

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: May 15, 2019



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, May 21, 2019. The Board will meet in executive session at 5:45pm to discuss contracts, labor relations agreements with employees, and the negotiation of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. WATER AND SEWER COMMISSIONERS

A. FY20 Utility Fund Budget – *Presentation and Discussion*

Staff will present the proposed FY20 Utility Fund Budget and a 20-year Capital Plan for both infrastructure projects and equipment/vehicle replacement. It is expected that the Board will consider this matter and hear public comment, but will not act on the proposed budget until the Selectboard meeting on June 4 or June 18.

NO ACTION IS REQUIRED ON THIS ITEM.

8. UNFINISHED BUSINESS

A. Ordinance Amendments – *Second Reading and Public Hearing, Modifications to Appendix C*

- (i) *Designate a Handicapped Parking Space on Main Street (Art. VII, Sec. 16-107 - Spaces for Handicapped Parking)*
- (ii) *Designate "No Parking" Zone on Locust Street (Art. II, Sec. 16-100 – No Parking Areas)*

The Board is asked to hold a second reading and public hearing on two proposed amendments to Appendix C of the Brattleboro Code of Ordinances, as follows:

(1) installation of a handicapped parking space on the west side of Main Street in front of 145 Main Street near the River Garden, and (2) installation of a "no parking" zone on the east side of Locust Street from Vine Street to Chestnut Street.

POTENTIAL MOTION: TO APPROVE THE AMENDMENTS TO APPENDIX C OF THE BRATTLEBORO CODE OF ORDINANCES (REGULATIONS GOVERNING THE CONTROL OF TRAFFIC), AS PRESENTED.

B. Annual Goal Setting for 2019-2020 – *Continued Discussion*

Staff has updated the proposed list of Selectboard goals for 2019-2020, consistent with the Selectboard's discussion at its meeting on May 7. It is expected that the Board will consider this matter and hear public comment, but will not act on the proposed goals until the Selectboard meeting on June 4.

NO ACTION IS REQUIRED ON THIS ITEM.

9. NEW BUSINESS

- A. Financial Report – Monthly Report for April, Finance Department
Finance Director John O'Connor will present the financial report for April 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. FY20 Parking Fund Budget – Presentation and Discussion
Staff will present the proposed FY20 Parking Fund Budget. It is expected that the Board will consider this matter and hear public comment, but will not act on the proposed budget until the Selectboard meeting on June 4 or June 18.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. FY20 Solid Waste Budget – Discussion and Possible Approval
Staff presented the proposed FY20 Solid Waste Budget during consideration of the FY20 General Fund Budget in December of 2018, but it was not officially approved by the Selectboard at that time. Staff will again review that proposed budget and will ask the Board if it is ready to approve it at this time.

POTENTIAL MOTION: TO APPROVE THE FY20 SOLID WASTE BUDGET, AS PRESENTED.

- D. Rescue Inc. – 3-Year Contract Extension
The Board is asked to authorize Town Manager Elwell to execute an agreement with Rescue Inc. for services from July 1, 2019, through June 30, 2022. The agreement provides for a 1% fee increase each year and allows either party to cancel the second or third year of the agreement upon six months written notice to the other party.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER ELWELL TO EXECUTE AN AGREEMENT WITH RESCUE INC. FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022, AS PRESENTED.

- E. Tiny Grant – Accept and Appropriate, Planning Department
The Board is asked to accept and appropriate a \$600 Tiny Grant from the Association of Vermont Conservation Commissions for the Brattleboro Conservation Commission's ongoing effort to manually control Japanese knotweed at West River Park.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A TINY GRANT IN THE AMOUNT OF \$600 FROM THE ASSOCIATION OF VERMONT CONSERVATION COMMISSIONS FOR THE BRATTLEBORO CONSERVATION COMMISSION'S ONGOING EFFORT TO MANUALLY CONTROL JAPANESE KNOTWEED AT WEST RIVER PARK.

- F. Town Committees and Boards - Announce Vacancies
The Board is asked to announce vacancies on various Town boards and committees for the fiscal year beginning on July 1, 2019. It is anticipated that the Selectboard will make appointments at its meetings on June 4 and June 18.

NO MOTION IS REQUIRED ON THIS ITEM.

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