

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: June 1, 2018



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 5, 2018. The Board will hold committee interviews at 5:15pm and then will meet in executive session at approximately 5:30pm to discuss contracts, the appointment or evaluation of a public officer or employee, and pending or probable civil litigation. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

A. Second Class Liquor Application - *Jack-A's Quick Stop, LLC*

The Board is asked to approve a second class liquor license for Jack-A's Quick Stop LLC at 414 Canal Street (otherwise known as the Canal Street Gulf Station). That recently closed convenience store is preparing to reopen under new ownership. Staff has reviewed the application materials and recommends approval of the license. Jackie Belair will be present at the Selectboard meeting to speak on behalf of the new owners.

POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR JACK-A'S QUICK STOP LLC AT 414 CANAL STREET.

8. WATER AND SEWER COMMISSIONERS - *None*

9. UNFINISHED BUSINESS

A. Solid Waste Financial Matters

(i) *FY19 Solid Waste Budget - Continued Review and Possible Approval*

(ii) *Additional Transfer to Solid Waste Fund*

The Board is asked to give further consideration to the proposed FY19 Solid Waste Fund budget and to approve that budget if the Board has no remaining questions or concerns. The Board also is asked to approve a transfer of \$105,000 from the General Fund to the Solid Waste Fund. As noted in a memorandum dated April 23, 2018, from Assistant Town Manager Moreland and during the Board's discussion of this matter at the May 15 Selectboard meeting, future Solid Waste Fund budgets will be prepared at the same time as future General Fund budgets so that the Town can avoid the need for a supplemental transfer near the end of each fiscal year.

POTENTIAL MOTION: TO APPROVE THE FY19 SOLID WASTE BUDGET, AS PRESENTED.

POTENTIAL MOTION: TO APPROVE A TRANSFER OF \$105,000 FROM THE GENERAL FUND TO THE SOLID WASTE FUND.

B. Downtown Parking Matters

(i) *Parking Meter Update*

(ii) *Discussion re: Parking System*

(ii) *Continued Review and Possible Approval of FY19 Parking Fund Budget*

In furtherance of the Board's consideration of this matter at the May 15 Selectboard meeting, the Board's notebooks contain a memorandum dated May 30, 2018, from Assistant Town Manager Moreland providing additional information about smartphone parking apps, smart parking meters, and capital improvements proposed for FY19 at the Town's parking facilities. Also included in those materials is the entire Chapter 16, "Traffic," of the Town's Code of Ordinances (which contains the Town's parking regulations). The Board will be asked to approve the FY19 Parking Fund budget if the Board has no remaining questions or concerns. The Board also will be asked to provide any additional direction it deems appropriate for further staff action regarding pending parking matters.

POTENTIAL MOTION: TO APPROVE THE FY19 PARKING FUND BUDGET, AS PRESENTED.

10. 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, 2018, 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, 2018.

B. Groundworks Collaborative

(i) *End of Season Report re: Seasonal Overflow Shelter*

(ii) *Update re: Day-Work Jobs Program and Donation Boxes*

The Board will hear an end-of-season report from Groundworks Collaborative regarding the 2017-2018 seasonal overflow shelter and a status report from Groundworks Collaborative, Youth Services, and Town Manager Elwell regarding the continuing efforts to develop a day-work jobs program. There is no written backup regarding the jobs program, but a detailed written report regarding the seasonal overflow shelter is included in the Board's notebooks.

NO ACTION IS REQUIRED ON THIS ITEM.

C. Energy Efficiency Matters

- (i) *Status of Energy Efficiency Projects Recommended in Energy Audit*
- (ii) *Town Investment in Energy from Renewable Sources*

The Board will hear reports from Town staff regarding (1) the status of the Town's various energy efficiency projects and, (2) in follow-up to advice received from the 2018 Representative Town Meeting, the potential for additional Town investment in renewable energy sources (including "cow power"). Written information on both topics is provided in the Board's notebooks in two separate memoranda dated May 29, 2018, from Assistant Town Manager Moreland.

