.

Memo



DUFRESNE GROUP
CONSULTING ENGINEERS

56 Main Street, Suite 200
Springfield, VT 05156
(t) 802.674.2904
dufresnegroup.com

To: Steve Barrett
From: Christina Haskins, PE
Date: April 27, 2020
Re: Pleasant Valley Water Treatment Facility – Planning Loan Application

As recommended in the Preliminary Engineering Report (PER), we have prepared an application for the Drinking Water State Revolving Fund (DWSRF) Planning Loan program. The DWSRF loan program offers 0% interest loans for planning and design of public water system infrastructure. The application is for \$480,000 for the final design of the Pleasant Valley Water Treatment Facility.

The replacement of the Water Treatment Facility building and all components inside will address the deficiencies identified in the PER. The addition of a fourth filter will increase the regulatory capacity of the facility to 3.0 MGD. Additional recommended improvements at the facility include optimization of the manganese removal process, potential addition of a fluoride system (dependent on community approval), replacement of the process waste lagoons with a municipal sewer connection, SCADA upgrades, and repairs to the intake structure. The new facility will also be designed with consideration to the addition of activated carbon treatment in the future.

The total project cost of the improvements is approximately \$11 million if constructed in 2021, which includes a 25% contingency. Deferring the construction to the future may increase the costs above the current estimates. In order to maintain the schedule of construction commencing in 2021, the Town will need to apply for a planning loan to fund final design in Spring 2020.

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- Municipality, Fire District, or other similar entity
 Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant.

Please submit a draft Engineering Services Agreement with this application if applicable.

This loan will be used for (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input checked="" type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant.

LOAN APPLICANT		DATE OF APPLICATION	
Town of Brattleboro		Apr 21, 2020	
SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER	
Brattleboro Water Department	5290	N/A	
MAILING ADDRESS	TOWN	STATE	ZIP
211 Fairground Road	Brattleboro	VT	05301
PHONE	CELL PHONE	TAX ID	DUNS NUMBER
802-254-4255		03-6000393	0 7 3 9 9 5 1 6 9

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant.

CONTACT NAME		TITLE	
Peter Elwell		Town Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
230 Main Street	Brattleboro	VT	05301

PHONE

802-251-8151

CELL PHONE

EMAIL ADDRESS

townmanager@brattleboro.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME

Stephen Barrett

TITLE

Public Works Director

MAILING ADDRESS

211 Falground Road

TOWN

Brattleboro

STATE

VT

ZIP

05301

PHONE

802-254-4255

CELL PHONE

EMAIL ADDRESS

sbarrett@brattleboro.org

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME

Dufresne Group

CONTACT NAME

Christina Haskins, PE

MAILING ADDRESS

1996 Depot Street

TOWN

Manchester Center

STATE

VT

ZIP

05255

PHONE

802-768-8291

CELL PHONE

EMAIL ADDRESS

chaskins@dufresnegroup.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Pleasant Valley Water Treatment Facility Improvements

Total amount requested for this loan: \$ 480,000

Total projected project cost: \$ 480,000

Please describe the history of the project:

Evaluations of the water treatment facility have been ongoing since 1999. A draft PER was submitted to the DWGWPDP in February 2020 and the final PER was submitted to the DWGWPDP in April 2020. A priority list application was submitted for construction funding.

Please describe who will benefit from the proposed project:

All customers of the water system will benefit from the water treatment facility improvements.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

There is one alternative source of water for the Brattleboro Water Department, which is the Retreat Wells. The Retreat Wells supplement the Pleasant Valley reservoir. The proposed project is the best and most cost-effective alternative as described in the PER.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

This project includes the replacement of the existing Pleasant Valley water treatment facility. The new facility will include one additional filter to increase permitted capacity to the original design capacity of 3MGD. The project also includes refurbishment of the existing filters, upgrades to SCADA and instrumentation, replacement of chemical feed components, replacement of raw water and finished water pumping components, optimization of the potassium permanganate treatment, elimination of the process waste settling lagoons, and repairs to the intake structure. A detailed list of improvements is provided in Section 5.1 of the PER and attached to this application.

