

MEMORANDUM



To: Selectboard
From: Patrick Moreland, Assistant Town Manager
Re: Administrative Report
Date: June 16, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 21, 2016. The Board will meet in executive session at 5:15pm to discuss contracts, labor relations agreements, and pending or probable civil litigation or prosecution, to which the public body is or may be a party. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** – *None*

8. **WATER AND SEWER COMMISSIONERS** - *None*

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

10. **NEW BUSINESS**

- A. Parade Permit – *By the People: Brattleboro Goes Fourth*. The Board is asked to approve the parade/open air application for the annual Fourth of July parade. Staff previously met and reviewed the application and staff comments are included on the application.

POTENTIAL MOTION: TO APPROVE THE PARADE/OPEN AIR APPLICATION FOR THE ANNUAL “BY THE PEOPLE: BRATTLEBORO GOES FOURTH” PARADE.

- B. Financial Report – *Monthly Report for May, Finance Department*. Finance Director John O’Connor will be present to discuss the May finance report.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Award Bids - *Department of Public Works*

(i) *Annual Paving Program* – The Department of Public Works is preparing to pave South Street Thayer Ridge, Mather Road and Bonnyvale Road as part of the FY17 Capital Paving program. Public Works Director Steve Barrett will be present to make a recommendation to award a bid for FY17 Capital Paving.

POTENTIAL MOTION: TO AWARD A BID TO VERMONT ROADWORKS OF BRATTLEBORO, VERMONT IN THE AMOUNT OF \$189,166.68 FOR FY17 CAPITAL PAVING.

(ii) *I-91 Impact Special Paving Project* – The Department of Public Works is seeking to award a bid for a special paving project to be funded by a special grant from the Vermont Agency of Transportation and accepted by the Selectboard on June 7th. Public Works Director Steve

Barrett will be present to make a recommendation to award a bid for a special paving project to include Upper Dummerston Road, and Western Avenue from Allerton Avenue to Chestnut Hill.

POTENTIAL MOTION: TO AWARD A BID TO VERMONT ROADWORKS OF BRATTLEBORO, VERMONT IN THE AMOUNT OF \$130,728.80 FOR A FY17 SPECIAL PAVING PROJECT

- D. Farm Tax Stabilization Program – FY17 Waiver for the Robb Family Farm. The Farmland Tax Stabilization Waiver Committee, consisting of Selectboard Chair David Gartenstein, John O'Connor, and Town Assessor Russell Rice met with the owners of the Robb family farm to discuss unique financial circumstances that occurred this past year. After consideration of these unique circumstances, the Waiver Committee recommends that the Robb family farm be allowed to remain in the Farm Tax Stabilization program for FY17.

POTENTIAL MOTION: TO APPROVE THE CONTINUED PARTICIPATION IN THE FARMLAND TAX STABILIZATION PROGRAM FOR THE ROBB FAMILY FARM FOR FY17.

- E. Business Personal Property Tax Fines – Office of the Assessor. The Office of Assessment provides the Selectboard annually with a list of business that have not filed Business Personal Property schedules as required. The Board is asked to authorize the Office of Assessment to issue a fine in the amount of \$100 for each business that has not filed the Business Personal Property schedule for 2016.

POTENTIAL MOTION: TO APPROVE THE OFFICE OF ASSESSMENT TO ISSUE A FINE IN THE AMOUNT OF \$100 FOR EACH BUSINESS THAT HAS NOT FILED THE BUSINESS PERSONAL PROPERTY SCHEDULE FOR 2016.

- F. Ordinance Amendment – Second Reading and Public Hearing, Chapter 19 (Cemetery Ordinance). At the June 7th meeting, the Selectboard held a first reading of proposed changes to the Brattleboro Code of Ordinances, Chapter 19. The revisions were recommended for Selectboard consideration by Town Clerk Annette Cappy and the Cemetery Committee. The Board is asked to hold a second reading and a public hearing on the amendments to the ordinance.

POTENTIAL MOTION: TO APPROVE THE AMENDMENTS TO BRATTLEBORO CODE OF ORDINANCES CHAPTER 19 (CEMETERY), AS PRESENTED.

- G. Accept and Appropriate Grant – Justice Assistant Grant (JAG), Police Department. The Board is asked to Accept and appropriate a JAG grant in the amount of \$19,161 from the department of Justice. The grant funds will be used to outfit officers with a ballistic vest containment system, improving officer comfort and leading to reduced incidents of muscle strain that result in workers comp claims and lead to higher insurance premiums.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A JAG GRANT IN THE AMOUNT OF \$19,161 FROM THE DEPARTMENT OF JUSTICE FOR THE PURCHASE OF BALLISTIC VEST CONTAINMENT SYSTEM EQUIPMENT.

- H. Accept and Appropriate Grant – VT Dept of Public Safety CDIP Grant, Police Department. The Board is asked to accept and appropriate a Community Drug Interdiction Program CDIP grant in the amount of \$85,000 from the Vermont Department of Public Safety to support drug related criminal investigations.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A CDIP GRANT IN THE AMOUNT OF \$85,000 FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY TO SUPPORT DRUG RELATED CRIMINAL INVESTIGATIONS.

