

**TO:** Mayor Rogin and Members of the Board of Trustees  
**FROM:** Victoria Simonsen, Town Administrator  
**DATE:** November 2, 2023  
**ITEM:** Administrator's Report

---

\_\_\_\_\_ ORDINANCE  
\_\_\_\_\_ MOTION / RESOLUTION  
  X   INFORMATION

---

**Broadway Improvements:** Construction on Broadway Avenue is in full swing with Mountain Constructors, Inc. doing the work. The south side has been cleared and grubbed with rock retaining walls being installed on the 400 block and the concrete multimodal path being poured on the south side. There is a different crew working on the north side of the 400-block undergrounding the electric main line.

**Painting, Paving and Striping:** Brannan Construction has started the second phase of work on pavement projects. Curbs and gutters are being installed on the lower part of 2<sup>nd</sup> Avenue to assist with erosion issues, ADA ramps, striping, and signage occurring at the schools, as well as patching of asphalt in several areas of town.

**BOT 2024 Budget Retreat:** The staff and Board of Trustees held a budget retreat on October 21<sup>st</sup>. No public was in attendance. The Board reviewed the draft budget, asked department-specific questions, discussed Board and Commission requests, as well as staffing projections, and provided guidance to staff on prioritization of capital projects. It was a productive session and staff has incorporated the input into the final Budget which will be considered for adoption on November 6<sup>th</sup>.

**Spooktacular Postponed:** Due to several factors involving cancellation notices to the barricade company and the extra duty officer, the inclement weather forecasted and the need to open Main Street for snowplows, the staff made the decision to postpone the spooktacular to Halloween afternoon in Bohn Park. It resulted in a very well-attended event in a safe location at no additional cost to the town. We appreciate the understanding and cooperation of those involved.

**Brownfield Inventory:** As a member of the Brownfield collaborative with Longmont and Erie, the town has received the results of the Brownfield Inventory for properties located within the town limits. The results showed only two properties that have significant contamination, ten with moderate and approximately twenty others with minor levels of contamination. The town will now work with the state to prioritize and obtain funding to do a formal assessment of the most contaminated properties.

### **Upcoming Events**

- Nov 5 Daylight Savings Time Ends. Turn Back Clocks Saturday night before bed!
- Nov 6 BOT Workshop and Meeting 5:30 pm
- Nov 7 Election Day
- Nov 11 Veteran's Day – Town Hall Open
- Nov 13 PCDC Meeting 6:00 pm
- Nov 13 PRC Meeting 6:00 pm
- Nov 15 HPC Meeting 5:30 pm
- Nov 15 Ecology Board Meeting 6:30 pm
- Nov 16 LURA Meeting 5:00 pm