

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: September 11, 2020

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 15, 2020, at 6:15pm on Zoom (with no physical location due to the ongoing social distancing requirements of COVID-19).

The public may join the meeting from a computer, tablet, or smartphone, using this link:
<https://us02web.zoom.us/j/86067892659>

Passcode: 12261753

**You also can call in using your telephone
by dialing any of these toll-free numbers in the United States:**

833-548-0282
877-853-5247
888-788-0099
833-548-0276

**or you can access a list of non-toll-free numbers
for locations around the world using this link:**
<https://us02web.zoom.us/j/k2Hdbk6mA>

The "Meeting ID" for this meeting is:
860 6789 2659

The meeting will be carried live on BCTV:
On Cable TV: Channel 1085 or Channel 10
Streaming Online: <https://www.brattleborotv.org/channel-10-stream>
Facebook Live: <https://www.facebook.com/brattleborotv/>

7. LIQUOR COMMISSIONERS

- A. First Class Liquor License – *Grand Idea LLC, d/b/a Inn on Putney Road*
The Board is asked to approve a First Class Liquor License for Grand Idea LLC, d/b/a Inn on Putney Road, located at 192 Putney Road. Paul Tokmakian is expected to attend the meeting and discuss his request for the license. Staff recommends approval.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR GRAND IDEA LLC, D/B/A INN ON PUTNEY ROAD, LOCATED AT 192 PUTNEY ROAD.

8. WATER AND SEWER COMMISSIONERS

A. Pleasant Valley Water Treatment Waste Process Line Project – Award Bid for Pipe & Fittings

The Board is asked to award a bid for pipe and fittings for the Pleasant Valley Water Treatment Waste Process Line Project to FW Webb, of Rutland, Vermont, in the amount of \$31,211.14. Three bids were received and F.W. Webb submitted the lowest bid, as set forth in the memorandum dated September 2, 2020, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO AWARD A BID FOR PIPE AND FITTINGS FOR THE PLEASANT VALLEY WATER TREATMENT WASTE PROCESS LINE PROJECT TO F.W. WEBB IN THE AMOUNT OF \$31,211.14.

B. Wastewater Treatment Plant Tank Cover Project – Award Bid for Bid and Construction Engineering Services

The Board is asked to approve a contract with Aldrich & Elliot Group in the amount of \$15,200 for engineering services related to the Wastewater Treatment Plant Tank Cover Project. During the construction phase, the engineers will observe and record all work performed by the contractor, review pay requests, certify work has been completed as designed, and prepare record drawings for the cover project, as set forth in the memorandum dated September 9, 2020, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO APPROVE A CONTRACT WITH ALDRICH & ELLIOT GROUP IN THE AMOUNT OF \$15,200 FOR ENGINEERING SERVICES RELATED TO THE WASTEWATER TREATMENT PLANT TANK COVER PROJECT.

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

A. Municipal Planning Grant Application – Housing Needs Analysis and Plan

The Board is asked to approve the Planning Department's application for a \$22,000 2021 Municipal Planning Grant from the Vermont Agency of Commerce and Community Development to pay for a consultant to develop a Housing Action Plan for the Town. The intent is to create a comprehensive Housing Plan that addresses the Town's needs, identifies opportunities, and develops strategies while maintaining an equity lens throughout, as set forth in the memorandum dated September 4, 2020, from Planning Director Sue Fillion. The Board is also asked to adopt the accompanying FY21 Municipal Resolution for Municipal Planning Grant.

POTENTIAL MOTION: TO APPROVE THE PLANNING DEPARTMENT'S APPLICATION FOR A \$22,000 2021 MUNICIPAL PLANNING GRANT FROM THE VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT TO PAY FOR A CONSULTANT TO DEVELOP A HOUSING ACTION PLAN FOR THE TOWN.

POTENTIAL MOTION: TO ADOPT THE FY21 MUNICIPAL RESOLUTION FOR MUNICIPAL PLANNING GRANT.

B. Association of Vermont Conservation Commissions Tiny Grant for the West River Trail – Accept and Appropriate

The Board is asked to accept and appropriate the 2020 Tiny Grant in the amount of \$480 from the Association of Vermont Conservation Commission for the creation of an interpretive trail loop on the Riverstone Preserve on the West River Trail.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A 2020 TINY GRANT IN THE AMOUNT OF \$480 FROM THE ASSOCIATION OF VERMONT CONSERVATION COMMISSIONS FOR THE CREATION OF AN INTERPRETIVE TRAIL LOOP ON THE RIVERSTONE PRESERVE ON THE WEST RIVER TRAIL.

