

TO: Selectboard June 12, 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, June 17, 2014 Selectboard Meeting. This meeting will begin at 6:15pm.

7. **LIQUOR COMMISSIONERS** - *None*

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

9. **UNFINISHED BUSINESS** – *None*

10. **NEW BUSINESS**

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

POTENTIAL MOTION: NONE

B. Labor Relations Agreement – *Memorandum of Understanding.* A group of clerical and administrative staff have presented their signatures to the Town and have filed with the Vermont Labor Board for representation and are seeking collective bargaining. The Town and the representing union have worked through the process and it is anticipated that an agreement will be taken up for consideration at Tuesday's meeting.

POTENTIAL MOTION: TBD

C. Police Chief Search – *Town Manager.* After 28 years of dedicated service, Eugene Wrinn will be retiring from the Brattleboro Police Department, effective June 27. I am including in the Board packet for your review the process that I will use to select the next Police Chief. In short, I will engage four separate committees to include: a seven member citizen committee; the Selectboard; a police committee; and lastly an evaluation committee. Each committee has a specific task asked of them and each must be committed to strict confidentiality, as this is a personnel matter. Final appointment will be by the Town Manager.

POTENTIAL MOTION: NONE

D. Business Personal Property Fines – *Office of the Assessor.* Each year at this time the Office of the Assessor provides the Selectboard with the list of businesses which are taxable but have failed to file a Business Personal Property Tax schedule. The business entities on the list are subject to a \$100 fine if the Selectboard authorizes its collection. Municipal Assessor Russell Rice will be present to make a recommendation to the Board.

POTENTIAL MOTION: TO IMPOSE A FINE OF \$100 FOR BUSINESSES IDENTIFIED BY THE DEPARTMENT OF ASSESSMENT AS HAVING FAILED TO FILE A BUSINESS PERSONAL PROPERTY SCHEDULE FOR 2014.

E. Accept and Appropriate Grant Amendment – *GHS Op Enforcement Grant, Brattleboro Police Department.* The Board is asked to accept and appropriate a grant amendment

to increase the amount of the Vermont Department of Public Safety, Governor's Highway Safety Program grant from \$2,000 to \$8,000 to pay for staff time and mileage to conduct operations to reduce aggressive and distracted driving.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT AMENDMENT FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY TO INCREASE THE AMOUNT OF THE GRANT TO \$8,000 TO SUPPORT OPERATIONS TO REDUCE AGGRESSIVE AND DISTRACTED DRIVING.

- F. Approve Small Business Assistance Program (SBAP) Loan – *Brattleboro Area Farmers Market, Finance Department*. The Board is asked to approve a \$40,000 SBAP loan to the Brattleboro Area Farmer's Market. The SBAP loan committee met twice to review the Application and are recommending the loan to the Selectboard. Funds will be used as a bridge loan by the organization as they seek to redevelopment their new property, the former Planet gas station. Grants Manager Kim Ellison will be present to discuss the loan with the Board.

POTENTIAL MOTION: TO APPROVE AN SBAP LOAN FOR THE BRATTLEBORO AREA FARMERS MARKET TO COMPLETE SITE WORK, PARKING LOT IMPROVEMENTS AND BUILDING RENOVATIONS AT 570 WESTERN AVENUE IN THE AMOUNT OF \$40,000 AT 3% INTEREST COMPOUNDED MONTHLY, PRINCIPAL AND ACCRUED INTEREST DUE NO LATER THAN DECEMBER 31, 2014.

- G. Disband Committee – *Skating Rink Committee*. The Board is asked to disband the Skating Rink Committee. Committee Chair Rick Sullivan has sent correspondence indicating that the committee feels that its work has been completed and there is no further need to maintain this public body. Committee members include: Evan Chadwick; Donald Dompier; Bob Rueter; Tom Bodett; and Rick Sullivan.

POTENTIAL MOTION: TO DISBAND THE SKATING RINK COMMITTEE.

- H. Resize Committee – *Brattleboro Area Skatepark is Coming (BASIC) Committee*. The Board is asked to consider a reduction in the overall size of the BASIC committee, from the current membership of nine to a membership of seven. The committee is seeking a reduced membership to help maintain committee cohesion and organization.

POTENTIAL MOTION: TO REDUCE THE SIZE OF BRATTLEBORO AREA SKATEPARK IS COMING (BASIC) COMMITTEE FROM A MEMBERSHIP OF NINE TO A MEMBERSHIP OF SEVEN.

- I. Action Team – *Food Connects and Brattleboro Area Prevention Coalition*. Katherine Gillespie Jandernoa will be present from the Farm to School program to discuss a Department of Health Grant for Food Connects and the Brattleboro Prevention Coalition. The group is forming an action team and is seeking representation from the Brattleboro Selectboard.

POTENTIAL MOTION: TO APPOINT DAVID SCHOALES AS BRATTLEBORO REPRESENTATIVE TO THE ACTION TEAM.

- J. Committee Appointments – The Board is asked to make committee appointments.

POTENTIAL MOTION: TBD