

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: March 13, 2020



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, March 17, 2020. The Board will convene at 5:15pm to conduct interviews of applicants for the Tree Committee, and will move into executive session at 5:30pm to discuss the appointment or employment or evaluation of a public officer or employee and the negotiating or securing of real estate purchase or lease options. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** – *None*

8. **WATER AND SEWER COMMISSIONERS**

A. Authorize Purchase of Sewer Rodder

The Board is asked to approve the replacement of a 2000 SRECO sewer rodder. As noted in the memorandum dated February 19 from Highway/Utilities Superintendent Dan Tyler, the Department of Public Works is requesting utilization of the Town's Sourcewell membership as procurement to purchase a new sewer rodder from J.F. McDermott Corporation in the amount of \$61,824.16. Dan Tyler will be present to answer any questions.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A SEWER RODDER IN THE AMOUNT OF \$61,824.16 FROM J.F. McDERMOTT CORPORATION

9. **UNFINISHED BUSINESS** – *None*

10. **NEW BUSINESS**

A. COVID-19

(i) *Update*

(ii) *Representative Town Meeting*

(iii) *Consideration of Other Actions or Potential Future Actions*

Town Manager Elwell will provide a COVID-19 update and the Selectboard will consider what actions, if any, are needed at this time.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Windham Regional Commission - Annual Report to Selectboard
Executive Director Chris Company, from Windham Regional Commission, will be present to address the Selectboard and answer questions.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Skatepark – Bid Award

The Board is asked to award the bid for the construction of the skatepark at Living Memorial Park to Parker Construction, of Hardwick, Vermont, in the amount of \$275,750. As set forth in the memorandum dated March 11, 2020 from Recreation & Parks Director Carol Lolatte, \$4,250 (for loam, seeding in various areas, and trees) will be deducted from the original bid of \$280,000. The project will also require trucking in fill, drainage stone, stone base, and stone for the swales and outfalls at an additional cost of \$6,185, bringing the cost of the project to \$281,935. The BASIC Committee (Brattleboro Area Skatepark Is Coming) has raised \$279,765 for the construction, which currently leaves a deficit of approximately \$2,170. The Board is asked to authorize funds from the Capital Fund in an amount not to exceed \$10,000 to cover the deficit and provide a small contingency fund for any issues that may arise during construction.

POTENTIAL MOTION: TO AWARD THE BID FOR CONSTRUCTION OF THE SKATEPARK AT LIVING MEMORIAL PARK IN THE AMOUNT OF \$275,750 TO PARKER CONSTRUCTION, AND TO AUTHORIZE AN AMOUNT NOT TO EXCEED \$10,000 TO BE EXPENDED FROM THE CAPITAL FUND BALANCE, IF NECESSARY.

- D. Cemetery Maintenance – Bid Award

The Board is asked to award the bid for seasonal maintenance of Prospect Hill Cemetery and Morningside Cemetery to Independent Landscape & Property Management, of Newfane, Vermont, in the amount of \$17,000, as set forth in the memorandum dated March 5, 2020 from Recreation & Parks Director Carol Lolatte.

POTENTIAL MOTION: TO AWARD THE BID FOR SEASONAL MAINTENANCE OF PROSPECT HILL CEMETERY AND MORNINGSIDE CEMETERY TO INDEPENDENT LANDSCAPE & PROPERTY MANAGEMENT IN THE AMOUNT OF \$17,000.

- E. Route 142 Sidewalk + Royal Road Intersection Project –

Authorization for Town Manager to Execute VTrans Grant Agreement

The Board is asked to authorize Town Manager Peter Elwell to execute a Grant Agreement with VTrans for the transportation project known as “Brattleboro STP BP19(17)” to provide pedestrian improvements between the Morningside Commons neighborhood and the new Hinsdale Bridge, as set forth in the memorandum dated March 11, 2020 from Town Manager Elwell.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER PETER ELWELL TO EXECUTE A GRANT AGREEMENT WITH THE VERMONT AGENCY OF TRANSPORTATION FOR THE TRANSPORTATION PROJECT KNOWN AS “BRATTLEBORO STP BP19(17)” TO PROVIDE PEDESTRIAN IMPROVEMENTS BETWEEN THE MORNINGSIDE COMMONS NEIGHBORHOOD AND THE NEW HINSDALE BRIDGE.

- F. Procurement of Engineering Services Related to Stormwater Management
The Board is asked to approve proposals from Stevens & Associates, of Brattleboro, for services that will enable the Town to maintain compliance with State of Vermont Stormwater regulations for a fee not to exceed \$30,900, as set forth in the memorandum dated March 9, 2020 from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO APPROVE PROPOSALS FROM STEVENS & ASSOCIATES FOR STORMWATER RELATED SERVICES FOR A FEE NOT TO EXCEED \$30,900.

- G. Financial Report – Monthly Report, February, Finance Department
Town Manager Peter Elwell will present the financial report for February 2020, prepared by Interim Finance Director Laurie Garland.

NO ACTION IS REQUIRED ON THIS ITEM.

- H. Groundworks Collaborative Project – Additional Town Grant from Program Income
The Board is asked to approve a grant in the amount of \$100,000 from the Town's Revolving Loan Fund (Program Income) to Groundworks Collaborative in support of the project located at 54/60 South Main Street to establish a permanent seasonal overflow shelter, as set forth in the memorandum dated March 9, 2020 from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO APPROVE A GRANT IN THE AMOUNT OF \$100,000 FROM THE TOWN'S REVOLVING LOAN FUND (PROGRAM INCOME) TO GROUNDWORKS COLLABORATIVE IN SUPPORT OF THE PROJECT LOCATED AT 54/60 SOUTH MAIN STREET TO ESTABLISH A PERMANENT SEASONAL OVERFLOW SHELTER.

- I. Reallocate 2017 Homeland Security Grant Funds from Department of Public Safety – Accept and Appropriate, Fire Department
The Board is asked to accept and appropriate a \$1,600 Reallocation of 2017 Funds as a State Homeland Security Grant from the Vermont Department of Public Safety to pay for two multipurpose devices (MPDs) used in rope applications during rescue work by the Fire Department, as set forth in the memorandum dated February 27, 2020 from Grants Manager Kim Ellison.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$1,600 REALLOCATION OF 2017 FUNDS AS A STATE HOMELAND SECURITY GRANT FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY.

- J. Committee Matters
(i) *Tree Committee Appointment*
(ii) *Announce Committee/Board Vacancies*

The Board is asked to appoint one new member to the Tree Committee. Interviews will be held earlier in the evening of the four applicants. The Board is also asked to announce vacancies on other various boards and committees.

POTENTIAL NOMINATIONS TO THE TREE COMMITTEE: TBD.

- K. Assignment of Motions on Articles - *For Representative Town Meeting on March 21, at 8:30am, Brattleboro Area Middle School Multipurpose Room*
The Board is asked to assign motions that each member will read at Representative Town Meeting on March 21, 2020.

NO MOTION IS REQUIRED ON THIS ITEM.

- L. Schedule Annual Organizational Meeting – *Monday, March 23, 2020 at 5:30pm*
The Board is asked to schedule its annual organizational meeting to swear in the new Selectboard members and elect officers for the upcoming year.

NO MOTION IS REQUIRED ON THIS ITEM.

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