

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: September 25, 2019

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, October 1, 2019. The Board will meet in executive session at 5:30pm to discuss contracts, labor relations agreements with employees, the appointment of a public officer or employee, and pending or probable civil litigation. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** - *None*

8. **WATER AND SEWER COMMISSIONERS**

A. Authorize Purchase of Replacement Generator – *Department of Public Works*

The Board is asked to approve the purchase of a Generac generator in the amount of \$19,365 to replace the inoperable generator at the Public Works facility, as set forth in the memorandum dated September 11, 2019, from Highway/Utilities Superintendent Dan Tyler. At the September 17 Selectboard meeting, the Board asked for additional information on alternatives such as battery backup and propane powered generators. Included in the Board's packet is a memorandum dated September 25, 2019, from Superintendent Tyler with that additional information. For reasons expressed in that memorandum, Town staff continues to recommend purchase of the Generac generator.

POTENTIAL MOTION: TO APPROVE THE EXPENDITURE OF \$19,365 TO PURCHASE A GENERAC GENERATOR FOR THE PUBLIC WORKS FACILITY.

9. **UNFINISHED BUSINESS** - *None*

10. **NEW BUSINESS**

A. Update Regarding "Work Today" Program – *Emilie Kornheiser of Youth Services*

The Board will receive an update on the status of the planned "Work Today" Program.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Authorize Purchase of Replacement Elevator Cab at the Transportation Center

The Board is asked to approve the purchase of a replacement elevator cab (and associated fixtures and controls) in the amount of \$52,500 from Bay State Elevator. This purchase is a planned capital expense in the approved FY20 budget for the Parking Fund. Additional details are set forth in the memorandum dated September 25, 2019, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO APPROVE THE EXPENDITURE OF \$52,500 FROM THE PARKING FUND TO PURCHASE A BAY STATE ELEVATOR CAB (AND ASSOCIATED FIXTURES AND CONTROLS) FOR THE BRATTLEBORO TRANSPORTATION CENTER.

- C. Municipal Broadband – Research Results + Consideration of Potential Future Actions
Per prior Board direction, staff has researched options for how the Town might pursue a municipal broadband project. The results of that research are set forth in a memorandum dated September 23, 2019, from Assistant Town Manager Patrick Moreland. Due to this topic's broad scope and the lack of immediate urgency to act, it is anticipated that this will be a discussion item only, but the Selectboard may decide to take action(s) regarding either further researching certain options or eliminating certain options from further consideration.

POTENTIAL MOTION: TBD

- D. Announce Committee Vacancies
The Board is asked to announce vacancies on various Town committees.

NO ACTION IS REQUIRED ON THIS ITEM.

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