MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: July 13, 2018

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, July 17, 2018. The Board will meet in executive session at 5:30pm to discuss pending or probable civil litigation and the appointment or evaluation of a Town officer or employee. 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. Downtown Brattleboro Alliance (DBA) – Semi-Annual Update
Members from the Downtown Brattleboro Alliance (DBA) will present their semi-annual update. The Selectboard’s back-up materials contain DBA’s Profit & Loss Statement for the period from July 2017 through June 2018, along with PowerPoint slides that DBA plans to present.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Living Memorial Park Snow Sports, Inc. – Approve 2018–2022 Contract
The Selectboard is asked to approve a 5-year renewal of the agreement with Living Memorial Park Snow Sports (LMPSS) to continue operation of the ski hill at Living Memorial Park. A memorandum dated July 10, 2018, from Recreation & Parks Director Carol Lolatte provides historical information on the relationship between LMPSS and the Town.

POTENTIAL MOTION: TO APPROVE AN AGREEMENT WITH LIVING MEMORIAL PARK SNOW SPORTS, INC., AS PRESENTED.

C. Vermont Building Communities Grant-Recreational Facilities – Approve Application, Disc Golf Course Improvements, Recreation & Parks Department
The Selectboard is asked to approve an application from the Recreation & Parks Department, on behalf of Brattleboro’s Rotary Clubs, to apply for a $9,000 Building Communities Grant from the Vermont Department of Buildings & Grounds to pay for
improvements to the disc golf facility at Living Memorial Park. A memorandum dated July 2, 2018, from Recreation & Parks Director Carol Lolatte provides more information about the disc golf course and the proposed improvements.

**POTENTIAL MOTION: TO APPROVE AN APPLICATION FROM THE RECREATION & PARKS DEPARTMENT, ON BEHALF OF BRATTLEBORO’S ROTARY CLUBS, TO APPLY FOR A $9,000 BUILDING COMMUNITIES GRANT FROM THE VERMONT DEPARTMENT OF BUILDINGS & GROUNDS TO PAY FOR IMPROVEMENTS TO THE DISC GOLF FACILITY AT LIVING MEMORIAL PARK.**

**D. Hinesburg Road Grants**

(i) Paving Grant – Accept and Appropriate AOT Class 2 Roadway Grant

(ii) Structures Grant – Accept and Appropriate AOT Town Highway Structures Grant

The Selectboard is asked to accept and appropriate two separate grants for improvements to Hinesburg Road.

The Class 2 Roadway Paving Grant from the Vermont Agency of Transportation in the amount of $78,400 will pay for overlay of new pavement on Hinesburg Road. The grant requires a 20% local match which will come from already budgeted capital funds.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A CLASS 2 ROADWAY PAVING GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION IN THE AMOUNT OF $78,400 TO PAY FOR OVERLAY OF NEW PAVEMENT ON HINESBURG ROAD.**

The Structures Grant from the Agency of Transportation in the amount of $175,000 will pay for the hydraulic study, engineering, and replacement of a box culvert on Hinesburg Road. The grant requires a 10% local match which will come from already budgeted capital funds.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A STRUCTURES GRANT FROM THE AGENCY OF TRANSPORTATION IN THE AMOUNT OF $175,000 TO PAY FOR THE HYDRAULIC STUDY, ENGINEERING, AND REPLACEMENT OF A BOX CULVERT ON HINESBURG ROAD.**

**E. 2018 Capital Paving Project – Award Bid, Department of Public Works**

The Selectboard is asked to award the bid for the 2018 Summer Paving Project to Mitchell Sand and Gravel, from Winchester, New Hampshire, in the amount of $189,644.95. As set forth in a memorandum dated July 10, 2018, from Public Works Director Steve Barrett, five bids were received and Mitchell Sand & Gravel submitted the low bid. The Project includes paving on Hinesburg Road, Green Meadow, Jenny Lane, Glen Street, and Maple Street.

**POTENTIAL MOTION: TO AWARD THE BID FOR THE 2018 SUMMER PAVING PROJECT TO MITCHELL SAND AND GRAVEL IN THE AMOUNT OF $189,644.95.**

**F. Purchase Body Worn Cameras – Police Department**

The Selectboard is asked to approve entering into an agreement with Axon, from Scottsdale, Arizona, to equip the Police Department’s Patrol Division with body worn cameras. A memorandum dated June 5, 2018, from Chief Fitzgerald contains information about Axon, the use of body worn cameras, costs, and multi-year budget considerations. Staff proposes that the Board approve a five-year plan with Axon’s Technological Assurance Plan (TAP), in the amount of $64,196.
POTENTIAL MOTION: TO APPROVE ENTERING INTO AN AGREEMENT WITH AXON IN THE AMOUNT OF $64,196 TO PURCHASE HARDWARE, SOFTWARE, AND A TECHNOLOGICAL ASSURANCE PLAN TO EQUIP THE POLICE DEPARTMENT’S PATROL DIVISION WITH BODY WORN CAMERAS.

G. Purchase Police Cruisers and Command Vehicle – Police Department
The Board is asked to approve the purchase of two police cruisers (in the amount of $28,912 each) and a major incident command vehicle (in the amount of $36,824) and to utilize the State of Vermont contract with Formula Ford, of Montpelier, Vermont, for the purchase of the vehicles. This is for purchase of the vehicles only and does not include the cost to up-fit the vehicles with necessary police equipment. As set forth in a memorandum dated July 6, 2018, from Chief Fitzgerald, the FY19 Capital Budget approved by Representative Town Meeting contains $146,000 for the purchase and up-fitting the vehicles. Staff recommends purchasing the vehicles now to avoid an upcoming price increase and staff is confident that the up-fitting can be achieved with the $51,316 that will remain available for that purpose.

POTENTIAL MOTION: TO APPROVE PURCHASE OF TWO POLICE CRUISERS (IN THE AMOUNT OF $28,912 EACH) AND A MAJOR INCIDENT COMMAND VEHICLE (IN THE AMOUNT OF $36,824) USING THE STATE OF VERMONT’S CONTRACT WITH FORMULA FORD FOR THE PURCHASE OF THE VEHICLES.

H. Name Private Road – Colonial Drive
To comply with a request from the Vermont E911 Board, the Selectboard is asked to approve the name of Colonial Drive for a private drive that provides access from Putney Road into the Colonial Motel complex, as set forth in a memorandum (with a map) dated June 26, 2018, from E911 Coordinator Rita Johnson.

POTENTIAL MOTION: TO APPROVE THE NAME OF COLONIAL DRIVE FOR THE ACCESS ROAD FROM PUTNEY ROAD INTO THE COLONIAL MOTEL COMPLEX, AS PRESENTED.

I. Election Write-In-Procedures - Discussion
Selectboard Member Tim Wessel previously requested that the Board review the process for an individual to declare that they are a write-in candidate. The Board’s back-up materials contain a memorandum dated February 28, 2018 (with attachments) from Town Clerk Hilary Francis.

NO ACTION IS REQUIRED ON THIS ITEM.

J. Review Status of Annual Selectboard Goals
Town Manager Elwell has provided a status report for the Selectboard’s quarterly review of progress in the achievement of the Board’s 2018-2019 goals.

NO ACTION IS REQUIRED ON THIS ITEM.

K. Committee Appointments
The Selectboard is asked to nominate and appoint members to the Brattleboro Housing Partnerships Board of Commissioners, Cemetery Committee, Development Review Board (Alternate), Energy Committee, Honor Roll, and Planning Commission, as set forth in the Board’s back-up materials.

POTENTIAL NOMINATIONS: TBD