

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: October 13, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, October 18, 2016. The Board will meet in executive session at 5:45pm to discuss labor relations agreements with employees, the appointment of a municipal officer or employee, real estate lease negotiations, and contracts. 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**

A. Abatement of Interest and Penalties for Late Utility Bills (from 10/4/16 meeting).

At the Selectboard meeting on October 4, the Board was asked to consider abatement on six accounts where the property owners filed an appeal of the interest and penalties that were assessed. Per Board direction, staff has provided additional information regarding the number of late paying accounts and the logistics involved in providing abatement to a class of accounts, rather than just to the six who appealed.

POTENTIAL MOTION: TBD

B. Police-Fire Facilities Project Update

(i) *General Update*

(ii) *Proposed Removal of Flashing Yellow Light on Western Avenue
Near South Street*

(iii) *Guaranteed Maximum Price for Central Fire Station Construction*

(iv) *Construction Plans for Police Station.*

The Town Manager and the design team will provide updates regarding the various components of this project and the Board will be asked to approve (1) the removal of the flashing yellow light that hangs above Western Avenue near South Street, (2) the guaranteed maximum price for the Central Fire Station construction contract, and (3) the construction plans for the Police Station.

POTENTIAL MOTION: TO APPROVE THE REMOVAL OF THE FLASHING YELLOW LIGHT THAT HANGS ABOVE WESTERN AVENUE NEAR SOUTH STREET.

POTENTIAL MOTION: TO APPROVE THE GUARANTEED MAXIMUM PRICE OF \$5,120,170 FOR RENOVATION AND NEW CONSTRUCTION AT THE CENTRAL FIRE STATION, IN ACCORDANCE WITH THE GUARANTEED MAXIMUM PRICE DOCUMENT DATED OCTOBER 12, 2016, FROM DEW CONSTRUCTION CORP.

POTENTIAL MOTION: TO APPROVE THE CONSTRUCTION PLANS FOR THE POLICE STATION AND TO AUTHORIZE DEW CONSTRUCTION CORP. TO COMMENCE COMPETITIVE BIDDING FOR SUBCONTRACTED SERVICES.

10. NEW BUSINESS

- A. Appointment of New Town Clerk.
The Board will vote on the appointment of a new Town Clerk.

POTENTIAL MOTION: TO APPOINT _____ AS TOWN CLERK, WITH EMPLOYMENT TO COMMENCE ON NOVEMBER 29, 2016; FULL DUTIES AS TOWN CLERK TO COMMENCE ON DECEMBER 30, 2016; AND TOWN MEETING RATIFICATION TO BE CONSIDERED AT THE REPRESENTATIVE TOWN MEETING ON MARCH 25, 2017.

- B. Reappointment of Town Zoning Administrator Brian Bannon as Deputy Health Officer.
The Board is asked to recommend to the Vermont Department of Health the reappointment of Town Zoning Administrator Brian Bannon to serve as Deputy Health Officer.

POTENTIAL MOTION: TO RECOMMEND TO THE VERMONT DEPARTMENT OF HEALTH THE REAPPOINTMENT OF BRIAN BANNON AS DEPUTY HEALTH OFFICER.

- C. Financial Report – Monthly Report, September.
Finance Director John O'Connor will present the financial report for the first 3 months of FY17.

NO ACTION IS REQUIRED ON THIS ITEM.

- D. Small Business Assistance Program Loans
(i) *Abbott Road Property*
(ii) *O'Bryan Drive Property.*

The Board is asked to approve two separate loans, totaling \$70,000, to support improvements at two properties owned by Ironwood Brands, LLC, as recommended by the Town's Small Business Assistance Program Loan Committee.

POTENTIAL MOTION: TO APPROVE A LOAN OF \$25,000 FOR IMPROVEMENTS TO 628 ABBOTT ROAD AT AN INTEREST RATE OF 3% AND IN ACCORDANCE WITH OTHER SPECIFIC TERMS RECOMMENDED BY THE SMALL BUSINESS ASSISTANCE PROGRAM LOAN COMMITTEE, AS SET FORTH IN THE MEMORANDUM DATED OCTOBER 7, 2016, FROM GRANTS MANAGER KIM ELLISON.

POTENTIAL MOTION: TO APPROVE A LOAN OF \$25,000 FOR IMPROVEMENTS TO 21 O'BRYAN DRIVE AT AN INTEREST RATE OF 3% AND IN ACCORDANCE WITH OTHER SPECIFIC TERMS RECOMMENDED BY THE SMALL BUSINESS ASSISTANCE PROGRAM LOAN COMMITTEE, AS SET FORTH IN THE MEMORANDUM DATED OCTOBER 7, 2016, FROM GRANTS MANAGER KIM ELLISON.

- E. Solid Waste – Status Report on Transition to Every-Other-Week Garbage Collection.
Staff will provide an update regarding the community's successful transition to every-other-week garbage collection, as set forth in the memorandum dated October 13, 2016, from Assistant Town Manager Patrick Moreland.

NO ACTION IS REQUIRED ON THIS ITEM.

F. Annual Health Insurance Program Renewal, Including Modification of Health Reimbursement Arrangement.

The Board is asked to approve a slight modification to the Town's health insurance program for calendar year 2017. As set forth in the memorandum dated October 13, 2016, from Assistant Town Manager Patrick Moreland, the proposed modification would increase the deductible and also the "HRA layer" in order to achieve additional cost savings for Town taxpayers while maintaining the existing health insurance benefit as it is currently experienced by Town employees.

POTENTIAL MOTION: TO APPROVE CHANGES TO THE TOWN'S HEALTH INSURANCE PROGRAM, AS FOLLOWS: (1) INCREASE THE DEDUCTIBLE TO \$3,000 FOR SINGLE COVERAGE AND TO \$6,000 FOR FAMILY COVERAGE, AND (2) ADJUST THE HEALTH REIMBURSEMENT ARRANGEMENT (HRA) TO PAY FOR CLAIMS IN THE SPACE BETWEEN \$1,500 AND \$3,000 FOR SINGLE COVERAGE AND BETWEEN \$3,000 AND \$6,000 FOR FAMILY COVERAGE; BOTH CHANGES TO BE EFFECTIVE WITH THE BEGINNING OF THE NEW PLAN YEAR ON JANUARY 1, 2017.

G. Child Advocacy Center Grant – Police Department.

The Board is asked to approve an application for a \$60,000 Special Investigations Unit/Child Advocacy Center grant from the State of Vermont to offset the costs of assigning a Brattleboro Police Department investigator to the SIU to cover cases of child abuse and sexual assault throughout Windham County.

POTENTIAL MOTION: TO APPROVE THE POLICE DEPARTMENT'S APPLICATION FOR A \$60,000 SPECIAL INVESTIGATIONS UNIT/CHILD ADVOCACY GRANT FROM THE STATE OF VERMONT TO OFFSET THE COSTS OF ASSIGNING A BRATTLEBORO POLICE DEPARTMENT INVESTIGATOR TO THE S.I.U. TO COVER CASES OF CHILD ABUSE AND SEXUAL ASSAULT THROUGHOUT WINDHAM COUNTY.

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