

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: June 12, 2019



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 18, 2019. The Board will meet in executive session at 5:45pm to discuss contracts and labor relations agreements with employees. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** – *None*

8. **WATER AND SEWER COMMISSIONERS**

A. Fence Around Chestnut Hill Reservoir – *Bid Award*

The Board is asked to award a contract for chain link fencing around the Chestnut Hill Reservoir. Two bids were received and the low bid was \$20,946.30, submitted by Wayside Fencing of Brattleboro.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER ELWELL TO ENTER INTO A CONTRACT IN THE AMOUNT OF \$20,946.30 WITH WAYSIDE FENCING OF BRATTLEBORO, VERMONT, FOR INSTALLATION OF A CHAIN LINK FENCE AROUND THE CHESTNUT HILL RESERVOIR.

9. **UNFINISHED BUSINESS** - *None*

10. **NEW BUSINESS**

A. Financial Report – *Monthly Report for May – Finance Department*

Finance Director John O'Connor will present the financial report for May 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Transfer from General Fund to Solid Waste Fund

The Board is asked to approve a transfer of \$40,000 from the General Fund to the Solid Waste Fund. This is an unbudgeted supplemental transfer due primarily to continued volatility in the recycling markets. Staff estimates that even after this transfer the Town's General Fund is likely to end FY19 at least \$300,000 "better than budget."

POTENTIAL MOTION: TO APPROVE A TRANSFER OF \$40,000 FROM THE GENERAL FUND TO THE SOLID WASTE FUND.

C. Ordinance Amendment – First Reading

Chapter 8, Article 4 – Rental Housing Registration and Inspection

The Board is asked to hold a first reading on amendments to Chapter 8, Article 4, of the Brattleboro Code of Ordinances. The Selectboard's notebooks for this meeting contain a memorandum dated June 11, 2019, from Town Manager Elwell; the proposed Rental Housing Inspection Ordinance; and a list of Frequently Asked Questions.

NO ACTION IS REQUIRED ON THIS ITEM.

D. Recommendation for Appointment of Additional Deputy Health Officers

The Board is asked to recommend that the State appoint five additional Deputy Health Officers to perform rental housing inspections and to follow up on complaints. The five recommendations are firefighters currently employed by the Town and are familiar with the responsibilities of Health Officers. If the Board approves the recommendations, the applicable forms will be sent to the State Department of Health for official appointment.

POTENTIAL MOTION: TO RECOMMEND TO THE STATE DEPARTMENT OF HEALTH THE APPOINTMENT OF CHARLES KEIR III, RUSTY SAGE, CHRIS FELLOWS, MATT CASABONA, AND ALEX MORIN AS DEPUTY HEALTH OFFICERS.

E. Groundworks Housing Resource Center Project –

Supplemental Town Appropriation of \$100,000 from Program Income

The Board is asked to approve a grant in the amount of \$100,000 from Program Income to Groundworks Collaborative in support of the Groundworks Housing Resource Center Project. The Town previously pledged a grant of \$50,000 for this project in support of an application for a \$500,000 grant from the Vermont Community Development Program (VCDP). This project has been awarded a VCDP grant, but in the amount of \$400,000 instead of \$500,000. Staff is recommending that the Town offset that shortfall by making this supplemental grant of \$100,000 from Program Income, which will leave a balance of over \$520,000 available for other local grants and loans.

POTENTIAL MOTION: TO APPROVE A SUPPLEMENTAL TOWN GRANT OF \$100,000 FROM PROGRAM INCOME TO GROUNDWORKS COLLABORATIVE IN SUPPORT OF THE GROUNDWORKS HOUSING RESOURCE CENTER PROJECT.

F. Modification of Tax Stabilization Agreement – Brooks House

The Board is asked to approve an Amended Tax Stabilization Agreement between the Town and Vermilion, Inc. The proposed agreement is included in the Selectboard's notebooks for this meeting along with a memorandum dated June 12, 2019, from Town Manager Elwell that explains the history of this matter and the reasons for the current proposal. If approved, the agreement will result in an increase of approximately \$32,000 of property taxes paid by Vermilion to the Town.

POTENTIAL MOTION: TO APPROVE AN AMENDED TAX STABILIZATION AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND VERMILION, INC., AS PRESENTED.

G. Charter Review Commission – Consideration of Request to Appoint

The Board is asked to consider a request submitted by Spoon Agave, Town Meeting Representative from District 3, to appoint a Charter Review Commission.

POTENTIAL MOTION: TBD

- H. Grant Application – Western Avenue Bike/Ped Scoping Study
The Board is asked to approve the Planning Department’s application for a \$40,000 Bike-Ped Grant from the Vermont Agency of Transportation’s 2019 Bicycle and Pedestrian Program to help pay for a scoping study for a bicycle lane along Route 9 from the intersection of Main and High Streets to the Exit 2 interchange.

POTENTIAL MOTION: TO APPROVE THE PLANNING DEPARTMENT’S APPLICATION FOR A \$40,000 BIKE-PED GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION’S 2019 BICYCLE AND PEDESTRIAN PROGRAM.

