

TO: Selectboard April 10, 2014

FROM: Patrick Moreland, Interim Town Manager

SUBJECT: Administrative Report

The following will summarize the proposed motions for those items on the Agenda for the Tuesday, April 15, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 5:45pm to discuss a personnel matter and potential litigation; the regular meeting will begin at 6:15pm.

7. LIQUOR COMMISSIONERS

- A. Liquor & Tobacco Licenses – Annual Renewals. The Board is asked to approve the annual renewal of liquor and tobacco licenses. The list of renewals is presented noting any violations reported to the Town by the Vermont Department of Liquor Control. There are no reported violations among this group of renewals. Brattleboro Fire and Brattleboro Police have reviewed and approve the application. The Board may approve the list in its entirety or may approve the list with exceptions.

POTENTIAL MOTION: TO APPROVE RENEWALS OF LIQUOR AND TOBACCO LICENSES FOR THE BUSINESSES ON THE LIST.

- B. Special Event Permit – Go America Go Beverages d/b/a WhistlePig Whiskey, Strolling of the Heifers Friday Night Event, June 6. The Board is asked to approve a special event permit for Go America Go Beverages d/b/a WhistlePig Whiskey, of Shoreham, VT. A special event permit allows manufacturers of alcoholic beverages to sell by the glass, or by unopened bottle, or offer samplings for the purpose of tastings only. This application is being requested in conjunction with the annual Strolling of the Heifers weekend, and the event will be held at the River Garden on Friday, June 6 from 5:30pm to 8:30pm.

POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR GO AMERICA GO BEVERAGES D/B/A WHISTLEPIG WHISKEY OF SHOREHAM VERMONT, FOR AN EVENT AT THE ROBERT H. GIBSON RIVER GARDEN ON FRIDAY JUNE 6 BETWEEN 5:30PM AND 8:30PM.

- C. Special Event Permit – Go America Go Beverages d/b/a WhistlePig Whiskey, Maple n' Mud Festival, April 26. The Board is asked to approve a special event permit for Go America Go Beverages d/b/a WhistlePig Whiskey, of Shoreham, VT. A special event permit allows manufacturers of alcoholic beverages to sell by the glass, or by unopened bottle, or offer samplings for the purpose of tastings only. This application is being requested in conjunction with Strolling of the Heifers Maple and Mud Festival Event, to be held on Saturday April 26, from 10:00am to 4:00pm.

POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR GO AMERICA GO BEVERAGES D/B/A WHISTLEPIG WHISKEY OF SHOREHAM VERMONT, FOR AN EVENT AT THE ROBERT H. GIBSON RIVER GARDEN ON SATURDAY, APRIL 26 FROM 10:00AM TO 4:00PM.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS – None

10. NEW BUSINESS

- A. Financial Report – *Monthly Financial Report, March*. Finance Director John O'Connor will not be present.

POTENTIAL MOTION: NONE

- B. Staffing Level Review – *Brattleboro Police Department and Planning Services*. On March 23, 2014 Officer David Godinho tendered his resignation effective April 5, 2014. On March 21, 2014 Planning Services Clerk Julia Perks tendered her resignation, effective April 4, 2014. A memo is attached detailing the staffing of each department and a description of plans to fill these two vacancies.

POTENTIAL MOTION: NONE

- C. Award Bid – *Police Cruiser, Brattleboro Police Department*. Sealed bids for a new 2014 police cruiser were opened on April 2 from a total of three firms. Only one bid provided for a 2014 vehicle as requested. Chief Gene Wrinn will be present to recommend that the lowest cost bid be awarded to Imperial Municipal Partners. This vehicle is intended to replace a 2008 Dodge Charger with nearly 100,000 miles of hard service. The replacement of this vehicle was included in the FY14 capital plan with funding provided in the FY14 budget.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A 2014 AWD FORD POLICE CRUISER IN THE AMOUNT OF \$33,449 FROM IMPERIAL MUNICIPAL PARTNERS.

- D. Grant Application – *GHS Seatbelt/Safety and DUI Enforcement Grant, Brattleboro Police Department*. The Brattleboro Police Department is requesting approval of a grant application in the amount of \$26,616 from the Vermont Department of Public Safety. If awarded the funds will be used for police overtime in to reduce incidents of DUI and to provide for seatbelt enforcement efforts.

POTENTIAL MOTION: TO APPROVE A GRANT APPLICATION IN THE AMOUNT OF \$26,616 TO THE VERMONT DEPARTMENT OF PUBLIC SAFETY, GOVERNOR HIGHWAY SAFETY GRANT PROGRAM FOR SUPPORT OF LOCAL ENFORCEMENT OF DUI, SEATBELT AND OTHER DRIVING VIOLATIONS.

- E. Grant Application – *LSTA Resources Sharing Grant, Brooks Memorial Library*. The Brooks Memorial Library is requesting approval of a grant application in the amount of \$2,212 to the Vermont Department of Libraries. If awarded the funds will be used to offset the cost of activities associated with the interlibrary loan program and other resource sharing activities between Vermont libraries.

POTENTIAL MOTION: TO APPROVE A GRANT APPLICATION IN THE AMOUNT OF \$2,212 TO THE VERMONT DEPARTMENT OF LIBRARIES TO SUPPORT RESOURCE SHARING.

- F. Accept & Appropriate Grant – *VDEMHS Communications Grant, Brattleboro Fire Department*. The Brattleboro Fire Department has been awarded a grant in the amount of \$59,739 from the Vermont Division of Emergency Management and Homeland Security. The funds will be used to replace 34 portable radios and 40 pagers. Brattleboro is fortunate to have received this particular grant, as it comes with no requirement for a financial match.

POTENTIAL MOTION: TO ACCEPT AN APPROPRIATE A GRANT IN THE AMOUNT OF \$59,739 FROM THE VERMONT DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY FOR THE REPLACEMENT OF 34 PORTABLE RADIOS AND 40 PAGERS.

- G. Appoint Town Forest Fire Warden – Fire Chief Michael Bucossi. The Board is asked to reappoint Fire Chief Mike Bucossi as Town Forest Fire Warden. The State requires the Board to appoint a Fire Warden for a term of five years. .

POTENTIAL MOTION: TO APPOINT FIRE CHIEF MIKE BUCOSSİ TO THE POSITION OF FOREST FIRE WARDEN FOR A FIVE YEAR TERM BEGINNING ON 7-1-14 AND CONCLUDING 6-30-19.

- H. Property Assessed Clean Energy (PACE) – Update, Town Manger’s Office. Interim Town Manager Patrick Moreland will provide the Board with an update.

POTENTIAL MOTION: NONE

- I. Arts Committee – Discussion.

POTENTIAL MOTION: NONE

- J. Funding Municipal Services Through Donations - Chris Chapman. The Board is in receipt of a proposal from Chris Chapman.

POTENTIAL MOTION: TBD

- K. Committee Formation Request - George Harvey. The Board is in receipt of a request from George Harvey to create a committee “to investigate both the technical, economic, environmental, and other details of an organization to generate electricity for all ratepayers in Brattleboro, possibly also providing heat if that is appropriate.”

POTENTIAL MOTION: TBD