

**BRATTLEBORO SELECTBOARD  
TUESDAY, NOVEMBER 15, 2016  
REGULAR MEETING - 6:15PM  
AGENDA**

1. **CONVENE REGULAR MEETING**
2. **APPROVE MINUTES** – November 1
3. **CHAIR'S REMARKS**
4. **MANAGER'S COMMENTS**
5. **SELECTBOARD COMMENTS AND COMMITTEE REPORTS**
6. **PUBLIC PARTICIPATION**
7. **LIQUOR COMMISSIONERS**
  - A. Approve Second Class Liquor License –  
*DG Retail, LLC, d/b/a Dollar General Store #12210*
8. **WATER AND SEWER COMMISSIONERS** – None
9. **UNFINISHED BUSINESS**
  - A. Police-Fire Facilities Project Update
10. **NEW BUSINESS**
  - A. Financial Report – *Monthly Report, October*
  - B. FY18 Budget
    - (i) *Revenues*
    - (ii) *Capital*
      - (a) *Projects*
      - (b) *Equipment*
  - C. Small Business Assistance Program (SBAP) Loan Approval – *True North Granola*
  - D. Close Out VCDP Planning Grant – *Groundworks Collaborative, Public Hearing*
  - E. VCDP Implementation Grant 2016 – *Approve Grant Application and Resolution, Brattleboro Permanent Supportive Housing Project, Windham & Windsor Housing Trust*
11. **CORRESPONDENCE/FYI**
  - A. Warrants
  - B. Department Monthly Reports
12. **MEETINGS**

See enclosed Town Calendar
13. **ADJOURNMENT**

## MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: November 10, 2016



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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, November 15, 2016, at 6:15pm, in the Selectboard Meeting Room.

### 7. LIQUOR COMMISSIONERS

- A. Approve Second Class Liquor License – DG Retail, LLC, d/b/a Dollar General Store #12210. The Board is asked to approve a second class liquor license for DG Retail, LLC, d/b/a Dollar General Store #12210, located at 23 Marlboro Road. The Brattleboro Police and Fire Departments have reviewed and approved the application.

**POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR DG RETAIL, LLC, D/B/A DOLLAR GENERAL STORE #12210, LOCATED AT 23 MARLBORO ROAD.**

### 8. WATER AND SEWER COMMISSIONERS – *None.*

### 9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project Update

Town Manager Elwell will provide the Board with an update on the progress of construction at the West Brattleboro Fire Station and the Central Fire Station, and of pre-construction activities related to the Police Station.

**NO ACTION IS REQUIRED ON THIS ITEM.**

### 10. NEW BUSINESS

- A. Financial Report – Monthly Report, October. Finance Director John O'Connor will be present to review and discuss the October 2016 monthly financial report.

**NO ACTION IS REQUIRED ON THIS ITEM.**

- B. FY18 Budget  
    (i) *Revenues*  
    (ii) *Capital*  
        (a) *Projects*  
        (b) *Equipment*

After Town Manager Elwell provides a brief summary of staff's proposed FY18 Budget, the Board and staff will review and discuss estimated revenues and proposed capital expenditures (for infrastructure projects and vehicles/equipment). Please see the separate FY18 Proposed Budget notebook that was distributed on November 1.

**POTENTIAL MOTION: TBD**

- C. Small Business Assistance Program (SBAP) Loan Approval – True North Granola.  
The Board is asked to approve a Small Business Assistance Program loan to True North Granola in the amount of \$37,000, to be amortized over seven years at 3% interest. Representatives from True North Granola are expected to attend the meeting.

**POTENTIAL MOTION: TO APPROVE A SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO TRUE NORTH GRANOLA IN THE AMOUNT OF \$37,000, TO BE AMORTIZED OVER SEVEN YEARS AT 3% INTEREST.**

- D. Close Out VCDP Planning Grant – Groundworks Collaborative, Public Hearing. The Board is asked to hold a public hearing in order to close out the Vermont Community Development Program Planning Grant for the Groundworks Collaborative, as set forth in the memorandum dated November 9, 2016, from Grants/Loan Manager Kim Ellison.