C. Vermont Community Development Program (VCDP) Grant Application for Brattleboro Housing Authority – Public Hearing, COVID-19 Cost Recovery

The Board is asked to hold a public hearing and to authorize the submission of an application to the Vermont Community Development Program (VCDP) for an Implementation Grant for the Brattleboro Housing Authority (BHA) in the amount of \$42,722 for COVID-19 related expenses. The BHA is applying for the grant to cover expenses already incurred in responding to the COVID-19 pandemic, as set forth in the memorandum dated September 9, 2020, from Assistant Town Manager Patrick Moreland. The Board is also asked to adopt the accompanying Resolution from the Vermont Community Development Program for grant application authority and to identify Assistant Town Manager Patrick Moreland as the contact person and Town Manager Peter Elwell as the authorizing official.

POTENTIAL MOTION: TO APPROVE THE SUBMISSION OF AN APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR AN IMPLEMENTATION GRANT FOR THE BRATTLEBORO HOUSING AUTHORITY IN THE AMOUNT OF \$42,722 FOR COVID-19 RELATED EXPENSES.

POTENTIAL MOTION: TO ADOPT THE RESOLUTION FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR THE IMPLEMENTATION GRANT APPLICATION FOR THE BRATTLEBORO HOUSING AUTHORITY.

D. FY21 Winter Fuel Oil – Award Bid

The Board is asked to award the bid for FY21 heating fuel oil to Barrows & Fisher Oil of Brattleboro, for 70,000 gallons of No. 2 heating fuel oil at a prepaid price of \$1.259 per gallon. Six bids were received and Barrows & Fisher Oil was the low bidder, as set forth in the memorandum dated September 1, 2020 from Finance Director Andre Jaeger.

POTENTIAL MOTION: TO AWARD THE BID FOR FY21 HEATING FUEL OIL TO BARROWS & FISHER OIL FOR 70,000 GALLONS OF NO. 2 HEATING FUEL OIL AT A PREPAID PRICE OF \$1.259 PER GALLON.

E. Salt Shed – Award Bid

The Board is asked to award a bid to Iron Horse Structures of North Conway, New Hampshire, in the base amount of \$43,250 for the replacement of the salt shed at the Department of Public Works. As set forth in the memorandum dated September 10, 2020, from Highway/Utilities Superintendent Dan Tyler, the salt shed had been deteriorating for many years and was deemed unsafe so the building was demolished earlier this year. Additionally, the Board is asked to authorize the expenditure of not to

exceed \$37,500 for the installation of a block foundation upon which the new structure will be installed. This is the amount of the alternate bid from Iron Horse Structures for that portion of the work and, as set forth in Dan Tyler's memorandum, the Department of Public Works is researching whether it would be more cost effective to source the concrete blocks and use a combination of Town crew and contractor services to install the foundation.

POTENTIAL MOTION: TO AWARD A BID TO IRON HORSE STRUCTURES IN THE BASE AMOUNT OF \$43,250 FOR THE REPLACEMENT OF THE SALT SHED AT THE DEPARTMENT OF PUBLIC WORKS, AND TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$37,500 FOR THE CONSTRUCTION OF A BLOCK FOUNDATION FOR THE NEW STRUCTURE.

F. Community Safety Review

(i) Select Facilitator (or "Finalists" for Facilitator)

(ii) Determine Number of and Compensation for Committee Members

The Board is asked to select a facilitator for the Community Safety Review Committee. Five proposals were received. All are included in the Board's back-up materials. The Board also is asked to determine the number of Community Safety Review Committee members and the compensation for those committee members. Twenty-six people submitted applications to be seated on the committee. The Board is expected to hold a special meeting on Tuesday, September 22, at 6:15pm, to interview the applicants and appoint the committee members.

POTENTIAL MOTION: TBD

G. Committee Appointment

The Board is asked to appoint Art Miess to the Conservation Commission. Mr. Miess included this request in his application for the Community Safety Review Committee. There currently are three vacancies on the Conservation Commission.

POTENTIAL NOMINATION: ART MIESS FOR APPOINTMENT TO THE CONSERVATION COMMISSION.

PBE:ja