

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: July 2, 2020

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, July 7, 2020, on GoToMeeting (with no physical location due to the ongoing social distancing requirements of COVID-19). The meeting will begin at 5:00pm with committee interviews. The Board will then enter into executive session to discuss pending or probable civil litigation and the appointment or employment or evaluation of a public officer or employee. The regular business meeting will begin at 6:15pm. **The public may join the meeting from a computer, tablet, or smartphone, using this link:** <https://global.gotomeeting.com/join/804762765>. People also may dial-in toll free using a telephone in the United States at [1 866 899 4679](tel:18668994679) (Access Code: 804-762-765), but this alternative is not recommended. The meeting will be carried live on BCTV (Channel 1085 for Comcast subscribers and Channel 10 for Southern Vermont Cable subscribers), whose telecast also can be viewed at <https://www.brattleborotv.org/> or at <https://www.facebook.com/brattleborotv/>.

## 7. LIQUOR COMMISSIONERS – *None*

## 8. WATER AND SEWER COMMISSIONERS

### A. Reservoir Trail Culvert Replacement – *Bid Award*

The Selectboard is asked to award a bid for the Reservoir Trail Culvert Replacement Project to the low bidder, Neil Daniels, Inc., of Ascutney, Vermont, in the amount of \$98,760. The contractor will use the culvert that the Selectboard authorized staff to purchase on June 16 to complete this culvert replacement as part of the larger water treatment plant waste line project.

**POTENTIAL MOTION: TO AWARD A BID TO NEIL DANIELS, INC., IN THE AMOUNT OF \$98,760 FOR THE RESERVOIR TRAIL CULVERT REPLACEMENT PROJECT.**

## 9. UNFINISHED BUSINESS

### A. COVID-19 Update

Town Manager Elwell will provide an update on COVID-19 matters.

**NO ACTION IS REQUIRED ON THIS ITEM.**

### B. Representative Town Meeting -

- (i) *Review Proposed Plan for 2-Part Meeting*
- (ii) *Review Draft Warning*

Town Manager Elwell will present a proposal for the Selectboard to consider regarding the 2020 Representative Town Meeting (RTM), as set forth in the memorandum dated

July 1, 2020, from Executive Secretary Jan Anderson, Town Moderator Lawrin Crispe, Town Manager Peter Elwell, Town Attorney Robert Fisher, Town Clerk Hilary Francis, and Assistant Town Manager Patrick Moreland, all of whom have worked extensively on alternative methods and formats for holding a fair and inclusive RTM during COVID-19. The proposed alternative includes an informational discussion meeting via GoToMeeting on Saturday, August 22, followed by the casting of votes by an Australian ballot to be delivered (or postmarked) no later than August 28. A proposed timeline is included in the memorandum, along with draft rules pertaining to debate and discussion at the informational meeting. Attached to the memorandum is a draft warning for the proposed 2-part RTM. If the Selectboard approves proceeding with the proposed RTM procedures, then the finalized warning will be presented for approval at the July 21 Selectboard meeting.

**POTENTIAL MOTION: TO APPROVE PROCEEDING WITH THE 2020 REPRESENTATIVE TOWN MEETING AS PRESENTED IN THE MEMORANDUM DATED JULY 1, 2020.**

**10. NEW BUSINESS**

**A. Police Review Process**

At its June 16 meeting, the Selectboard expressed a commitment to initiating a process to review the practices of the Brattleboro Police Department and the balance of services and funding for the Brattleboro Police Department and social service providers in our community. The Selectboard's backup materials for the July 7 meeting include (1) a document from Selectboard Vice Chair Elizabeth McLoughlin that proposes steps for proceeding with this review and (2) a letter received on June 30, 2020, from several local agencies and individuals requesting that the review be completed in accordance with certain proposed standards and procedures.

**POTENTIAL MOTION: TBD**

**B. Brattleboro Housing Partnerships' Red Clover Commons 2 Project – Approve Loan**

The Selectboard is asked to approve a loan in the amount of \$150,000 to Brattleboro Housing Partnerships from the Town's Revolving Loan Fund in support of the Red Clover Commons 2 Project. The loan would be for a term of 15 years at 0% interest, as set forth in the memorandum dated June 29, 2020, from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO APPROVE A LOAN IN THE AMOUNT OF \$150,000 TO BRATTLEBORO HOUSING PARTNERSHIPS FROM THE TOWN'S REVOLVING LOAN FUND FOR A TERM OF 15 YEARS AT 0% INTEREST.**

**C. Handy Stations – Consideration of Proposal**

The Selectboard is asked to consider a proposal from several individuals to fund mobile hand sanitizing street art "Handy Stations" to contribute to public health and safety in Brattleboro, as set forth in the proposal dated June 26, 2020. The cost is \$1,200 per unit. The proposal asks for funding for 5 Handy Stations, for a total of \$6,000.

**POTENTIAL MOTION: TBD**

**D. Annual Financial Plan – Town Highways – Approve Town's Submittal to VTrans**

The Selectboard is asked to approve the Annual Financial Plan for Town Highways.

This is an annual assurance the Town is required to provide to the State in order to continue to qualify for the State's transportation related funding assistance programs.

**POTENTIAL MOTION: TO APPROVE THE "ANNUAL FINANCIAL PLAN – TOWN HIGHWAYS" FORM FOR SUBMITTAL TO THE VERMONT AGENCY OF TRANSPORTATION.**

- E. Putney Road Bike/Ped Safety Project – Authorize Maintenance Agreement with VTrans  
The Vermont Agency of Transportation (VTrans) is in the planning stages of a large improvement project for Putney Road which is expected to occur in the 2025-2027 timeframe. In the meantime, the Town has asked VTrans to address several pedestrian and bike safety matters along Putney Road, including (1) adding a crosswalk and signal phase for pedestrians to cross Putney Road at Hannaford Plaza, (2) adding a crosswalk and RRFB (Rectangular Rapid Flashing Beacon) at Town Crier Drive, (3) adding green paint on bike lanes on Putney Road, and (4) conducting a speed study on Putney Road to determine whether lowering the speed limit is justified. Erin Parizo, Traffic Design Project Manager with VTrans, appeared at the Town's Traffic Safety Committee meeting on June 18 and indicated that VTrans plans to implement the first three items this year. The Selectboard is asked to authorize the Town Manager to execute a maintenance agreement with VTrans for future maintenance of the RRFB at Town Crier Drive and small sidewalk segments at Town Crier Drive and Hannaford Plaza, as set forth in the memorandum dated June 30, 2020, from Town Manager Elwell.

**POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A MAINTENANCE AGREEMENT WITH VTRANS FOR FUTURE MAINTENANCE OF THE RRFB AT TOWN CRIER DRIVE AND OF SMALL SIDEWALK SEGMENTS AT TOWN CRIER DRIVE AND HANNAFORD PLAZA.**

- F. Route 9 Bike Lane Scoping Project – Award Contract for Consultant Services  
The Selectboard is asked to award a bid for consultant services for the Route 9 Bike Lane Scoping Project to Dufresne Group in the lump sum amount of \$40,000. In December 2019, the Town was awarded a \$32,000 VTrans Bicycle and Pedestrian Grant for a scoping study of a bike lane connecting the I-91 Exit 2 area to Main Street. The grant is being matched by an additional \$8,000 in local funds, as set forth in the memorandum dated June 29, 2020, from Planning Director Sue Fillion.

**POTENTIAL MOTION: TO AWARD A BID FOR CONSULTANT SERVICES TO DUFRESNE GROUP IN THE LUMP SUM AMOUNT OF \$40,000 FOR THE ROUTE 9 BIKE LANE SCOPING PROJECT.**

- G. VTrans' Wilmington/Brattleboro Route 9 Rebuild – Official Town Comments on Draft Plans  
The Selectboard is asked to authorize the Town Manager to express the Town's official comments on VTrans' preliminary plans to rebuild Route 9 from Wilmington to Brattleboro, as set forth in the memorandum dated June 30, 2020, from Town Manager Elwell.

**POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXPRESS THE TOWN'S OFFICIAL COMMENTS ON VTRANS' PRELIMINARY PLANS TO REBUILD ROUTE 9 FROM WILMINGTON TO BRATTLEBORO, AS SET FORTH IN THE MEMORANDUM DATED JUNE 30, 2020, FROM TOWN MANAGER ELWELL.**

H. Town Committees and Boards - Appointments

The Selectboard is asked to appoint members to various Town committees and boards for terms beginning on July 1, 2020.

**POTENTIAL NOMINATIONS: TBD**

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