

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: April 14, 2016



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 19, 2016, at 6:15pm in the Selectboard Meeting Room at the Municipal Center.

7. **LIQUOR COMMISSIONERS** – *None.*
8. **WATER AND SEWER COMMISSIONERS** – *None.*
9. **UNFINISHED BUSINESS**
 - A. Police-Fire Facilities Project
 - (i) *Update*
 - (ii) *Approval of Proposals for Professional Services*
 - (a) *Steve Horton*
 - (b) *Northeast Collaborative Architects*
 - (c) *DEW Construction Corp.*

The Board will receive an update, including the schedule for reconvening the Police-Fire Facilities Building Committee, and will be asked to authorize the Town Manager to enter into contracts with Steve Horton as the owner's project manager (for and amount not to exceed \$105,000 through the remainder of the project), with Northeast Collaborative Architects as the project architect (for \$507,800 through the remainder of the project), and with DEW Construction Corp as the construction manager (for \$15,300 for pre-construction phase services and \$220,000 for construction phase services). A memorandum from Town Manager Elwell addresses these matters in additional detail.

POTENTIAL MOTIONS: TO AUTHORIZE THE TOWN MANAGER TO RETAIN STEVE HORTON AS THE OWNER'S PROJECT MANAGER FOR A TOTAL AMOUNT NOT TO EXCEED \$105,000, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT.

POTENTIAL MOTIONS: TO AUTHORIZE THE TOWN MANAGER TO RETAIN NORTHEAST COLLABORATIVE ARCHITECTS FOR A TOTAL AMOUNT NOT TO EXCEED \$507,800, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT.

POTENTIAL MOTIONS: TO AUTHORIZE THE TOWN MANAGER TO RETAIN DEW CONSTRUCTION CORP AS THE CONSTRUCTION MANAGER FOR PRE-CONSTRUCTION PHASE SERVICES IN THE AMOUNT OF \$15,300 AND CONSTRUCTION PHASE SERVICES IN THE AMOUNT OF \$220,000, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT.

10. NEW BUSINESS

- A. Financial Report – Monthly Financial Report, March. Town Manager Elwell will review the March Financial Report prepared by Finance Director John O'Connor.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Financial Management Questionnaire and Internal Controls Checklist – Annual Review. The Board is asked to review and acknowledge the annual Financial Management Questionnaire and to approve the Internal Controls Checklist, both prepared by Finance Director John O'Connor. Town Manager Elwell will discuss these documents at the meeting.

POTENTIAL MOTION: TO ACKNOWLEDGE THE ANNUAL FINANCIAL MANAGEMENT QUESTIONNAIRE AND TO APPROVE THE INTERNAL CONTROLS CHECKLIST, BOTH AS PRESENTED.

- C. All-State Music Festival – Proposed Parade Permit for Wednesday, May 10, 2017. The Board is asked to endorse the concept of allowing a parade for the All State Music Festival on May 10, 2017, in conjunction with the Vermont All State Music Festival. Town Manager Elwell will discuss information provided to the Board in his memo dated April 14, 2016.

POTENTIAL MOTION: TO ENDORSE THE CONCEPT OF ALLOWING A PARADE ON MAIN STREET ON MAY 10, 2017, IN CONJUNCTION WITH THE VERMONT ALL STATE MUSIC FESTIVAL, AND INSTRUCTING THE TOWN MANAGER TO CONTINUE TO WORK WITH THE PARADE ORGANIZERS TO ADDRESS ALL APPLICABLE DETAILS.

- D. VCDP Grant (re: G.S. Precision Project) – Accept and Appropriate an Implementation Grant for Brattleboro Development Credit Corporation (BDCC) for the Exit One Expansion Project. The Board is asked to adopt the Resolution to accept a Community Development Block Grant Implementation Grant in the amount of \$1,000,000 from the Agency of Commerce & Community Development in support of Brattleboro Development Credit Corporation (BDCC) for the Exit One Expansion project to assist G.S. Precision, and to authorize the Town Manager to execute the subgrant agreement between the Town and BDCC, as presented. Assistant Town Manager Patrick Moreland will be present to discuss his memorandum dated April 14, 2016, regarding this matter.