Please include estimated or actual project cost summary/estimate of probable project costs.

SITE INFORMATION

This section may be completed by engineer or applicant.

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

Yes No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer.

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant.

Quarter	Year	Amount
April - June	2020	\$40,000
July - September	2020	\$200,000
October - December	2020	\$200,000
January - March	2021	\$40,000
<input type="button" value="Add Another Quarter"/>		
TOTAL -->		\$480,000

REVENUES

This section should be completed by the applicant.

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$2,031,450	\$2,032,774	\$2,040,000	\$2,102,000	\$2,165,000
Amount Collected	\$2,012,264	\$1,999,770	\$2,040,000	\$2,102,000	\$2,165,000
Amount Uncollected/Outstanding	\$19,186	\$33,004	\$0	\$0	\$0

Estimated Amount of Commercial Revenue	\$1,300,000	\$1,280,000	\$1,285,000	\$1,324,000	\$1,364,000
--	-------------	-------------	-------------	-------------	-------------

Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

WATER FEE BASIS & RATES (only applicable to public community water systems)

This section may be completed by engineer or applicant

What is your current method to assess water fees (check the description that most closely matches your methods)?

- Metered/Variable Rate - Rates are based on a metered rate (flow rate) in addition to a fixed rate (base rate).
- Unmetered Flat Rate - Customers are charged a flat rate that does not vary based on flow.
- Both Metered & Unmetered - There is a combination of metered and unmetered customers.
- Property Tax Based - Rates are based on property taxes.

Total Number of Residential Connections:

(multi-unit connections count as more than 1, for example, a duplex counts as 2 and a 10 unit apartment Building counts as 10) 2,900

Total amount of water used last year by commercial, industrial, and institutional connections (gal or cuft): 226,270,800

Calculate Equivalent Residential Units (ERUs) by dividing the number above by 76,650 gal or 10,240 cuft.: 76650

Total Equivalent Residential Connections (ERUs) --> 5,852

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$1,883,000

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$2,057,000

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt? \$1,542,456

What is the applicant's total annual long-term debt payment? \$64,269

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$64,269	\$64,269	\$64,269	\$64,269	\$64,269	\$64,269

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
Tri-Park Water Improvements	Direct	2043	\$1,542,456
<input type="button" value="Add Another Long-Term Debt"/>		Total As of -->	Apr 21, 2020
			\$1,542,456

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

Yes No

Does the Applicant have any future borrowing plans over the next 5 years?

Yes No

Please describe the system's future borrowing plans.

DWSRF Construction Loan for this project (Priority List application submitted in February 2020)

Are there other capital projects in the near term (5 years)?

Yes No

Please describe those other capital projects planned for the near term (5 years)?

The Water Department has a 5 year capital improvement plan, which includes the construction of improvements at the Exit 1 pump station in 2020, Signal Hill Pump Station replacement in 2020/2021, sewer main extension to serve the WTF in 2020/2021, as well as water main improvements over the next 5 years.

Does the Applicant have an annual or cumulative deficit?

Yes No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

Yes No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

Yes No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

The population has fluctuated up and down by +/- 2 to 3% since 1970, with an overall decrease of 1.6%. The population projection shows a decrease of approximately 0.8% to 2040. The water production at the Pleasant Valley WTF has remained fairly consistent over the past 8 years and is projected to continue remaining constant.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

Commonwealth Dairy exceeds 5% of the total system demand. The rest of the system is a mix of residential, commercial and industrial uses.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant.

Does the Applicant have any reserve funds?

Yes No

Please describe the reserve fund and what it is used for:

The reserve fund is dedicated to funding capital projects. The Water Department prepares a 5 year capital plan annually to identify upcoming capital projects. Annual contributions are made to the reserve fund. The annual contributions are not necessary based on START.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

Yes No

What does the Applicant do with surpluses, if any?

If there is a surplus in any given year, it is either applied to the next fiscal year's expenses or used for capital projects.

