

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: August 17, 2018



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, August 21, 2018. The Board will meet in executive session at 4:00pm to discuss pending or probable civil litigation and the negotiation of a real estate lease or purchase. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. PRESENTATION

A. Presentation of "First Responder Service of the Year" Award to Fire Department Personnel

The Brattleboro Fire Department personnel received an award for the "First Responder Service of the Year." Representatives from Vermont Department of Health Emergency Medical Services & Injury Prevention will be at the meeting to present the award to the Fire Department personnel.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Connecticut River Transit/Southeast Vermont Transit/The Current – Update on Bus Routes

Southeast Vermont Transit/Connecticut River Transit (also known as The Current) has received consultants' advice and public input on the bus routes and schedules in Brattleboro. Randy Schoonmaker, from Southeast Vermont Transit, will provide a PowerPoint presentation and highlight planned changes to those bus routes and schedules.

NO ACTION IS REQUIRED ON THIS ITEM.

8. LIQUOR COMMISSIONERS - None

9. WATER AND SEWER COMMISSIONERS

A. Bid Award - Utilities Dump Truck

The Board is asked to award a bid for a Utilities Division dump truck to Delurey Sales and Service, of North Hoosick, New York, in the total amount of \$121,954, as set forth in a memorandum dated August 13, 2018, from Public Works Director Steve Barrett. Four bids were received and Delurey Sales and Service was the low bidder.

POTENTIAL MOTION: TO AWARD A BID FOR A UTILITIES DIVISION DUMP TRUCK TO DELUREY SALES AND SERVICE IN THE TOTAL AMOUNT OF \$121,954.

B. Odor Control Study

The Board is asked to authorize the Town Manager to execute a “Standard Form of Agreement between Owner and Engineer for Study and Report Phase Professional Services” with Bowker & Associates, Inc. (“Engineer”) in the amount of \$39,910, for a study and report on odor emissions at the Wastewater Treatment Plant. The Engineer will conduct testing while the current odor control program is in place to confirm existing conditions. The Engineer will conduct a second phase of testing while the odor control system is temporarily turned off (during September) to document the limits of the odors emitted from the WWTP without treatment.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A “STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR STUDY AND REPORT PHASE PROFESSIONAL SERVICES” WITH BOWKER & ASSOCIATES, INC., IN THE AMOUNT OF \$39,910.

10. UNFINISHED BUSINESS

A. Ordinance Amendment – Second Reading and Public Hearing, Chapter 8 (Health, Sanitation and Fire Safety Inspections), Article Three (Rental Housing Code)

The Board is asked to hold a second reading and public hearing on the proposed amendment to the Code of Ordinances at Chapter 8 (Health, Sanitation and Fire Safety Inspections), Article Three (Rental Housing Code). As discussed at the August 7 Selectboard meeting, the proposed ordinance would adopt the State’s Rental Housing Code in its entirety (as it may be amended from time to time) as part of the Town’s Code. This will enable more efficient and effective local investigation and enforcement of rental housing violations, consistent with new requirements imposed by the State upon all municipal Health Officers.

POTENTIAL MOTION: TO APPROVE THE AMENDMENTS TO THE CODE OF ORDINANCES AT CHAPTER 8 (HEALTH, SANITATION, AND FIRE SAFETY INSPECTIONS), ARTICLE THREE (RENTAL HOUSING CODE), AS PRESENTED.

11. NEW BUSINESS

A. VCDP Scattered Site Enhancement Request – Windham & Windsor Housing Trust

The Board is asked to approve an enhancement request to continue services that Windham and Windsor Housing Trust has provided as a Town sub-grantee since 2014, as set forth in a memorandum dated August 15, 2018, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO AUTHORIZE SUBMISSION OF AN ENHANCEMENT REQUEST IN THE AMOUNT OF \$455,255 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT THE FIVE COUNTY SCATTERED SITE PROGRAMS PROVIDED BY WINDHAM AND WINDSOR HOUSING TRUST AND ITS PARTNER, DOWNSTREET HOUSING AND COMMUNITY DEVELOPMENT.

B. Kyle Gilbert Bridge Repair

The Board is asked to authorize Town staff to enter into a contract with Welch Masonry in the amount of \$14,250 to repair the abutment on the Main Street Bridge (Brattleboro Bridge #7 [a/k/a Kyle Gilbert Memorial Bridge]), as set forth in a memorandum dated August 15, 2018, from Public Works Director Barrett.

POTENTIAL MOTION: TO AWARD A BID TO WELCH MASONRY IN THE AMOUNT OF \$14,250 TO REPAIR THE ABUTMENT ON THE MAIN STREET BRIDGE (BRATTLEBORO BRIDGE #7 [A/K/A KYLE GILBERT MEMORIAL BRIDGE]).

C. Capital Equipment Bid Awards - Highway Dump Truck

The Board is asked to award a bid for a Highway Department dump truck to Delurey Sales and Service, of North Hoosick, New York, in the total amount of \$171,583, as set forth in a memorandum dated August 13, 2018, from Public Works Director Barrett. Six bids were received and Delurey Sales and Service was the low bidder. Replacement of this vehicle was included in the FY19 Budget. The amount budgeted for this piece of equipment was \$195,000.

POTENTIAL MOTION: TO AWARD A BID FOR A HIGHWAY DEPARTMENT DUMP TRUCK TO DELUREY SALES AND SERVICE IN THE TOTAL AMOUNT OF \$171,583.

D. Ordinance Amendments - First Reading

- (i) *Chapter 11 (Licenses and Permits), Article IV (Taxicabs/Vehicles for Hire)*
re: Uber/Lyft
- (ii) *Appendix C (Regulations Governing the Control of Traffic), Article I (Loading and Unloading Zones) and Article II (Parking)*
re: Flat Street near the Boys & Girls Club

The Board is asked to hold a first reading on amendments to the Code of Ordinances at Chapter 11 and Appendix C. If the Board approves moving forward with the amendments, a second reading and public hearing will be held at the September 4 Selectboard meeting.

- (i) Chapter 11 contains a substantial rewrite of the taxi ordinance to include regulations for “vehicles for hire,” such as Uber and Lyft, as set forth in detail in the memorandum dated July 31, 2018, from Town Attorney Fisher.
- (ii) Appendix C contains a revision to the “loading zone” and “no parking zone” in front of the Boys and Girls Club on Flat Street. By amending the ordinance, parents and workers at the Boys & Girls Club will be allowed to leave their cars unattended for short periods of time while dropping off/picking up passengers and to allow for loading and unloading of supplies in connection with activities taking place at the Club.

NO ACTION IS REQUIRED ON THESE ITEMS.

E. Financial Report – *Monthly Report, July*

Finance Director John O'Connor will present the financial report for July, 2018.

NO ACTION IS REQUIRED ON THIS ITEM.

F. Long Term Financial Plan – *2018 Update*

Town Manager Elwell will present the 2018 update of the Long Term Financial Plan.

NO ACTION IS REQUIRED ON THIS ITEM

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