POTENTIAL MOTION: TO ADOPT THE RESOLUTION TO ACCEPT A COMMUNITY DEVELOPMENT BLOCK GRANT IMPLEMENTATION GRANT IN THE AMOUNT OF \$1,000,000 FROM THE AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT IN SUPPORT OF BRATTLEBORO DEVELOPMENT CREDIT CORPORATION FOR THE EXIT ONE EXPANSION PROJECT TO ASSIST G.S. PRECISION, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE SUBGRANT AGREEMENT BETWEEN THE TOWN AND BDCC, AS PRESENTED.

- E. VTrans Structures Grant Application for Bonnyvale Road Retaining Wall Project – Department of Public Works. The Board is asked to approve an application for a \$175,000 Structures Grant from the Vermont Agency of Transportation to supplement capital funding to replace the failing Bonnyvale Road Retaining Wall.

POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A \$175,000 STRUCTURES GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION TO SUPPLEMENT CAPITAL FUNDING TO REPLACE THE FAILING BONNYVALE ROAD RETAINING WALL.

- F. Better Back Roads Grants – Approve Application for the Following:
(i) *Bonnyvale Road Retaining Wall*
(ii) *Paving Project Planning*

The Board is asked to approve two Better Roads Program grant applications to the Vermont Agency of Transportation, as follows: (1) \$40,000 Category C grant to supplement capital funding to replace the failing Bonnyvale Road Retaining Wall, and (2) \$8,000 Category A grant to perform a townwide pavement study and transition into a pavement management program.

POTENTIAL MOTION: TO APPROVE TWO BETTER BACK ROADS PROGRAM GRANT APPLICATIONS TO THE VERMONT AGENCY OF TRANSPORTATION, AS FOLLOWS: (1) \$40,000 CATEGORY C GRANT TO SUPPLEMENT CAPITAL FUNDING TO REPLACE THE FAILING BONNYVALE ROAD RETAINING WALL; AND (2) \$8,000 CATEGORY A GRANT TO PERFORM A TOWNWIDE PAVEMENT STUDY AND TRANSITION INTO A PAVEMENT MANAGEMENT PROGRAM.

- G. Agency of Transportation (VTrans) Annual Financial Plan – Department of Public Works. The Board is asked to endorse the FY17 Vermont Agency of Transportation Annual Financial Plan for Town Highways, as presented in the memorandum dated March 31, 2016, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO ENDORSE THE FY17 VERMONT AGENCY OF TRANSPORTATION ANNUAL FINANCIAL PLAN FOR TOWN HIGHWAYS, AS PRESENTED.

- H. LSTA Loan Courier Pilot Program Grant – Brooks Memorial Library. The Board is asked to accept and appropriate an LSTA Loan Courier Pilot Program Grant in the amount of \$240 from the Vermont Department of Libraries to support services for lifelong learning by facilitating resource sharing efforts among Vermont public libraries.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE AN LSTA LOAN COURIER PILOT PROGRAM GRANT IN THE AMOUNT OF \$240 FROM THE VERMONT DEPARTMENT OF LIBRARIES.

- I. Small and Inspiring Grant from Vermont Community Foundation for Dog Park – Accept and Appropriate, Recreation & Parks Department. The Board is asked to accept and appropriate a Small and Inspiring Grant in the amount of \$1,000 from the Vermont Community Foundation Anonymous Fund to support the purchase and installation of fencing for the proposed dog park at Living Memorial Park.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A SMALL AND INSPIRING GRANT IN THE AMOUNT OF \$1,000 FROM THE VERMONT COMMUNITY FOUNDATION ANONYMOUS FUND TO SUPPORT THE PURCHASE AND INSTALLATION OF FENCING FOR THE PROPOSED DOG PARK AT LIVING MEMORIAL PARK

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