

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: March 11, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, March 15, 2016. The Board will meet in executive session at 6:00pm to discuss contracts, labor relations agreements with employees, 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. LIQUOR COMMISSIONERS

- A. Festival Permit - Brattleboro Brewers Festival. The Board is asked to approve an Application for a Festival Permit for Four Seasons Media, Inc., d/b/a Brattleboro Brewers Festival, on May 14, from 12:00pm to 4:00pm at Vermont Agricultural Business Education Center, 40 University Way.

**POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A FESTIVAL PERMIT FOR FOUR SEASONS MEDIA, INC., D/B/A BRATTLEBORO BREWERS FESTIVAL, ON MAY 14, FROM 12:00PM TO 4:00PM AT VERMONT AGRICULTURAL BUSINESS EDUCATION CENTER, LOCATED AT 40 UNIVERSITY WAY.**

- B. Special Event Permits – Hermit Thrush Brewery, LLC  
(i) *Pint Night at Hermit Thrush, 3/24/16*  
(ii) *Decade de Lapin, 4/2/16*

The Board is asked to approve two Special Event Permits for Hermit Thrush Brewery, LLC, as follows: (1) Pint Night at Hermit Thrush Brewery, located at 29 High Street, on March 24, from 5:30pm to 9:30pm; and (2) "Decade de Lapin" 10 year anniversary for the Disques de Lapin label, at the Hooker-Dunham Theater and Gallery, located at 139 Main Street, on April 2, from 3:00pm to 11:00pm.

**POTENTIAL MOTION: TO APPROVE TWO SPECIAL EVENT PERMITS FOR HERMIT THRUSH BREWERY, LLC, FOR (1) PINT NIGHT AT HERMIT THRUSH BREWERY, LOCATED AT 29 HIGH STREET, ON MARCH 24, FROM 5:30PM TO 9:30PM; AND (2) "DECADE DE LAPIN" 10 YEAR ANNIVERSARY FOR THE DISQUES DE LAPIN LABEL, AT THE HOOKER-DUNHAM THEATER AND GALLERY, LOCATED AT 139 MAIN STREET, ON APRIL 2, FROM 3:00PM TO 11:00PM.**

- C. First Class Liquor License – J & C Restaurant, Inc., d/b/a Panasian. The Board is asked to approve a first class liquor license for J & C Restaurant, Inc., d/b/a Panasian, located at 766 Putney Road. Johnny Lin, proprietor of the restaurant, will be present to discuss the application.

**POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR J & C RESTAURANT, INC., D/B/A PANASIAN, LOCATED AT 766 PUTNEY ROAD.**

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

9. **UNFINISHED BUSINESS**

A. Police-Fire Facilities Project

(i) *Continued Discussion*

(ii) *Possible FY17 Budget Adjustment for Representative Town Meeting.*

The Board is asked to consider amending its recommendation to Representative Town Meeting regarding the proposed FY17 Budget and the related property tax rate to reflect the outcome of the Special Representative Town Meeting on March 12 regarding the Police/Fire Facilities Project. The amount of first year debt service for the Black Mountain Road Alternative would be \$176,906 (which would require an increase in the property tax rate of 1.5 cents). The amount of first year debt service for the current Municipal Center Alternative would be \$199,138 (which would require an increase in the property tax rate of 1.69 cents).

**POTENTIAL MOTION (If the Black Mountain Road Alternative is approved): TO AMEND THE SELECTBOARD'S RECOMMENDATION TO REPRESENTATIVE TOWN MEETING REGARDING THE FY17 PROPOSED BUDGET TO ADD \$176,906 OF DEBT SERVICE EXPENSE.**

or

**POTENTIAL MOTION (If the Black Mountain Road Alternative is rejected): TO AMEND THE SELECTBOARD'S RECOMMENDATION TO REPRESENTATIVE TOWN MEETING REGARDING THE FY17 PROPOSED BUDGET TO ADD \$199,138 OF DEBT SERVICE EXPENSE.**

10. **NEW BUSINESS**

A. Financial Report – *Monthly Report, February, Finance Department.* Finance Director John O'Connor will be present to discuss the February, 2016 financial report.

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

B. Audit Services – *Award Bid.* The Board is asked to award the contract for FY16 audit services, with options to renew the engagement for FY17 and FY18, to Batchelder Associates, of Barre, Vermont, as set forth in a memo dated March 3, 2016, from Finance Director John O'Connor.