**NO MOTION IS REQUIRED ON THIS ITEM.**

- E. VCDP Implementation Grant 2016 – Approve Grant Application and Resolution, Brattleboro Permanent Supportive Housing Project, Windham & Windsor Housing Trust.  
The Board is asked to adopt a resolution authorizing the submission of an implementation grant application in the amount of \$449,000 to the Vermont Community Development Program to support the Brattleboro Permanent Supportive Housing project for Windham & Windsor Housing Trust. Information about the proposed project is set forth in the memorandum dated November 3, 2016, from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO ADOPT A RESOLUTION AUTHORIZING THE SUBMISSION OF AN IMPLEMENTATION GRANT APPLICATION IN THE AMOUNT OF \$449,000 TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT THE BRATTLEBORO PERMANENT SUPPORTIVE HOUSING PROJECT FOR WINDHAM & WINDSOR HOUSING TRUST.**

PBE:ja

## Town of Brattleboro Calendar

Thu Nov 17, 2016

4pm - 5:30pm Traffic Safety Committee, Selectboard Meeting Room  
Where: Selectboard Meeting Room

Sun Nov 20, 2016

1pm - 3pm James' celebration  
Where: 118 Elliot Street

Mon Nov 21, 2016

~~10am - 11am Safety & Wellness Committee  
Where: Hanna Cosman~~

~~6pm - 7pm BCTV set up for DRB mtg.  
Where: Selectboard meeting room~~

~~7pm - 9pm Development Review Board  
Where: Selectboard Meeting Room  
Created by: Erica Stephens~~ **CANCELLED**

Tue Nov 22, 2016

5:15pm - 8:15pm Conservation Commission, Hanna Cosman  
Where: Hanna Cosman Room  
Created by: Erica Stephens

5:30pm - 7:30pm Selectboard special meeting  
Where: Selectboard meeting room

~~Wed Nov 23, 2016~~

~~10:30am - 12:30pm Department Head meeting  
Where: Hanna Cosman meeting room~~

Thu Nov 24, 2016

8:30am - 5pm Town offices closed

Fri Nov 25, 2016

8:30am - 5pm Town offices closed; Library open

Mon Nov 28, 2016

5:30pm - 6:30pm Citizen Police Communications Committee (CPCC)  
Where: Hanna Cosman Meeting Room

Tue Nov 29, 2016

~~3pm - 4:30pm Groundworks Community Meeting  
Where: Hanna Cosman meeting room~~

4:30pm - 6pm Human Services Review Committee  
Where: Brattleboro Food Co-Op community room

5pm - 6:30pm Special Selectboard Meeting  
Where: Selectboard meeting room

# Town of Brattleboro Calendar

Wed Nov 30, 2016

~~10:30am - 12:30pm Department Head meeting~~  
~~Where: Hanna Cosman meeting room~~

**4pm - 6pm Police-Fire Facilities Building Committee**  
Where: Selectboard meeting room

~~6:30pm - 8:30pm HOLD Brattleboro Solidarity~~  
~~Where: Selectboard meeting room~~

Thu Dec 1, 2016

~~11am - 1pm WKVT Community Forum re: Internet Safety~~  
~~Where: Selectboard meeting room~~

**6:30pm - 7:30pm BASIC Meeting-Gibson Aiken Conf Rm.**

Mon Dec 5, 2016

~~1pm - 2:30pm VTrans/WRC Meeting~~  
~~Where: Hanna Cosman Room~~

~~2pm - 3:30pm Community Equity Collaborative~~  
~~Where: Hanna Cosman~~

**5pm - 7pm Energy Committee**  
Where: Hanna Cosman

**6pm - 9pm Planning Commission/Selectboard Meeting Room**  
Where: Selectboard Meeting Room

Tue Dec 6, 2016

~~4:30pm - 5:30pm BCTV SR set up for Selectboard Mtg~~

**6:15pm - 8:15pm Selectboard Meeting**  
Where: Selectboard Meeting Room