Reserve Funds

	Current FY	Current FY+1	Current FY+2	Current FY+3	Current FY+4
Amount Available:	\$3,861,596	\$3,255,000	\$2,260,000	\$1,890,000	\$960,000

Financial Documentation & Controls

This section should be completed by the applicant.

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

Yes No

Did the Applicant have more than one budget defeat in the last two years?

Yes No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

Yes No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

Yes No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

The Town offers VMERS to employees.

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

Yes No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Interim financial reports are reviewed bi-weekly.

Are all account records currently maintained for:

Checkbook Yes No Don't Know

By Whom: Finance Department

Comments:

Receipts Yes No Don't Know

By Whom: Finance Department

Comments:

[Empty text box]

Disbursements Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Deposit Slips Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Are bank statements reconciled on a regular basis?

Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Are bank accounts and ledger balances reconciled on a monthly basis?

Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Are financial records maintained in a computerized system?

Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Are any financial records maintained in manual form?

Yes No Don't Know By Whom: [Empty text box]

Comments:

[Empty text box]

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know By Whom: Finance Department

Comments:

[Empty text box]

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

Yes No Don't Know By Whom: Finance Department

Comments:

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom: Finance Department

Comments:

Does the organization receive payments in cash?

Yes No Don't Know By Whom: Finance Department

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

Yes No Don't Know By Whom: Finance Department

Comments:

Are checks always written to specified payees and not to cash?

Yes No Don't Know By Whom: Treasurer & Finance Department

Comments:

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom: Treasurer & Finance Department

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom: Treasurer & Finance Department

Comments:

Selectboard approves payments, treasurer and finance department write checks.

Have there been any changes in authorized signatures during the fiscal year?

Yes No Don't Know By Whom: Finance Director

Comments:

The finance director retired and the Town is in the process of hiring a new finance director.

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom: Finance Department

Comments:

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom: Batchelder and Associates

Comments:

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom: Finance Director

Comments:

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom: Finance Department

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom: Finance Department

Comments:

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom: Finance Department

Comments:

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

Money has been borrowed by the Town's General Fund in the past during emergency events (such as Irene), but has not been

done in recent years.

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

Yes No Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

Yes No Don't Know By Whom:

Comments:

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

VLCT Training

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

Yes No Don't Know By Whom: Finance Director

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan: Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc. Failure to include all key personnel will result in the application considered incomplete.

NAME

POSITION (select from the list or enter another value)

Peter Elwell

Town Manager/Administrator

QUALIFICATIONS:

Peter has been the Brattleboro Town Manager for 5 years and previously worked as a town manager in Florida and New Jersey. In total, he has 34 years of experience in municipal management, including 21 years as a town manager.

NAME

POSITION (select from the list or enter another value)

Stephen Barrett

Alternate Representative

QUALIFICATIONS:

Steve has been in the Brattleboro Public Works Department for 40 years and has been Director for 25 years. Steve has managed multiple SRF loans, including most recently a \$32 million CWSRF loan for the Wastewater Treatment Facility.

NAME

POSITION (select from the list or enter another value)

Debbie Desrosiers

Interim Treasurer

QUALIFICATIONS:

Debbie has worked for the Town of Brattleboro for 26 years as a lister and in the finance department. Debbie has been the Brattleboro Assistant Treasurer for 10 years and is serving as Interim Treasurer while the Town is in the process of hiring the new Finance Director.

[Add Another Key Person](#)

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE Tim Wessel
PRINT NAME

REPRESENTATIVE SIGNATURE Elizabeth McLoughlin
PRINT NAME

REPRESENTATIVE SIGNATURE Ian Goodnow
PRINT NAME

REPRESENTATIVE SIGNATURE Brandie Starr
PRINT NAME

REPRESENTATIVE SIGNATURE Daniel Quipp
PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE Peter Elwell
PRINT NAME

Submit completed application and all attachments via email to:



Celia Riechel, DWSFR Project Lead
[phone] 802-585-4904 [email] celia.riechel@vermont.gov
Department of Environmental Conservation
Facilities Engineering Division



Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail:
sbarrett@brattleboro.org

To: Brattleboro Selectboard
Via: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Subject: Signal Hill Pump Station
Date: April 28, 2020

Staff recommends Selectboard approval to purchase Lot 00110356.200 on Guilford Street for \$47,000 to construct a new water pumping station for the Utilities Division.

