

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: May 31, 2019



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 4, 2019. The Board will meet in executive session at 5:30pm 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 – *Continued Review and Possible Approval*

At the May 21 Selectboard meeting, staff presented the proposed FY20 Utility Fund Budget and a 20-year Capital Plan for utility infrastructure projects and for Utilities Division equipment/vehicle replacement. The Board asked questions, heard public comment, and had an initial discussion on these matters. No action was taken. Additional discussion is expected at the June 4 meeting. The Board may approve the budget at that time or may ask for additional information to be considered at the June 18 Selectboard meeting.

POTENTIAL MOTION: TO APPROVE THE FY20 UTILITY FUND BUDGET, AS PRESENTED [or AS MODIFIED AT THIS MEETING].

8. UNFINISHED BUSINESS

A. FY20 Parking Fund Budget – *Continued Review and Possible Approval*

At the May 21 Selectboard meeting, staff presented the proposed FY20 Parking Fund Budget. The Board asked questions, heard public comment, and had an initial discussion on these matters. No action was taken. Additional discussion is expected at the June 4 meeting. The Board may approve the budget at that time or may ask for additional information to be considered at the June 18 Selectboard meeting.

POTENTIAL MOTION: TO APPROVE THE FY20 PARKING FUND BUDGET, AS PRESENTED [or AS MODIFIED AT THIS MEETING].

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

At the May 21 Selectboard meeting, staff presented an updated list of potential Selectboard goals for 2019-2020, consistent with the Selectboard's initial discussion of this matter at its meeting on May 7. The Board briefly discussed the updated list and then postponed further consideration until June 4 so that the full Selectboard would be present for the continued discussion. Additional discussion is expected at the June 4 meeting. The Board may approve the annual goals at that time or may ask for additional information to be considered at the June 18 Selectboard meeting.

POTENTIAL MOTION: TO APPROVE THE SELECTBOARD GOALS FOR 2019-2020, AS PRESENTED [or AS MODIFIED AT THIS MEETING].

9. NEW BUSINESS

A. Parade Permit – By the People: Brattleboro Goes Fourth

The Board is asked to approve a parade permit for the annual “By the People: Brattleboro Goes Fourth” parade to be held on July 4, 2019, in the same manner as it has been held in prior years.

POTENTIAL MOTION: TO APPROVE A PARADE PERMIT FOR THE “BY THE PEOPLE: BRATTLEBORO GOES FOURTH” PARADE ON JULY 4, 2019.

B. Annual Dog Warrant

The Board is asked to approve the annual dog warrant to enforce the requirement that all dogs in the Town of Brattleboro be vaccinated and licensed. The required statutory language is in the warrant, including reference to humane destruction of animals that have not been licensed by their owners. However, as noted in the warrant, the Town has never exercised that authority and has no intention of exercising that authority in the enforcement of the 2019 licenses. The list of currently unlicensed dogs is included in the Selectboard’s notebooks for this meeting. Since payments and documentation are still being received by the Town Clerk’s Office, staff will provide an up-to-the-minute list at the meeting.

POTENTIAL MOTION: TO APPROVE THE ANNUAL DOG WARRANT, AS PRESENTED.

C. Award Contract for Downtown Design Plan

The Board is asked to authorize Town Manager Elwell to enter into a contract in the amount of \$40,100 with PlaceSense of Windsor, Vermont, for preparation of a Downtown Design Plan. This project is being undertaken in furtherance of the adopted Town Plan. More than half of the cost of the proposed contract will be paid by a \$22,000 Municipal Planning Grant received from the State of Vermont. The remaining \$18,100 will be paid from the Planning Department’s approved FY20 budget.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER PETER ELWELL TO ENTER INTO A CONTRACT IN THE AMOUNT OF \$40,100 WITH PLACESENSE OF WINDSOR, VERMONT, FOR PREPARATION OF A DOWNTOWN DESIGN PLAN.

D. Collective Bargaining Agreement with the International Union of Operating Engineers, Local 98 – July 1, 2019 through June 30, 2022

The Board is asked to approve a collective bargaining agreement with the union that represents administrative employees in most Town departments. The Selectboard’s notebooks for this meeting include an explanatory memorandum dated May 29, 2019, from Town Manager Elwell, and a complete copy of the proposed agreement in ~~strikeout~~/underline format to show what is changing from the existing agreement.

POTENTIAL MOTION: TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 98, FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022.

E. Collective Bargaining Agreement with Brattleboro Professional Firefighters Association July 1, 2019 through June 30, 2022

The Board is asked to approve a collective bargaining agreement with the union that represents the Town’s firefighters. The Selectboard’s notebooks for this meeting include an explanatory memorandum dated May 29, 2019, from Town Manager Elwell, and a complete copy of the proposed agreement in ~~strikeout~~/underline format to show what is changing from the existing agreement.

POTENTIAL MOTION: TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE BRATTLEBORO PROFESSIONAL FIREFIGHTERS ASSOCIATION FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022.

F. Pay Increase for Non-Union Employees – *Effective July 1, 2019*

The Board is asked to approve a 2% pay increase for all non-union (management, confidential, and part-time) employees for FY20.

POTENTIAL MOTION: TO APPROVE A 2% PAY INCREASE FOR ALL NON-UNION EMPLOYEES, EFFECTIVE JULY 1, 2019.

G. Town Committees and Boards – *Appointments*

The Board is asked to appoint members to various Town committees and boards, filling positions that either are already vacant or would have become vacant on July 1, 2019.

POTENTIAL APPOINTMENTS: TBD

PBE: