

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: July 5, 2019

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, July 9, 2019. The Board will hold committee interviews at 5:30pm and then enter into executive session immediately thereafter to discuss contracts, labor relations agreements with employees, pending or probable civil litigation, and the appointment of a public officer or employee. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

- A. First Class Liquor Application – *Coridon Bratton Catering, LLC, d/b/a A Vermont Table*
The Board is asked to approve a first class liquor license for Coridon Bratton Catering LLC, d/b/a A Vermont Table (a restaurant), located at 22 High Street, Suite 105. Mr. Bratton will be present to discuss the liquor application and his business plans.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR CORIDON BRATTON CATERING LLC, D/B/A A VERMONT TABLE, LOCATED AT 22 HIGH STREET, SUITE 105.

8. WATER AND SEWER COMMISSIONERS

- A. Replacement Pick-up Truck Purchase
The Board is asked to award the bid for a Utilities Division service truck to Faith's Ford, of Brattleboro, in the total amount of \$38,392, including an extended warranty and credit for a trade-in vehicle, as set forth in the memorandum dated June 27, 2019, from Highway/Utilities Superintendent Daniel Tyler.

POTENTIAL MOTION: TO AWARD THE BID FOR A UTILITIES DIVISION SERVICE TRUCK TO FAITH'S FORD IN THE TOTAL AMOUNT OF \$38,392, INCLUDING AN EXTENDED WARRANTY AND CREDIT FOR A TRADE-IN VEHICLE.

9. UNFINISHED BUSINESS

- A. Ordinance Amendment – *Second Reading and Public Hearing Chapter 8, Article Four – Rental Housing Registration and Inspection Ordinance*
The Board is asked to hold a second reading and public hearing on the proposed amendment to Chapter 8, Article 4, of the Code of Ordinances, to incorporate procedures for rental housing registrations and inspections.

POTENTIAL MOTION: TO APPROVE AN AMENDMENT TO CHAPTER 8, ARTICLE 4, OF THE TOWN OF BRATTLEBORO'S CODE OF ORDINANCES, AS PRESENTED [OR AS AMENDED AT THIS MEETING].

B. 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.

10. NEW BUSINESS

A. Set FY20 Property Tax Rates

The Board will be asked to set the property tax rates for FY20. As of “press time” on July 5, the Town had not yet received information from the State of Vermont regarding the education tax rate that is needed in order to compute the overall tax rates.

Therefore, backup materials regarding this matter are not included in the Selectboard’s notebooks but will be distributed at the July 9 meeting.

POTENTIAL MOTION: TO APPROVE A MUNICIPAL TAX RATE OF \$ _____ PER \$100 OF ASSESSED VALUATION FOR GENERAL FUND OPERATIONS, AN ADDITIONAL \$0.1305 PER \$100 OF ASSESSED VALUATION FOR THE DOWNTOWN IMPROVEMENT DISTRICT, AND AN ADDITIONAL \$6.8785 PER \$100 OF ASSESSED VALUATION FOR THE TRI-PARK SPECIAL ASSESSMENT; AND TO RATIFY THE STATE-MANDATED EDUCATION RATES OF \$ _____ PER \$100 OF ASSESSED VALUATION FOR HOMESTEAD PROPERTIES AND \$ _____ PER \$100 OF ASSESSED VALUATION FOR NON-RESIDENTIAL PROPERTIES.

B. “Work Today” Program –

Youth Services Request for \$65,000 for 3-Month Pilot Program

The Board is asked to consider a proposal from Youth Services that describes a day work jobs program and requests Town funding of \$65,000 for a 3-month pilot project. This type of program has been in development through a collaboration of the Town, Youth Services, and Groundworks Collaborative for the past 2 years and is among the Selectboard’s adopted goals for 2019-2020. Emilie Kornheiser of Youth Services will be at the meeting to present the proposal.

POTENTIAL MOTION: TO AUTHORIZE EXPENDITURE OF \$65,000 IN SUPPORT OF THE PROPOSED YOUTH SERVICES “WORK TODAY” PILOT PROGRAM.

C. Sustainability (Follow-up from Representative Town Meeting) –

Create a Staff Position or Invest in Other Energy Efficiency or Sustainability Purposes?

The Board is asked to consider whether to create a Sustainability Coordinator position or to invest available funds in projects, grants, or other programs to achieve greater energy efficiency and sustainability in Town government and in the community. This is in furtherance of an action taken at Representative Town Meeting earlier this year. The Selectboard’s notebooks for this meeting include information a citizens’ sustainability working group and from Town staff.

POTENTIAL MOTION: TBA

D. Pool Deck Replacement Project – Bid Award

The Board is asked to award a contract to Bernie LaRock & Son in the amount of \$83,800 for replacement of the swimming pool deck at Living Memorial Park. Two bids were received and LaRock was the low bidder by \$1,100. There is \$90,000 budgeted for this project in the Town's Capital Improvement Fund.

POTENTIAL MOTION: TO AWARD THE BID FOR REPLACEMENT OF THE SWIMMING POOL DECK AT LIVING MEMORIAL PARK TO BERNIE LAROCK & SON IN THE AMOUNT OF \$83,800.

E. Collective Bargaining Agreement with Steelworkers' Local 944 – July 1, 2019 - June 30, 2022

The Board is asked to approve a collective bargaining agreement with the union that represents most of the Town's Public Works, Utilities, Parks, and Facilities Maintenance employees. The Selectboard's notebooks for this meeting include an explanatory memorandum dated July 3, 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 UNITED STEEL, PAPER & FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL, AND SERVICE WORKERS INTERNATIONAL UNION, LOCAL 944, FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022.

F. Selectboard Goals for 2019-2020 – Review of Status

The Board will review progress in the implementation of the Selectboard's annual goals that were adopted on June 4, 2019. The Selectboard's notebooks for this meeting contain a status report on this matter prepared by Town Manager Peter Elwell on July 3.

NO ACTION IS REQUIRED ON THIS ITEM.

G. Westernmost Parking Meters on Grove Street – Recommendation to Change 30-Minute Limit to 2-Hour Limit

The Board is asked to approve changing the westernmost two parking meters on Grove Street from 30-minute-limit meters to 2-hour-limit meters. There will still be seven short-term metered spaces available for Post Office customers (the three easternmost spaces on Grove Street and the four spaces on Main Street that are directly in front of the Post Office). This change is recommended to the Selectboard by Town staff and by a unanimous vote of the Traffic Safety Committee.

POTENTIAL MOTION: TO APPROVE CHANGING THE WESTERNMOST TWO PARKING SPACES ON GROVE STREET FROM 30-MINUTE-LIMIT METERS TO 2-HOUR-LIMIT METERS, AND TO DIRECT TOWN STAFF TO PREPARE AN ORDINANCE AMENDMENT SO THE SELECTBOARD CAN FORMALLY APPROVE THIS CHANGE.

H. Re-Certification of Compliance with Town Road and Bridge Standards for the Vermont Agency of Transportation (VTrans) – Department of Public Works

The Board is asked to approve updated Road and Bridge Standards. As noted in a memorandum dated June 27, 2019, from Public Works Director Steve Barrett, the Selectboard provided its "annual approval" of VTrans' standards in May. This year,

a second approval is required because VTrans has updated its standards to include provisions set forth in the Municipal Roads General Permit related to stormwater management so the existing standards will expire on July 31 and the updated standards will take effect on August 1.

POTENTIAL MOTION: TO APPROVE THE TOWN ROAD AND BRIDGE STANDARDS AS REQUIRED BY THE VERMONT AGENCY OF TRANSPORTATION, AS PRESENTED.

- I. Grants from Vermont Community Foundation –
Accept and Appropriate Grants for Brooks Memorial Library Archival Project
(i) Crosby-Gannett Fund
(ii) Dunham-Mason Fund

The Board is asked to accept a \$990 grant from the Vermont Community Foundation’s Crosby-Gannett Fund and a \$300 grant from the Vermont Community Foundation’s Dunham-Mason Fund, and to appropriate that \$1,290 to support the organization, conservation, and accessibility of local historical materials that are part of the collection at Brooks Memorial Library.

POTENTIAL MOTION: TO ACCEPT A \$990 GRANT FROM THE VERMONT COMMUNITY FOUNDATION’S CROSBY-GANNETT FUND AND A \$300 GRANT FROM THE VERMONT COMMUNITY FOUNDATION’S DUNHAM-MASON FUND, AND TO APPROPRIATE THAT \$1,290 TO SUPPORT THE ORGANIZATION, CONSERVATION, AND ACCESSIBILITY OF LOCAL HISTORICAL MATERIALS THAT ARE PART OF THE COLLECTION AT BROOKS MEMORIAL LIBRARY.

- J. Consider Providing Childcare for Selectboard Meetings and Other Community Events –
Discussion

The Board is asked to give preliminary consideration to providing childcare at future Selectboard meetings and for other community events. If the Board decides to further consider this matter, staff will provide information regarding the logistics and costs of such a service for review and potential action at a future Selectboard meeting.

POTENTIAL MOTION: TBD

- K. Town Committees and Boards - Appointments

The Board is asked to appoint people to fill vacant positions on various Town committees and boards.

POTENTIAL NOMINATIONS TO THE TREE ADVISORY COMMITTEE:

KIT BARRY
JACOB FRIEND
MELISSA LEE
LISA SHIPPEE

THE BOARD WILL VOTE ON EACH NOMINATION.

**POTENTIAL MOTION AT THE CONCLUSION OF THE VOTING:
TO APPOINT _____ TO THE TREE ADVISORY COMMITTEE.**

(continued on the next page)

**POTENTIAL NOMINATIONS TO OTHER TOWN COMMITTEES,
COMMISSIONS, AND BOARDS:**

**CITIZEN POLICE COMMUNICATIONS COMMITTEE – BRUCE SWEETER
CONSERVATION COMMISSION – LAURIE CALLAHAN
DEVELOPMENT REVIEW BOARD – IAN KIEHLE
DEVELOPMENT REVIEW BOARD ALTERNATE – IAN GOODNOW
PLANNING COMMISSION – JESSICA GELTER**

**POTENTIAL MOTION:
TO APPOINT THE NAMED INDIVIDUALS, AS NOMINATED.**

PBE:ja