

MEMORANDUM

To: Selectboard
From: Patrick Moreland, Assistant Town Manager
Re: Administrative Report
Date: August 31, 2016



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 6, 2016. The Board will meet in executive session at 5:15pm to discuss contracts, labor relations agreements with employees, the negotiation of a lease option, and the appointment of a public officer or employee. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room at the Municipal Center.

7. LIQUOR COMMISSIONERS - None

8. WATER AND SEWER COMMISSIONERS

- A. Black Mountain Road Gravity Sewer Project – Authorize Final Change Order. The Board is asked to authorize the Town Manager to execute a final change order as part of the close-out of the Black Mountain Road Gravity Sewer Project. The change order will increase the contract sum with Kingsbury Companies by \$540,924.84, consistent with the settlement reached between the Town of Brattleboro and Kingsbury Companies and approved by the Selectboard on August 4, 2016.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A FINAL CHANGE ORDER TO INCREASE THE AMOUNT OF THE BLACK MOUNTAIN ROAD GRAVITY SEWER PROJECT CONSTRUCTION CONTRACT WITH KINGSBURY COMPANIES BY \$540,924.84, AND TO EXECUTE THE RELATED MUTUAL RELEASE DOCUMENT, AND TO TAKE SUCH OTHER ACTIONS THAT MAY BE REQUIRED TO IMPLEMENT THE SETTLEMENT AGREEMENT APPROVED BY THE SELECTBOARD ON AUGUST 4, 2016.

9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project Update
(i) *Status of Construction at West Brattleboro Fire Station*
(ii) *Review of Site Plan, Floor Plan, and Exterior Elevations at Police Station*
(iii) *Overall Update*

Architect Ray Giolitto, from Northeast Collaborative Architects, will present the site plan, floor plan and exterior elevations for the police facility at 62 Black Mountain

Road. The plans were unanimously approved by the Police-Fire Facilities Building Committee (PFFBC) at its meeting on August 10, 2016. If the Board approves, the plans will be submitted to the Planning Department on September 23, 2016 for consideration at the October 17, 2016 regular meeting. In addition, Mr. Elwell will provide the Board with a status report on progress at West Brattleboro Fire Station in addition to an overall project update.

POTENTIAL MOTION: TO APPROVE THE BRATTLEBORO POLICE DEPARTMENT SITE PLAN, FLOOR PLAN AND EXTERIOR ELEVATIONS (AS PRESENTED) FOR SUBMISSION TO THE DEVELOPMENT REVIEW BOARD.

10. NEW BUSINESS

- A. Town Health Officer – Ratify Appointment. The Board is asked to ratify the appointment of Assistant Fire Chief Leonard Howard III to the position of Town Health Officer, effective September 1, 2016.

POTENTIAL MOTION: TO RATIFY THE APPOINTMENT OF ASSISTANT FIRE CHIEF LEONARD HOWARD III TO THE POSITION OF TOWN HEALTH OFFICER, EFFECTIVE SEPTEMBER 1, 2016.

- B. Survey for Minshall Street Trail – Commission Survey. On August 16, 2016, the Selectboard announced its decision on three requests for road reclassification; at Minshall Street, at Bittersweet Lane, and at Wickopee Hill Road. The Board's decision at Minshall Street results in a change to the underlying public right of way. The Board is therefore asked to commission a survey of the Minshall Street Trail to properly depict the new public right of way, and the limits of the abutters' right of way over the discontinued portion of Minshall Street. No survey will be required at Bittersweet Lane as the Selectboard did not elect to reclassify the road. No survey is recommended for Wickopee Hill Road, as the limits of the underlying public right of way remain unchanged.

POTENTIAL MOTION: TO COMMISSION A SURVEY DEPICTING THE HIGHWAY RIGHT OF WAY FOR THE MINSHALL STREET TRAIL AND DEPICTING THE LIMITS OF THE ABUTTERS' RIGHT OF WAY OVER THE DISCONTINUED PORTION OF MINSHALL STREET.

- C. Ordinance Amendment – Second Reading and Public Hearing, Appendix C, Article II (Parking), Section 16-100 (No Parking Areas) and Section 16-101 (Limited Parking Areas). The Board is asked to hold a second reading and to conduct a public hearing on proposed amendments to Appendix C of the Code of Ordinances, as set forth in the memorandum dated July 22, 2016, from Assistant Town Manager Patrick Moreland. If the Board approves the proposed changes, the revised ordinance would be published on September 10, 2016. Barring a petition to reconsider, the ordinance would go into effect on November 5, 2016, sixty days from the date of Selectboard approval.

POTENTIAL MOTION; TO APPROVE THE CHANGES TO BRATTLEBORO CODE OF ORDINANCES, APPENDIX C, ARTICLE 2, SECTIONS 16-100 AND 16-101, AS PRESENTED.

- D. Ordinance Amendment – Second Reading and Public Hearing, Repeal Entire Chapter 12 (Mobile Homes, Trailer Coaches, Mobile Home and Trailer Parks). The Board is

asked to hold a second reading and to conduct a public hearing to repeal Chapter 12 of the Code of Ordinances as required by State Statutes, as set forth in the memorandum dated August 10, 2016, from Planning Director Rod Francis. If the Board approves the proposed changes, the revised ordinance would be published on September 10, 2016. Barring a petition to reconsider, the ordinance would go into effect on November 5, 2016, sixty days from the date of Selectboard approval.

POTENTIAL MOTION; TO APPROVE THE CHANGES TO BRATTLEBORO CODE OF ORDINANCES, CHAPTER 12, AS PRESENTED.

- E. Vermont Municipal Employees Retirement System (VMERS) Plan B – Acknowledge Use of Total Compensation. The Board is asked to formally acknowledge that for the purpose of reporting employee compensation to VMERS that the Town will report Total Compensation, meaning all taxable earnings, including overtime.

POTENTIAL MOTION: TO ACKNOWLEDGE THAT FOR THE PURPOSE OF REPORTING EMPLOYEE COMPENSATION TO VMERS, THAT THE TOWN WILL REPORT TOTAL COMPENSATION, MEANING ALL TAXABLE EARNINGS, INCLUDING OVERTIME.

- F. VLCT Annual Business Meeting – Appoint Delegate. The Board is asked to appoint Peter B. Elwell as voting delegate for the annual VLCT Business meeting.

POTENTIAL MOTION: TO APPOINT TOWN MANAGER PETER B. ELWELL AS VOTING DELEGATE FOR THE ANNUAL VLCT BUSINESS MEETING.

- G. Committee Appointments

(i) *Conservation Committee*

(ii) *Recreation & Parks Board*

(iii) *Chamber of Commerce Representative to the Traffic Safety Committee*

The Board is asked to appoint Timothy Maciel to a four year seat on the Conservation Commission. The Board is asked to appoint Bethany Ranquist to a three year seat on the Recreation & Parks Board. The Board is asked to appoint Leo Schiff to a two year seat on the Traffic Safety Committee.

POTENTIAL ACTION: TO NOMINATE TIMOTHY MACIEL TO A FOUR YEAR SEAT ON THE CONSERVATION COMMISSION

POTENTIAL ACTION: TO NOMINATE BETHANY RANQUIST TO A THREE YEAR SEAT ON THE RECREATION & PARKS BOARD.

POTENTIAL ACTION: TO NOMINATE LEO SCHIFF TO A TWO YEAR SEAT ON THE TRAFFIC SAFETY COMMITTEE.

PM:JA