MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: February 2, 2017

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 7, 2017. The Board will meet in executive session at 5:30pm to discuss contracts, real estate leases, and labor relations agreements with employees. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS – None.

8. WATER AND SEWER COMMISSIONERS – None.

9. UNFINISHED BUSINESS
   A. Police-Fire Facilities Project – Update
      Town Manager Elwell will provide the Board with an update on the construction progress at the West Brattleboro Fire Station, the Central Fire Station, and 62 Black Mountain Road.

      NO ACTION IS REQUIRED ON THIS ITEM.

10. NEW BUSINESS
   A. Approve 2017 Certificate of Highway Mileage – Public Works Department
      The Board is asked to approve the Certificate of Highway Mileage for the year ending February 10, 2017, as presented in the memorandum dated January 25, 2017, from Public Works Director Steve Barrett. There are changes to this document this year due to the Selectboard’s 2016 decisions regarding Minshall Street and Wickopee Hill Road.

      POTENTIAL MOTION: TO APPROVE THE CERTIFICATE OF HIGHWAY MILEAGE FOR THE YEAR ENDING FEBRUARY 10, 2017, AS PRESENTED.

   B. Engineering Services for Parking Lot Improvements
      The Board is asked to authorize the Town Manager to execute a contract with Stevens & Associates in the total amount of $27,000 for design, bidding, and project oversight services associated with upgrades at the Harmony Lot, Preston Lot, Harris Lot, and the parking area at the rear of the Gibson Aiken Center. Previously, the Board tentatively approved this work and the proposed expenditure as summarized in the memorandum dated February 1, 2017, from Assistant Town Manager Moreland.

C. Sky Solar Net Metering Agreement
The Board is asked to approve the Net Metering Agreement between the Town and Sky Solar for the purchase of solar net metering credits through the Windham Solid Waste Management District Group Net Metering project, and to authorize the Town Manager to execute that Agreement. The project and its projected impacts are explained in a memorandum dated January 31, 2017, from Assistant Town Manager Moreland.

POTENTIAL MOTION: TO APPROVE THE NET METERING AGREEMENT FOR THE WINDHAM SOLID WASTE MANAGEMENT DISTRICT GROUP NET METERING PROJECT, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE AGREEMENT FOR THE PURCHASE OF SOLAR NET METERING CREDITS WITH SKY SOLAR.

D. Authorize Town Manager to Release the Right of First Refusal – 1037 Western Avenue
The Board is asked to authorize the Town Manager to execute the Release of Right of First Refusal on property located at 1037 Western Avenue. Alternatively, the Town could exercise its right of first refusal and purchase the property for $400,000. Town Attorney Robert Fisher reviewed this matter and has provided the Board with a history of the property and the Town’s right of first refusal, all as set forth in his memorandum dated January 26, 2017.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE RELEASE OF RIGHT OF FIRST REFUSAL ON THE PROPERTY LOCATED AT 1037 WESTERN AVENUE.

E. Volunteer Energy Coordinator Position
The Board is asked to approve a position description for an unpaid volunteer Energy Coordinator as prepared and recommended by Energy Committee Chair Michael Bosworth and Town Manager Peter Elwell. The Board is asked to approve the position description and announce the vacancy.

POTENTIAL MOTION: TO APPROVE THE VOLUNTEER ENERGY COORDINATOR POSITION DESCRIPTION, AS PRESENTED, AND TO ANNOUNCE THE VACANCY FOR A VOLUNTEER ENERGY COORDINATOR.

F. Tax Increment Financing (TIF) – Support for Legislative Effort to Open Access to this Economic Development Tool
The Board is asked to endorse Brattleboro Development Credit Corporation’s (BDCC’s) advocacy for Brattleboro’s access to the State of Vermont’s Tax Increment Finance (TIF) Program. A brief history and information about the TIF program is contained in the memorandum dated January 31, 2017, from Assistant Town Manager Moreland. No commitment to creating a TIF District is required or recommended at this time.

POTENTIAL MOTION: TO ENDORSE THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION’S ADVOCACY FOR BRATTLEBORO’S ACCESS TO THE STATE OF VERMONT’S TAX INCREMENT FINANCE (TIF) PROGRAM.
G. **Accept and Appropriate Grant** – *Interlibrary Loan Courier Pilot Project 2017*
   The Board is asked to accept and appropriate the Interlibrary Loan Courier Pilot Project 2017 Grant from the Vermont Department of Libraries in the amount of $180 for an interlibrary loan courier delivery service.

   **POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE THE INTERLIBRARY LOAN COURIER PILOT PROJECT 2017 GRANT FROM THE VERMONT DEPARTMENT OF LIBRARIES IN THE AMOUNT OF $180.**

H. **Approve Grant Application** – *Aquatic Nuisance Grant and Aid, Planning Services*
   The Board is asked to approve the Planning Department's application for a $3,800 aquatic Nuisance Control Grant from the Vermont Department of Environmental Conservation, Watershed Management program to pay for an aquatic biologist to coordinate a program to survey, document, and provide educational prevention signage regarding invasive aquatic species at locations on the Connecticut River, West River, Sunset Lake, and South Pond. The Town’s Conservation Commission requests the Board’s approval to submit the application as set forth in the memorandum dated January 31, 2017, from Planner Sue Fillion.

   **POTENTIAL MOTION: TO APPROVE THE PLANNING DEPARTMENT’S APPLICATION FOR A $3,800 AQUATIC NUISANCE CONTROL GRANT FROM THE VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION, WATERSHED MANAGEMENT PROGRAM.**

I. **Committee Appointment**
   The Board is asked to fill the unexpired seat on the Citizen Police Communications Committee (CPCC) for a term ending June 30, 2017.

   **POTENTIAL NOMINATION: ARIEL NELSON TO THE CITIZEN POLICE COMMUNICATIONS COMMITTEE FOR A TERM ENDING JUNE 30, 2017.**

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