- I. Municipal Roads Grant-in-Aid – Accept and Appropriate
The Board is asked to accept and appropriate a \$26,600 Municipal Roads Grants-in-Aid Grant from the Vermont Department of Environmental Conservation (DEC) to help pay for implementation of best management practices on hydrologically connected roads in compliance with the DEC Municipal Roads General Permit.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$26,600 MUNICIPAL ROADS GRANTS-IN-AID GRANT FROM THE VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

- J. Class 2 Road Paving Grant – Accept and Appropriate
The Board is asked to accept and appropriate a Class 2 Paving Grant in the amount of \$41,600 from the Vermont Agency of Transportation to pave approximately 3/10-of-a-mile of Old Guilford Road.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A CLASS 2 PAVING GRANT IN THE AMOUNT OF \$41,600 FROM THE VERMONT AGENCY OF TRANSPORTATION TO PAVE APPROXIMATELY 3/10-OF-A-MILE OF OLD GUILFORD ROAD.

- K. Capital Paving Program – Bid Award
The Board is asked to award the 2019 Capital Paving contract to Vermont Roadworks LLC, of Brattleboro in the amount of \$279,315.20. Four bids were received. Vermont Roadworks LLC submitted the low bid, as set forth in the memorandum dated June 11, 2019, from Highway/Utilities Superintendent Dan Tyler.

POTENTIAL MOTION: TO AWARD THE 2019 CAPITAL PAVING CONTRACT TO VERMONT ROADWORKS LLC, OF BRATTLEBORO, VERMONT, IN THE AMOUNT OF \$279,315.20.

- L. Loader Repair – Public Works
The Board is asked to authorize Town Manager Elwell to enter into a contract with CRW Woods Corporation of Williston, Vermont, in the amount of \$33,114.35 to repair the Town’s 2006 Volvo L70E loader, a critical piece of equipment used by the Highway Division for construction and snow removal operations. Replacement of the loader was considered but the repair option is more cost effective, as set forth in the memorandum dated June 3, 2019 from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER ELWELL TO ENTER INTO A CONTRACT IN THE AMOUNT OF \$33,114.35 WITH CRW WOODS CORPORATION OF WILLISTON, VERMONT, TO REPAIR THE 2006 VOLVO L70E LOADER.

- M. Replacement Pick-up Truck for Public Works (Highway) – State Contract
The Board is asked to utilize the State of Vermont bid price of \$41,326.31 for purchase of a one-ton truck with plow from Central Chrysler Jeep Dodge, of Raynham, Massachusetts. This replacement vehicle was approved by Representative Town Meeting in the FY20 budget. Additional details are set forth in the memorandum dated June 7, 2019, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO ACCEPT THE STATE OF VERMONT BID PRICE OF \$41,326.31 FOR PURCHASE OF A ONE-TON TRUCK WITH PLOW FROM CENTRAL CHRYSLER JEEP DODGE OF RAYNHAM, MASSACHUSETTS.

- N. Replacement Pick-up Truck for Recreation+Parks – State Contract
The Board is asked to utilize the State of Vermont bid price of \$41,962 for purchase of a 2019 Ford F350 Super Cab with 6.2L gas engine, with a Fisher plow, 1.5 yard Fisher Steel Cast Sander and 96 month/6,000 mile extended warranty from Formula Ford of Montpelier, Vermont. This replacement vehicle was approved by Representative Town Meeting in the FY20 budget. Additional details are set forth in the memorandum dated June 6, 2019, from Recreation & Parks Director Carol Lolatte.

POTENTIAL MOTION: TO ACCEPT THE STATE OF VERMONT BID PRICE OF \$41,326.31 FOR PURCHASE OF A 2019 FORD F350 SUPER CAB WITH 6.2L GAS ENGINE, WITH A FISHER PLOW, 1.5 YARD FISHER STEEL CAST SANDER AND 96 MONTH/6,000 MILE EXTENDED WARRANTY FROM FORMULA FORD OF MONTPELIER, VERMONT.

- O. Town Committees and Boards – Appointments
(i) *Town Committee and Boards*
(ii) *In-House Staff Positions*
(iii) *Re-Appoint Forest Fire Warden*

The Board is asked to:

(1) appoint members to various Town committees and boards, filling positions that either are already vacant or would become vacant on July 1, 2019, as set forth on the list contained in the Board's back-up materials. It should be noted that State Statutes allow for towns to appoint two Weighers of Coal, while the Brattleboro Town Charter allows for one Weigher of Coal. The Board appointed David Levenbach on June 4 as Weigher of Coal for the term beginning July 1. The outgoing Weigher of Coal, Ryan Stratton, has asked to be re-appointed to the position for another year. The Town has sometimes in the past followed the State Statutes rather than the Town Charter on this matter.

(2) Re-appoint the following In-House Staff Positions: Town Manager Peter Elwell as Collector of Taxes for a one-year term and Public Works Director Steve Barrett as Road Commissioner for a one-year term.

(3) Re-appoint Fire Chief Michael Bucossi as Brattleboro's Town Forest Fire Warden for a five-year term.

POTENTIAL NOMINATIONS TO TOWN COMMITTEES AND BOARDS – TBD.

POTENTIAL MOTION: RE-APPOINTMENT OF TOWN MANAGER PETER ELWELL AS COLLECTOR OF TAXES FOR A ONE-YEAR TERM.

POTENTIAL MOTION: RE-APPOINTMENT OF PUBLIC WORKS DIRECTOR STEVE BARRETT AS ROAD COMMISSIONER FOR A ONE-YEAR TERM.

POTENTIAL MOTION: RE-APPOINTMENT OF FIRE CHIEF MICHAEL BUCOSSI AS BRATTLEBORO'S TOWN FOREST FIRE WARDEN FOR A FIVE-YEAR TERM.

PBE:ja