The Town of Brattleboro Utilities Division currently owns & operates a water pumping station on Guilford Street that supplies water to Signal Hill & Hillcrest Terrace neighborhood. The pump station was installed in 1971 by the private developer who created the Signal Hill & Hillcrest Terrace development. Upon completion of the project, the Town took over ownership of the roadways and water pump station.

The State of Vermont Water Supply Division completed a sanitary survey of the water pumping station and noted the need to upgrade the station in order to meet the current water supply rules.

The Utilities Division contracted Dufresne Engineering to conduct an assessment of the pump station and the report concluded “the pump station is a failed asset and requires replacement”.

The current Pump Station is located on a very small parcel of land that will not accommodate an upgraded pump station. The quarter-acre lot that we propose to purchase is adjacent to the existing pump station and is desirable for the upgrade.

The proposed lot is appraised at \$47,000 and that is the value on which the owner has been paying property taxes. The owner has agreed to sell the property to the Town for the appraised value.

Staff recommends Selectboard approval to purchase Lot 00110356.200 on Guilford Street for \$47,000 to construct a new water pumping station for the Utilities Division.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail:
sbarrett@brattleboro.org

To: Brattleboro Selectboard
Via: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Subject: Signal Hill Engineering Agreement for Final Design
Date: April 28, 2020

Attached is an Engineering Services Agreement from Dufresne Group for final design of the Signal Hill water pump station.

We have completed a preliminary engineering design and cost estimate to upgrade the Signal Hill Pump Station. The pump station was installed in the 1970's. The State of Vermont sanitary survey of our water system recommends upgrading this pump station. Purchase of an adjacent property on Guilford Street sufficient to site the new pump station is a separate item on this same May 5, 2020, Selectboard meeting agenda. Final design and construction of the pump station is expected to take place in FY21. The estimated cost of the pump station is \$300,000.

The new pump station will provide potable water to residents and additional fire protection to the neighborhood.

Staff recommends that the Selectboard authorize Town Manager Elwell to execute the Engineering Services Agreement with the Dufresne Group for final design of the Signal Hill Pump Station for \$51,000.

DUFRESNE GROUP CONSULTING ENGINEERS ENGINEERING SERVICES AGREEMENT

This AGREEMENT, dated on the day last signed below, is made between Dufresne & Associates, PC d/b/a DUFRESNE GROUP (DG) and:

CLIENT: Town of Brattleboro

ADDRESS: 211 Fairground Road

Brattleboro, VT 05301

The services, terms and conditions provided in this AGREEMENT and any attachments represent all such provisions and supercede any prior written or oral understandings. The AGREEMENT may only be modified by a written amendment executed by authorized representatives of the CLIENT or DG.

PROJECT: Signal Hill Pump Station Improvements Final Design

STANDARD PROVISIONS: As shown in Attachment 1

SCOPE OF SERVICES: As shown in Attachment 2

FEE: As shown in Attachment 3

SCHEDULE: As shown in Attachment 4

The authorized signatures representing the CLIENT and DG so execute this AGREEMENT and authorize initiation of services unless otherwise provided.

TOWN OF BRATTLEBORO
(CLIENT)

DUFRESNE GROUP
(DG)

Signed _____

Signed CHaskins

By _____
(printed name)

By Christina M. Haskins, PE
(printed name)