**POTENTIAL MOTION: TO AWARD THE CONTRACT FOR FY16 AUDIT SERVICES, WITH OPTIONS TO RENEW THE ENGAGEMENT FOR FY17 AND FY18, TO BATCHELDER ASSOCIATES, OF BARRE, VERMONT.**

C. New Police Cruisers – *Award Bids, Police Department*

(i) *Two Vehicles*

(ii) *Equipment Upfits*

The Board is asked to award a bid for two police vehicles (2016 Ford Explorer Interceptor and 2016 Ford Taurus Interceptor) in the total amount of \$45,859 to Formula Ford, of Montpelier, Vermont. The Board is also asked to award a bid for the equipment upfits for both vehicles in the total amount of \$29,367.13 to Adamson Industries, of Haverhill, Massachusetts. The amount budgeted for the vehicles and upfit equipment is \$84,000 and the total amount of the two recommended bid awards is \$75,226.13. Further details are set forth in a memo dated March 3, 2016, from Police Chief Fitzgerald.

**POTENTIAL MOTION #1: TO AWARD A BID FOR TWO POLICE VEHICLES (2016 FORD EXPLORER INTERCEPTOR AND 2016 FORD TAURUS INTERCEPTOR) IN THE TOTAL AMOUNT OF \$45,859 TO FORMULA FORD, OF MONTPELIER, VERMONT.**

**POTENTIAL MOTION #2: TO AWARD A BID FOR THE EQUIPMENT UPFITS FOR BOTH VEHICLES IN THE TOTAL AMOUNT OF \$29,367.13 TO ADAMSON INDUSTRIES, OF HAVERHILL, MASSACHUSETTS.**

- D. GHS Equipment Grant – Accept and Appropriate Grant, Police Department. The Board is asked to accept and appropriate the Governor’s Highway Safety Program Grant from the Vermont Agency of Transportation in the amount of \$8,000 for the purchase of new and replacement equipment for the Police Department. Equipment to be purchased is set forth in the memo dated February 23, 2016, from Police Chief Fitzgerald.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE THE GOVERNOR’S HIGHWAY SAFETY PROGRAM GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION IN THE AMOUNT OF \$8,000 FOR THE PURCHASE OF NEW AND REPLACEMENT EQUIPMENT FOR THE POLICE DEPARTMENT.**

E. VCDP Grants

- (i) *Groundworks*
- (ii) *Bradley House Renovation & Expansion*
  - (a) *Resolution*
  - (b) *Public Hearing*
  - (c) *Grant from Program Income*

(i) *Groundworks.* The Board is asked to accept and appropriate a Community Development Block Grant (CDBG) Planning Grant in the amount of \$30,000 from the Agency of Commerce & Community Development in support of the Groundworks Collaborative for the Housing Support Services planning project, and to authorize the Town Manager to execute the subgrant agreement between the Town of Brattleboro and Groundworks Collaborative, as presented. The matter is further described in a memo dated March 7, 2016, from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING GRANT IN THE AMOUNT OF \$30,000 FROM THE AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT IN SUPPORT OF THE GROUNDWORKS COLLABORATIVE FOR THE HOUSING SUPPORT SERVICES PLANNING PROJECT, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE SUBGRANT BETWEEN THE TOWN OF BRATTLEBORO AND GROUNDWORKS COLLABORATIVE, AS PRESENTED.**

- (ii) *Bradley House Renovation & Expansion*
  - (a) *Resolution*
  - (b) *Public Hearing*
  - (c) *Grant from Program Income*

The Board is asked to hold a public hearing and authorize the submission of a grant application in the amount of \$457,000 to the Vermont Community Development Program (VCDP) for an Implementation Grant for the Bradley House Redevelopment Project, and to adopt a resolution for grant application authority that identifies Assistant Town Manager Patrick Moreland as the Contact Person and Town Manager Peter Elwell as the Authorizing Official. The matter is further described in a memo dated March 7, 2016, from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION IN THE AMOUNT OF \$457,000 TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR AN IMPLEMENTATION GRANT FOR THE BRADLEY HOUSE REDEVELOPMENT PROJECT, AND TO ADOPT A RESOLUTION FOR GRANT APPLICATION AUTHORITY THAT IDENTIFIES ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE CONTACT PERSON AND TOWN MANAGER PETER ELWELL AS THE AUTHORIZING OFFICIAL.**

The Board also is asked to approve a grant in the amount of \$50,000 from Program Income to the Bradley House in support of the Bradley House Redevelopment Project, as set forth in the

memo dated March 7, 2016, from Assistant Town Manager Patrick Moreland. Actual payment of these grant funds would be contingent upon State approval of the VCDP Implementation Grant application addressed in the immediately preceding agenda item.