- I. Accept and Appropriate Grant – Vermont Community Foundation Crosby-Gannett Fund for Dog Park. The Board is asked to Accept and appropriate a Crosby-Gannett Fund grant in the amount of \$1,000 from the Vermont Community Foundation to support the establishment of a dog park within Living Memorial Park.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A CROSBY-GANNETT FUND GRANT IN THE AMOUNT OF \$1,000 FROM THE VERMONT COMMUNITY FOUNDATION TO SUPPORT THE ESTABLISHMENT OF A DOG PARK WITHIN LIVING MEMORIAL PARK.

- J. Approve Grant Application – PetSafe Bark for Your Park Grant, Recreation & Parks. The Board is asked to authorize the submission of a grant application in the amount of \$25,000 for a Bark for Your Park grant from PetSafe. The grant funds will be used for fencing associated with the establishment of a dog park within Living Memorial Park

POTENTIAL MOTION: TO AUTHORIZE A GRANT APPLICATION IN THE AMOUNT OF \$25,000 TO PETSAFE FOR A BARK FOR YOUR PARK GRANT TO SUPPORT THE ESTABLISHMENT OF A DOG PARK WITHIN LIVING MEMORIAL PARK.

- K. Approve Grant Application – VT 2017 Building Community Grant Program – Recreational (Dog Park), Recreation & Parks. The Board is asked to authorize the submission of a grant application in the amount of \$7,200 for a Recreational Facilities Grant from the Vermont 2017 Building Community Grant Program. The grant funds will be used for fencing associated with the establishment of a dog park within Living Memorial Park

POTENTIAL MOTION: TO AUTHORIZE A GRANT APPLICATION FOR A RECREATIONAL FACILITIES GRANT IN THE AMOUNT OF \$7,200 TO THE STATE OF VERMONT BUILDING AND COMMUNITY GRANT PROGRAM TO SUPPORT THE ESTABLISHMENT OF A DOG PARK WITHIN LIVING MEMORIAL PARK.

- L. Award Bid – Demolition of 805 Western Avenue. The Board is asked to award a bid to Bernie LaRock and Son, Inc. of Guilford, Vermont for the demolition and disposal of all structures at 805 Western Avenue. The project is funded 100% by a combination of grants from Vermont Emergency Management and Community Development Block Grant-Disaster Recovery. The demolition work was put out to public bid in late May, and the Town is obligated to remove all standing structures within 90 days of the closing that occurred on May 11. Assistant Town Manager Patrick Moreland will be available to discuss the project at the meeting.

POTENTIAL MOTION: TO AWARD A BID TO BERNIE LAROCK AND SON, INC. OF GUILFORD, VERMONT IN THE AMOUNT OF \$30,200 FOR THE DEMOLITION OF 805 WESTERN AVENUE.

- M. Ratification of Collective Bargaining Agreements for Period Ending June 30, 2019 – The Board is asked to approve three tentative collective bargaining agreements.

(i) *New England Police Benevolent Association, Local 412*

POTENTIAL MOTION: TO APPROVE A THREE AND A HALF YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE NEW ENGLAND POLICE BENEVOLENT ASSOCIATION, LOCAL 412, EFFECTIVE JANUARY 1, 2016 THROUGH JUNE 30, 2019.

(ii) *International Union of Operating Engineers, Local 98*

POTENTIAL MOTION: TO APPROVE A THREE YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 98, EFFECTIVE JULY 1, 2016 THROUGH JUNE 30, 2019.

(iii) *United Steel Workers, Local 944*

POTENTIAL MOTION: TO APPROVE A THREE YEAR COLLECTIVE BARGAINING AGREEMENT WITH THE UNITED STEELWORKERS, LOCAL 944, EFFECTIVE JULY 1, 2016 THROUGH JUNE 30, 2019.

- N. Pay and Benefit Changes for Non-Union Employees – The Board is asked to consider the following wage and benefit enhancements for non-union employees.

(i) *2% Across the Board Pay Increase, Effective July 1, 2016*

POTENTIAL MOTION: TO APPROVE A 2% WAGE INCREASE FOR ALL NON-UNION EMPLOYEES.

(ii) *Enrollment in Vermont Municipal Employees Retirement System (Plan B), Effective October 1, 2016*

POTENTIAL MOTION: TO AUTHORIZE ALL ELIGIBLE NON-UNION EMPLOYEES TO PARTICIPATE IN THE VERMONT MUNICIPAL EMPLOYEE RETIREMENT SYSTEM, PLAN B, EFFECTIVE OCTOBER 1, 2016.

(iii) *Authorization for Non-Exempt Non-Union Employees to Participate (Pro Rata) in the Longevity Pay Benefit to be Implemented for Local 98.*

POTENTIAL MOTION: TO AUTHORIZE NON-EXEMPT NON-UNION EMPLOYEES TO PARTICIPATE ON A PRO-RATA BASIS IN THE SAME LONGEVITY PAY BENEFIT PROGRAM TO BE IMPLEMENTED FOR LOCAL 98.

- O. Committee Appointments. Town committees have staggered term expiration dates for the members and many of the terms expire on June 30 of each year. The Board announced vacancies on various committees on May 17 and those vacancies were published on June 1. The Board is now asked to fill vacancies on various committees.

POTENTIAL NOMINATIONS: TBD

PM:ja