Title _____

Title Vice President

Date _____

Date April 27, 2020

*Dufresne Group is owned by Dufresne & Associates, PC

Dufresne Group Consulting Engineers

ATTACHMENT 1 - STANDARD PROVISIONS

1. **PAYMENTS TO DG:** Invoices will be submitted monthly and are payable within thirty (30) days from date of invoice. Interest may be charged at the rate of 1.5 % per month on any balance that remains unpaid 30 days after the date of the invoice. Failure to pay within 30 days will also permit DG to suspend or terminate services 10 days after written notice of intent to suspend or terminate. The CLIENT agrees to be liable for all reasonable collection costs, including attorney's fees, and the DG time and expenses. CLIENT agrees to accept responsibility for securing sufficient funds to ensure prompt payments to DG.
2. **DEFINITIONS CONCERNING PAYMENT:** Where the term "time and expense" (T&E) is used, it shall mean that hourly rates of pay for various employees plus incidental expenses such as mileage, lodging, printing, postage, or other project related items are invoiced to the client. Work by others including subconsultants or specialty firms are marked up by an additional 8% for administration. Where an amount is established as a budget for a T&E amount, DG can exceed the budget by 10% without specific authorization by the CLIENT. DG agrees to cease scope activities at or below the 110% budget amount until the budget is increased by the CLIENT. DG cannot assure completion of scope items for any budget amount using the T&E method of payment.
3. **STANDARD OF CARE:** The standard of care applicable to services provided by DG is based on the standards, skills and diligence normally provided by other engineers performing similar services at the same time, in the same area, and under the same circumstances
4. **COST ESTIMATES:** Estimates of construction or total project cost provided by DG are based on experience and judgment. Actual costs will differ from the estimates given due to market conditions or unforeseen circumstances. DG does not warrant that these estimates will represent actual costs.
5. **USE OF DOCUMENTS:** The CLIENT agrees that all documents provided to the CLIENT by DG are instruments of service to be utilized solely for this PROJECT exclusively by the CLIENT. The CLIENT agrees to indemnify and hold harmless DG and DG's sub-consultants from all claims, damages, losses and expenses, including attorney's fees arising from reuse of these documents.
6. **LIMITATION OF LIABILITY:** The CLIENT agrees to limit DG's total liability from claims to the total compensation received by DG under this AGREEMENT. The CLIENT agrees not to personally charge any employee of DG with any liability arising from the performance of services provided in this AGREEMENT.
7. **SEVERABILITY AND REFORMATION:** The parties agree that any provisions held to be void or unenforceable shall be stricken without invalidating the intent of this AGREEMENT. The parties agree to reform the remaining terms and provisions and to replace the stricken provision or part thereof with a valid and enforceable provision which best represents the original intent.
8. **ENGINEERING SERVICES DURING CONSTRUCTION:** The CLIENT recognizes that construction review is a vital element of DG's complete service to minimize problems during construction. Such services allow rapid response to unanticipated or changed conditions, or errors or omissions committed by design professionals, contractors, materials providers or others. The CLIENT recognizes that construction review is a technique employed to minimize the risk of problems arising during construction; that construction review by DG is not insurance and does not constitute a warranty or guarantee of any type. In all cases, Contractors, et al. (that is, the General Contractor, subcontractors, subcontractors, material-persons and others) shall retain responsibility for the quality of their work and for adhering to plans and specifications. The CLIENT agrees to utilize DG for on-site resident engineering services during the construction phase of the PROJECT or hold DG harmless for any claims made during construction.
9. **TERMINATION:** The CLIENT or DG may terminate this AGREEMENT for cause without penalty. Such termination requires 21 days written notice. In the event of termination by either party DG shall be paid for services rendered up to the date of termination. The CLIENT may terminate the AGREEMENT for convenience after a termination expense of 10% of the fee or estimate for services is provide to DG in addition to payment for services rendered up to the date of termination.
10. **ESTIMATED FEE:** DG will attempt to estimate the total fee involved for the project for budgeting purposes. The CLIENT should be aware that the estimate is based on the project scope as outlined to us by the CLIENT. If the project scope changes, the original estimated fee may change. In addition, specific project conditions such as local/state permit requirements may affect project costs. When such factors appear to affect the project estimate, DG will endeavor to contact the CLIENT to discuss alternatives to limit the work or modify the estimate.