**POTENTIAL MOTION: TO APPROVE A GRANT IN THE AMOUNT OF \$50,000 FROM PROGRAM INCOME TO THE BRADLEY HOUSE IN SUPPORT OF THE BRADLEY HOUSE REDEVELOPMENT PROJECT.**

- F. Upgrade of Green Mountain Power Substation at Cotton Mill Hill – *Approve Letter to Green Mountain Power and Public Service Board.* Green Mountain Power (GMP) recently notified the Town that it intends to upgrade the electric transmission facilities and substation located on Cotton Mill Hill Road. The Planning Commission reviewed the matter at its meeting on March 7, 2016. Planning Director Rod Francis prepared a draft letter for the Selectboard to comment on the project, and the Board is asked to approve the letter. Planning Director Francis will be present to discuss the matter.

**POTENTIAL MOTION: TO APPROVE THE DRAFT LETTER DATED MARCH 16, 2016, TO ATTORNEY MORRIS SILVER REGARDING GREEN MOUNTAIN POWER’S PROPOSED RECONSTRUCTION OF THE SOUTH BRATTLEBORO SUBSTATION, AS PRESENTED.**

- G. Windham Regional Commission Report to Selectboard – *Representatives’ Report, Planning Services.* Last year the Board appointed Rod Francis and Elizabeth McLoughlin as Town representatives to the Windham Regional Commission. The Board also asked the representatives to periodically provide a report to the Board. A report prepared by Planning Director Rod Francis entitled “Windham Regional Commissioners Annual Report 2015-16” is included in the Board’s backup materials.

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

- H. Board Appointments – *Windham Regional Commission.* The Board is asked to re-appoint Elizabeth McLoughlin and Rod Francis as Brattleboro representatives to the Windham Regional Commission for the period April 1, 2016 to March 31, 2017.

**POTENTIAL MOTION: TO APPOINT ELIZABETH MCLOUGHLIN AND ROD FRANCIS AS BRATTLEBORO REPRESENTATIVES TO THE WINDHAM REGIONAL COMMISSION FOR THE PERIOD APRIL 1, 2016 TO MARCH 31, 2017.**

- I. Employee Health Insurance – *Revise Plan to Include Health Reimbursement Arrangement (HRA).* The Board is asked to approve changes to the Town’s Health Insurance Program, as follows: (1) increase the deductible to \$2,500 for single coverage and \$5,000 for family coverage; and (2) establish a Health Reimbursement Arrangement (HRA) to pay for claims in the space above the current deductible (\$1,500 for single coverage and \$3,000 for family coverage) and below the proposed new deductible levels. The matter is described more completely in the memo dated March 10, 2016, from Town Manager Peter Elwell.

**POTENTIAL MOTION: TO APPROVE CHANGES TO THE TOWN’S HEALTH INSURANCE PROGRAM, AS FOLLOWS: (1) INCREASE THE DEDUCTIBLE TO \$2,500 FOR SINGLE COVERAGE AND \$5,000 FOR FAMILY COVERAGE; AND (2) ESTABLISH A HEALTH REIMBURSEMENT ARRANGEMENT (HRA) TO PAY FOR CLAIMS IN THE SPACE ABOVE THE CURRENT DEDUCTIBLE (\$1,500 FOR SINGLE COVERAGE AND \$3,000 FOR FAMILY COVERAGE) AND BELOW THE PROPOSED NEW DEDUCTIBLE LEVELS.**

- J. Representative Town Meeting - Assignment of Motions on Articles. The Board is asked to assign the responsibility for reading motions at Representative Town Meeting to various Board members. The motions are being reviewed by the Town Attorney and will be distributed to the Board prior to the March 15 meeting.

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

- K. Selectboard Organizational Meeting - Confirm Special Meeting, March 30, at 5:30pm, Selectboard Meeting Room. The Board is asked to confirm the date and time of the Board's annual organizational meeting on March 30 at 5:30pm in the Selectboard Meeting Room at the Municipal Center.

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

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