

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: May 1, 2020

The following will summarize the proposed motions for the Selectboard meeting that will begin at 6:15pm on Tuesday, May 5, on 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>. People also may dial-in toll free using a telephone in the United States at [1 866 899 4679](tel:18668994679) (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 at <https://www.brattleborotv.org/> or <https://www.facebook.com/brattleborotv/>.

7. COVID-19 UPDATE

A. Overall 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.

B. Financial Update – *Preliminary Estimate of FY20 Year-End Budget Results*

Town Manager Elwell will provide the Board with information on the potential impacts that the COVID-19 pandemic may have on the FY20 Budget.

NO ACTION IS REQUIRED ON THIS ITEM.

8. LIQUOR COMMISSIONERS - *None*.

9. WATER AND SEWER COMMISSIONERS

A. Water Treatment Plant Replacement Project

(i) Overall Update

(ii) Approval to Apply for Funding from the State Revolving Loan Fund

The Town's current water treatment plant was built in 1989 with an expected useful life of 20 years. For the past several years, the Town has been progressing through the various stages of planning for upgrade or replacement. The existing building is substandard and it has been determined that replacement is a better alternative both functionally and financially. The total project cost estimate at this time (including a 25% contingency) is \$10.9 million. Town staff and consulting engineer Christina Haskins of the Dufresne Group will make a detailed presentation and will ask the Board to approve an application for funding from the State Revolving Loan Fund for final design engineering services. More information is provided in the memorandum (with attachments) dated April 27, 2020, from Public Works Director Steve Barrett and Highway/Utilities Superintendent Dan Tyler.

POTENTIAL MOTION: TO APPROVE APPLICATION FOR A DRINKING WATER STATE REVOLVING FUND PLANNING LOAN OF \$480,000 TO COMPLETE THE FINAL DESIGN OF THE PLEASANT VALLEY WATER TREATMENT PLANT REPLACEMENT PROJECT.

B. Signal Hill Pump Station Replacement Project

- (i) Purchase of Property
- (ii) Engineering Services Agreement

The Board is asked to approve the expenditure of \$47,000 to purchase a property on which to site a water pump station to replace the existing (and obsolete) Signal Hill Pump Station, and to approve the expenditure of \$51,000 for Dufresne Group to design the replacement pump station. The total project cost estimate at this time is \$300,000. More information is provided in the memorandum (with attachments) dated April 28, 2020, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO AUTHORIZE THE EXPENDITURE OF \$47,000 TO PURCHASE LOT 00110356.200 ON GUILFORD STREET TO BE THE SITE OF THE REPLACEMENT SIGNAL HILL PUMP STATION.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER ELWELL TO EXECUTE AN ENGINEERING SERVICES AGREEMENT WITH THE DUFRESNE GROUP FOR FINAL DESIGN OF THE SIGNAL HILL PUMP STATION FOR A FEE OF \$51,000.

C. Overall Utilities Fund Capital Projects Update

Public Works Director Steve Barrett and Highway/Utilities Superintendent Dan Tyler will review pending Utilities Fund capital projects, including those for which funding will be requested in the FY21 Utilities Fund Budget, as set forth in the memorandum dated April 27, 2020, from Director Barrett and Superintendent Tyler.

NO ACTION IS REQUIRED ON THIS ITEM.

10. **UNFINISHED BUSINESS** – *None.*

11. **NEW BUSINESS** – *None.*

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