**ATTACHMENT 2
SCOPE OF SERVICES
ENGINEERING SERVICES FOR FINAL DESIGN OF
SIGNAL HILL PUMP STATION IMPROVEMENTS
BRATTLEBORO, VT**

I. General

A. DG will perform customary civil engineering services during the final design phase for the Signal Hill Pump Station Improvements project for the Town of Brattleboro (CLIENT). The final design phase work includes preparation of detailed drawings, specifications, and contract documents that define the character and extent of required construction activity suitable for public bidding. The following components are envisioned to be included in the project:

1. Demolition of the existing pump station.
2. Construction of a new above-grade water booster pump station building of precast concrete design with cast in place foundation. The building will include a new single-phase electrical service, HVAC components, lighting, instrumentation, booster pumps, controls, and associated piping and appurtenances.
 - a. The cost for providing 3-phase power to the site will be reviewed with GMP for the CLIENT's consideration. Design services for 3-phase power are not included in the scope of services.
3. The pump station will be designed to provide service to 14 existing residential customers and one new fire hydrant, with floor space available and piping accommodations for expanding service through additional pump(s) installed in the future.
4. The CLIENT is in the process of purchasing a 0.26 acre vacant parcel for the new pump station. The CLIENT is responsible for all work related to the land purchase. It is anticipated, based on Town Lister records, that this parcel contains Class 2 or 3 wetlands.

The final design of these items is referred to herein as the PROJECT.

B. These documents will be prepared for a single construction contract using 16 Division Specifications in accordance with the Construction Services Institute (CSI).

II. Basic Services During Final Design:

A. Meet with the CLIENT for a project kick-off meeting to discuss the project goals, concepts, and requirements. Visit the project site to review the existing conditions and proposed building site.

B. Based on this scope of anticipated construction the following drawings are expected to be included:

1. Cover sheet
2. G1 General notes, legend and abbreviations

3. D1 Demolition Plan
4. C1 Site Plan
5. C2 Typical Site Details
6. C3 Typical Water Details
7. S1-S3 Building Foundation
8. P1 Pump Station Plan
9. P2 Pump Station Sections
10. P3 Pump Station Building Details
11. P4 Typical Process Notes and Details
12. E1-E4 Electrical Drawings

- C. Prepare a set of technical specifications and related documents for the PROJECT including contract documents for the receipt of public bids.
- D. Prepare an itemized construction cost estimate of the proposed PROJECT for use by the CLIENT.
- E. Submit a 90% complete set of Drawings and Specifications for review by the CLIENT.
- F. Address any comments made by the CLIENT.
- G. Conduct an in-house quality control session for quality control/quality assurance.
- H. Complete revisions to the Drawings and Specifications based on review comments by the CLIENT and the in-house quality control session.
- I. Provide project management and client communication throughout the PROJECT duration.

III. Special Services During Final Design:

- A. Perform or obtain topographic survey information for the project site and develop a basemap with 2-foot contours. Coordinate with local officials and Dig Safe for marking subsurface utilities and obtain the location of such marks during the survey.
- B. Obtain subsurface borings and/or test pit excavations in the PROJECT area for use in developing quantities for bedrock ledge and boulder, structural foundation design, and to provide such information to prospective bidders. An estimated two solid augers and two split-spoon borings to a depth of 8 feet are assumed.
- C. Perform a wetlands delineation to identify and map any wetlands located on the parcel.
- D. Attend up to one (1) meeting (in addition to kick-off meeting) with officials representing the CLIENT.

E. Assist the CLIENT in determining permit necessity and if necessary, prepare related permit applications for submittal by the CLIENT (any application fees will be paid for directly by the CLIENT). Assist the CLIENT in obtaining the following permits by meeting with regulatory officials if requested, addressing review comments, and expanding the drawings and specifications if requested by the permit agencies for the following permits:

1. Permit to Construct from the Drinking Water and Groundwater Protection Division.
2. Department of Public Safety Construction Permit

Wetland permitting is not included in this scope of work. If it is determined that a Wetland Permit is required, DG will provide a cost to the CLIENT for this work at that time.

