

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: November 1, 2018



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, November 6, 2018. The Board will meet in executive session at 5:45pm to discuss contracts, the negotiation of a real estate sale or lease, and the evaluation of a public officer or employee. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. BOARD OF HEALTH COMMISSIONERS

A. Issue Health Order – Hold Public Hearing re: 33 Oak Street

The Board is asked to issue a Health Order against Robert Remy-Powers for his property located at 33 Oak Street for violations of the Rental Housing Code. The Town Health Officer has served upon Mr. Remy-Powers a Notice of Intent to Seek a Health Order, along with the alleged violations and a Statement of Procedural Rights. The alleged health violations include violations pertaining to fire safety, sanitation, and lead paint.

POTENTIAL MOTION: TO ISSUE THE HEALTH ORDER AS PROPOSED BY THE HEALTH OFFICER REQUIRING COMPLIANCE WITHIN 5 DAYS OF THIS ORDER.

8. LIQUOR COMMISSIONERS - None

9. WATER AND SEWER COMMISSIONERS - None

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Western Avenue/Union Hill Pedestrian Crossing Device (RRFB) – Stephanie Keep and Frederick Engstrom

Stephanie Keep and Frederick Engstrom, owners of property located at 39 Western Avenue, have asked the Selectboard to hear their objection to the installation of a Rapid Rectangular Flashing Beacon (RRFB) pedestrian crossing device in front of their home. The Board's back-up materials contain copies of e-mails between the property owners and Town Manager Elwell and a memorandum dated October 30, 2018, from Town Manager Elwell that describes the history of the project and applicable RRFB specifications. Staff recommends that the RRFB remain as installed.

POTENTIAL MOTION: TBD

B. Mural in the Harmony Parking Lot – Scot Borofsky

Scot Borofsky, a local artist, has asked the Selectboard to hear from him about the mural project on the wall in the Harmony Parking Lot. The Board's back-up materials contain a memorandum dated October 30, 2018, from Town Manager Elwell that provides a timeline history of the project and describes recent communications between Mr. Borofsky, the Town Arts Committee (TAC), and Town Manager Elwell. The current TAC members have asked for a status report on the project and an assurance that contributing artists are not being charged for access to add their art to the mural.

POTENTIAL MOTION: TBD

C. Transportation Center Resilience Hub Project Proposed by Green Lantern Solar

The Board is asked to authorize Town Manager Elwell to sign a letter of intent to lease space above the Brattleboro Transportation Center (BTC) to Green Lantern Solar. The letter of intent will lead to an actual lease only if (1) Green Lantern's feasibility study causes it to choose to move forward with installation of a solar array above the BTC, and (2) lease terms are agreed upon that are acceptable to the Selectboard.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER PETER ELWELL TO SIGN A LETTER OF INTENT TO LEASE SPACE ABOVE THE BRATTLEBORO TRANSPORTATION CENTER TO GREEN LANTERN SOLAR.

D. Award Bid – Upfit for Police Department Vehicles

The Board is asked to award a bid to SWNH, of Keene, New Hampshire, in the amount of \$47,088.50, to upfit three new police vehicles with proper emergency equipment. As set forth in a memorandum dated October 25, 2018, from Police Chief Fitzgerald, three bids were received and SWNH submitted the lowest cost complete bid.

POTENTIAL MOTION: TO AWARD A BID TO SWNH IN THE AMOUNT OF \$47,088.50, TO UPFIT THREE NEW POLICE VEHICLES WITH PROPER EMERGENCY EQUIPMENT.

E. Rename Private Drive – Tavern Way off of Putney Road on Colonial Motel Complex

The Board is asked to approve the name of Tavern Way for a private drive in the Colonial Motel complex for the reasons set forth in the memorandum dated October 12, 2018, from E911 Coordinator Rita Johnson. This recommendation has been approved by the Town's public safety departments and by applicable State officials.

POTENTIAL MOTION: TO APPROVE THE NAME OF TAVERN WAY FOR A PRIVATE DRIVE IN THE COLONIAL MOTEL COMPLEX, AS PRESENTED.

F. Employee Health Insurance Program -- Renewal for Calendar Year 2019

The Town experienced high claims during the current year and is facing a significant increase in health insurance costs for 2019. To slightly reduce the overall impact of what will still be a significant increase, the Board is asked to approve changes to the Employee Health Insurance Program to increase the deductible and the HRA (self insured) layer. This will result in a 12.71% (\$253,038) increase in the overall cost of this program instead of a straight renewal increase of 13.53% (or \$269,373).

POTENTIAL MOTION: TO APPROVE THE TOWN'S CY2019 HEALTH INSURANCE PROGRAM, INCLUDING AN INCREASE IN THE DEDUCTIBLE TO \$4,000 FOR SINGLE COVERAGE AND \$8,000 FOR FAMILY COVERAGE AND AN INCREASE IN THE H.R.A. LAYER TO MAINTAIN MAXIMUM PLAN PARTICIPANT LIABILITY OF \$1,500 FOR SINGLE COVERAGE AND \$3,000 FOR FAMILY COVERAGE.

G. FY20 Proposed Budget

(i) *Town Manager's Overview*

(ii) *Proposed Schedule of Meetings*

Town Manager Elwell will provide an overview of staff's proposed FY20 Budget and will propose a schedule of meetings at which the Selectboard will review, potentially modify, and ultimately approve the FY20 budget.

NO ACTION IS REQUIRED ON THIS ITEM.

PBE:ja