POTENTIAL MOTION: TBD

D. Gibson Aiken Center Roof – Award Bid

The Board is asked to award a bid to The Melanson Company of Keene, New Hampshire, in the amount of \$98,445 for installation of a new roofing system at the Gibson Aiken Center. Melanson's was the only bid received in response to the Town's bid solicitation for this project, but the Melanson price is \$16,555 lower than the Town's budget for this work so staff recommends Selectboard approval of this bid award.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A CONTRACT WITH THE MELANSON COMPANY OF KEENE, NEW HAMPSHIRE, IN THE AMOUNT OF \$98,445 FOR INSTALLATION OF A NEW ROOFING SYSTEM AT THE GIBSON AIKEN CENTER.

E. Horton/Homestead Streets Tree Removal – Award Bid

The Board is asked to award a bid to D+E Tree Company of Guilford, Vermont, in the amount of \$21,000 for the Horton/Homestead Tree Removal Project. This project is necessary due to the identification of several decaying trees on a steep embankment that is owned by the Town adjacent to several homes on Horton Place and Homestead Place. A tree in that same area recently fell onto a property on Homestead Place. The trees to be removed have been specifically identified by the Town's Tree Warden. The Town received 4 bids for this work, ranging from \$48,700 to \$21,000. Based on the low bid from D+E Tree Company and the Town's successful prior experience with work performed by that company, staff recommends award of this work to the low bidder.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A CONTRACT WITH D+E TREE COMPANY OF GUILFORD, VERMONT, IN THE AMOUNT OF \$21,000 FOR THE HORTON/HOMESTEAD TREE REMOVAL PROJECT.

F. Vermont Community Development Program (VCDP) Grant Enhancement Request – Approve Application, Bradley House

The Board is asked to authorize submission of an enhancement grant request in the amount of \$50,000 from the Vermont Community Development Program to support Bradley House. The Board's notebooks contain explanations of the reason for this request set forth in a memorandum dated May 21, 2018, from Assistant Town Manager Moreland and in a letter dated May 9, 2018, from Bradley House Executive Director Cindy Jerome.

POTENTIAL MOTION: TO AUTHORIZE SUBMISSION OF AN ENHANCEMENT GRANT REQUEST IN THE AMOUNT OF \$50,000 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT BRADLEY HOUSE.

- G. Special Investigations Unit/Child Advocacy Center Grant –
Approve Application, Police Department

The Board is asked to approve the Police Department's application for an \$88,878 Special Investigations Unit / Child Advocacy Center grant from the State of Vermont to cover all costs of assigning a BPD investigator to the SIU to cover cases of child abuse and sexual assault throughout Windham County.

POTENTIAL MOTION: TO APPROVE THE POLICE DEPARTMENT'S APPLICATION FOR AN \$88,878 SPECIAL INVESTIGATIONS UNIT / CHILD ADVOCACY CENTER GRANT FROM THE STATE OF VERMONT TO COVER ALL COSTS OF ASSIGNING A B.P.D. INVESTIGATOR TO THE S.I.U. TO COVER CASES OF CHILD ABUSE AND SEXUAL ASSAULT THROUGHOUT WINDHAM COUNTY.

- H. Thomas Thompson Trust Grant – *Accept and Appropriate, Skatepark*

The Board is asked to accept and appropriate a grant in the amount of \$15,000 from the Thomas Thompson Trust to help pay for the design and construction of a skatepark at Living Memorial Park.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$15,000 FROM THE THOMAS THOMPSON TRUST TO HELP PAY FOR THE DESIGN AND CONSTRUCTION OF A SKATEPARK AT LIVING MEMORIAL PARK.

- I. Interlibrary Loan Courier Grant – *Accept and Appropriate, Library*

The Board is asked to accept and appropriate a grant in the amount of \$390 from the Vermont Department of Libraries to help pay for the costs associated with the Interlibrary Loan Courier System.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$390 FROM THE VERMONT DEPARTMENT OF LIBRARIES TO HELP PAY FOR THE COSTS ASSOCIATED WITH THE INTERLIBRARY LOAN COURIER SYSTEM.

- J. 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 used in the warrant, including reference to humane destruction of animals that have not been licensed by their owners. However, as also noted in the warrant, the Town has never exercised that authority and has no intention of exercising that authority in the enforcement of the 2018 licenses.

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

- K. Committee Appointments

The Board is asked to appoint new members to several committees for FY19, with terms effective as of July 1, 2018.

POTENTIAL NOMINATIONS: TBD

PBE:ja