**ATTACHMENT 3
FEES and CHARGES
ENGINEERING SERVICES FOR FINAL DESIGN OF
SIGNAL HILL PUMP STATION IMPROVEMENTS
BRATTLEBORO, VT**

A. General

1. DG agrees to provide the Engineering Services described in Attachment 2 upon receipt of signed copy of the AGREEMENT.
2. The CLIENT agrees to pay DG for the services described in Attachment 2 as described below:

B. Fees and Charges

1. The CLIENT agrees to pay DG for the services described in Attachment 2 as described in this attachment.
 - a) Basic services during final design as described in Attachment 2 Part II, A-I for a fixed fee of\$44,000
 - b) Special services during final design as described in Attachment 2 Part III, A-E, on a time and expense basis estimated at\$7,000

This AGREEMENT provides for a total of \$51,000 as outlined above.

C. Definitions Concerning Payment

1. Items paid on a time and expense basis shall be based on the rate table as shown in Table 1 included in this Attachment. Mileage is charged at the rate shown. DG reserves the right to revise the Rate Schedule once per year on the first day of each calendar year. The maximum increase at any time shall be ten percent per year.
2. Reimbursable expenses shall mean the actual expenses incurred directly or indirectly in connection with the project for independent professional associates or consultants. Costs for work by others shall be charged to the CLIENT at 108% of the actual cost incurred. Charges for transportation and subsistence; mail, reproduction of reports, drawings, specifications; meals and lodging; and project related telephone charges shall be charged at the actual cost incurred without mark up.
3. Services provided under the time and expense method of payment shall not exceed the limit shown. DG agrees to cease all activity under such items until the limits are formally modified. Where individual estimates are shown DG can modify individual estimates as necessary as long as the total limiting sum for special services is not exceeded. DG will assist the CLIENT in formalizing such budget flexibility with the funding agencies if necessary. The "level of effort" showing the anticipated hours for the various scope items is shown in Table 2. Significant deviations from the hours shown may require an engineering amendment.
4. Services provided under a fixed fee or lump sum basis shall be billed on a percent complete basis and include all charges necessary to provide the finished product to the CLIENT.

**ATTACHMENT 4
PROJECT SCHEDULE
ENGINEERING SERVICES FOR FINAL DESIGN OF
SIGNAL HILL PUMP STATION IMPROVEMENTS
BRATTLEBORO, VT**

A. General

1. The CLIENT and DG recognize the project schedule is based on the initiation of services on the notice to proceed date/start date shown below. Delays in the initiation of the start date or CLIENT and regulatory review may delay other interim dates as shown herein.
2. Engineering services as provided under this AGREEMENT begin with the execution of this AGREEMENT.

B. Schedule:

1. Services are expected to commence upon receipt of a signed agreement and proceed along the following general schedule:
 - a) Receive Notice to Proceed by..... May 6, 2020
 - b) Complete Subsurface Borings by June 30, 2020
 - c) Complete Topographic Survey by..... June 30, 2020
 - d) Complete Wetlands Delineation by..... June 30, 2020
 - e) Submit 90% Design Submittal for Review.....August 14, 2020
 - f) Submit DWGWPD Permit Application by.....August 14, 2020
 - g) Receive Review Comments from CLIENT and
DWGWPD byAugust 28, 2020
 - h) Submit Final Design Documents bySeptember 11, 2020

Some of the services listed above are based upon review times by regulatory agencies or construction activities. In these cases, completion of services by DG is dependent on parties beyond the control of either the CLIENT or DG. If regulatory review times extend beyond the times normally expected the interim dates and completion dates listed may be affected.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

To: Brattleboro Selectboard
Via: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Daniel Tyler, Highway/Utilities Superintendent
Date: April 27, 2020
Subject: Utilities Capital Budget Overview for 2020-21

This year's Utilities Capital Plan will include the final design of the Pleasant Valley Water Treatment Facility, construction of a new water pump station at Signal Hill, and upgrades to the Exit 1 Industrial Park utilities. The plan also includes utility upgrades associated with the Vermont Agency of Transportation (VTRANS) Hinsdale Bridge replacement project and Putney Road redesign.

- Pleasant Valley Water Treatment Facility Replacement

Dufresne Group Engineering has developed a preliminary design and cost estimate of \$10,900,000 for replacing the Pleasant Valley Water Treatment Facility. The current treatment plant was constructed in 1989 and has performed well beyond the 20-year design life. The plant delivers over 400 million gallons of safe drinking water per year. We are proposing to complete the final design this year (FY21) and construct the replacement facility in FY22. We plan to request funding from the State of Vermont Drinking Water Revolving Loan Fund to finance the project.

- Pleasant Valley Waste Line

This new process waste line will connect to the sewer collection system at the north end of the Mountain Home Trailer Park on Reservoir Road. This will eliminate the water treatment lagoons and save over \$34,000 per year in operating cost. The construction project estimate is \$300,000.

- Exit 1 Water & Wastewater Upgrades

Upgrades to the Exit 1 water & wastewater infrastructure are required to meet the current and future demands of the Exit 1 Industrial Park and Omega/Commonwealth complex. This project also will improve fire protection water supply for the entire south end of Brattleboro. The original pump station, water tank, wastewater & water lines were installed in 1989. A grant in the amount of \$440,000 from the U.S. Economic Development Administration (USEDA) Public Works Grant Program will fund approximately 50% of the cost of these utilities upgrades.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

- Water Mains

VTRANS is designing infrastructure improvements for the Putney Road corridor, from the Veterans Bridge (West River) to the roundabout at I-91 Exit 3. The improvements will require upgrades and realignments of water mains. A majority of the water line improvements will be the responsibility Brattleboro Utilities Division and be funded by the capital plan. Engineers from Green International Affiliates have completed a preliminary design of the water main improvements for VTRANS. Staff will recommend contracting with Green International to design the Town's utilities upgrades. The design will include an estimate of the Town's project cost. The project is expected to begin in 2025.

- Hinsdale Bridge

VTRANS is also working with New Hampshire Department of Transportation officials to complete the design of the new Hinsdale Bridge. The new bridge design will change the elevation of Vernon Road and require an upgrade to the Town's antiquated and undersized water main. The Utilities Division contracted with Dufresne Engineering to design the upgrade of the water main, which has been estimated to cost \$300,000.

- Signal Hill Pump Station

We have completed a preliminary engineer's design and cost estimate to upgrade the Signal Hill Pump Station. The Pump Station was installed in the 1970's. The State of Vermont sanitary survey of our water system recommends upgrading this pump station. There are separate items on this same May 5, 2020, Selectboard meeting agenda for the purchase of the land on which the new station will be sited and for the final engineer's design for this project. Final design and construction are expected to take place in FY21. The current total cost estimate is \$300,000.

- WWTP Tank Cover

Last year, an Engineering Odor Evaluation was conducted at the Wastewater Treatment Plant on Vernon Road. The report recommended installing a cover on one of the sludge holding tanks. The proposed \$150,000 of funding is for engineering and installation of the tank cover.

- Sewer Main / Interceptor Tightening

To continue our ongoing program of upgrading and sealing sewer mains and manholes for durability, odor control, and infiltration prevention.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

- Vehicles

This year we are proposing to replace a full-size pickup truck with a snow plow for Water Treatment and two compact cars. Staff is investigating replacing the compact cars with electric vehicles. Estimated cost for 3 vehicles is \$97,000. We are also delaying the purchase of a loader and a full-size pickup truck in the wastewater because the equipment is still in good shape.

- Water Meters

We have 3,990 water meters connected to our system. Water meters are used to record water and wastewater usage and these meters range in size from 5/8-inch to 8-inch. A new 5/8-inch meter used in a residential home costs approximately \$275 whereas a 2-inch meter costs over \$1,000. We have replaced over 2000 meters since 2001. This account is used to upgrade the water meters.

- Pleasant Valley Reservoir Aeration

Solar Aeration of the Pleasant Valley Reservoir is recommended to improve water quality. Our Engineer and staff from the State Water Supply are reviewing the proposed plan. The project is estimated to cost \$70,000.

- Pleasant Valley Water Storage Tank Resurfacing

The 1989 Water Treatment Facility project included construction of a new 3-million-gallon water tank at Pleasant Valley. Funding of \$130,000 is requested to clean and resurface the exterior of that tank.