

TO: Selectboard July 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, July 15, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 5:00pm to discuss the appointment or employment or evaluation of a public officer or employee, contracts, and pending or probable civil litigation or a prosecution to which the public body is or may be a party; the regular meeting will begin at 6:15pm.

7. LIQUOR COMMISSIONERS

- A. Second Class Liquor License – Hermit Thrush Brewery, LLC. The Board is asked to approve a second class liquor license for Hermit Thrush Brewery, LLC located at 29 High Street. The second class license will allow them to sell unopened containers of their beer from this location. The application has been reviewed and approved by Brattleboro Police Department and Brattleboro Fire Department, a business license has been obtained and no back taxes or fees are owed by the proprietors, Chris Gagne and Avery Schwenk.

POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR HERMIT THRUSH BREWERY, LLC AT 29 HIGH STREET.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS – None

10. NEW BUSINESS

- A. Town Manager Search – Update

POTENTIAL MOTION: TBD

- B. Windham County Economic Development Entergy Settlement Funds - Update

POTENTIAL MOTION: NONE

- C. Approve Small Business Assistance Program (SBAP) Loan – Hermit Thrush Brewery, LLC, Finance Department. The SBAP Committee met on July 2, to review an application for a small business loan in the amount of \$40,000 from Chris Gagne and Avery Schwenk for Hermit Thrush Brewery LLC. The requested funds will be used to purchase equipment and for lease holder improvements to the brewery at 29 High Street. The committee supports making the loan with the series of terms and conditions.

POTENTIAL MOTION: TO APPROVE A \$40,000 SMALL BUSINESS ASSISTANCE PROGRAM LOAN FOR CHRIS GAGNE AND AVERY SCHWENK FOR HERMIT THRUSH BREWERY, LLC AT 29 HIGH STREET, WITH THE FOLLOWING TERMS: 5 YEARS/60 MONTHLY PAYMENTS; 3% INTEREST RATE COMPOUNDED MONTHLY; THE MONTHLY PAYMENT BEING \$718.75, DUE ON THE FIRST OF EACH MONTH, FOLLOWING 60 DAYS FROM THE DATE OF DISBURSEMENT. THE LOAN IS CONTINGENT ON THE FOLLOWING CONDITIONS: THE APPLICANT

OBTAINING ALL NECESSARY FEDERAL, STATE AND LOCAL PERMITS; THE APPLICANT WILL PROVIDE DOCUMENTS CONFIRMING CASH EQUITY IN THE PROJECT; A LOAN AND SECURITY AGREEMENT; A CORPORATE PROMISSORY NOTE AND UCC FINANCING STATEMENT WITH HERMIT THRUSH BREWERY, LLC; PERSONAL GUARANTEES FROM CHRIS GAGNE AND AVERY SCHWENK; AND, TERM LIFE INSURANCE POLICIES FOR CHRIS GAGNE AND AVERY SCHWENK ASSIGNED TO THE TOWN IN AN AMOUNT COVERING THE NOTE.

- D. Name Private Right of Way – *Stafford Farm Hill, E911*. The Board is asked to name the private access road to the Hilltop Montessori School, Stafford Farm Hill. Hilltop Montessori is the only property owner accessible by this road, and consequently there is unanimous support for name chosen. The name has been vetted by Brattleboro Fire, Brattleboro Police Department, and Central Dispatch.

POTENTIAL MOTION: TO NAME THE ACCESS ROAD OFF OF SUMMIT CIRCLE, IDENTIFIED ON THE TAX MAP PRESENTED, AS STAFFORD FARM HILL.

- E. Approve Contract – *CAI Technologies, Assessors Office*. The Board is asked to approve the annual contract with CAI Technologies for development and maintenance of Brattleboro's tax maps in both hard copy and digital form. The complete scope of services is in the packet, and it includes updating the tax maps to identify changes in boundary lines and recent subdivisions, etc. These services are essential for the basic operation of the Assessor's Office.

POTENTIAL MOTION: TO AUTHORIZE THE INTERIM TOWN MANAGER, ON BEHALF OF THE TOWN OF BRATTLEBORO, TO ENTER INTO A CONTRACT WITH CAI TECHNOLOGIES FOR FY15 MAINTENANCE OF BRATTLEBORO'S TAX MAPS.

- F. Award Bid – *Park Truck, Recreation & Parks Department*. The Board is asked to award a bid in the amount of \$28,734 to Formula Ford of Montpelier, VT for a 2015 Ford F350 plow truck. The price includes \$2,500 for a trade-in vehicle. Formula Ford is one two companies that secured the State of Vermont General Services Contract for vehicles, and this manner of procurement ensures a competitive bid process has been undertaken and a statewide low price has been secured.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$28,734 TO FORMULA FORD OF MONTPELIER, VT FOR A 2015 FORD F350 PLOW TRUCK, INCLUDING A 6.2L, 8 CYLINDER GAS ENGINE WITH PLOW, BED LINER AND WARRANTY INCLUDED.

- G. Award Bid – *Utility Roller, Department of Public Works*. The Board is asked to award a bid in the amount of \$12,900 for a drum roller, as part of the approved FY15 Utility Fund Capital Plan. A total of \$30,000 was budgeted and the Department of Public Works confirms that the low bid meets specifications. Highway and Utility Superintendent Hannah O'Connell will be present to recommend the low bid from Wood's CRW of Hooksett, NH.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$12,900 TO WOOD'S CRW OF HOOKSET, NH FOR A ONE TON CLASS DUAL DRUM ARTICULATING VIBRATORY ROLLER.

- H. Award Bid – *Utility Trailer, Department of Public Works.* The Board is asked to award a bid in the amount of \$4,594.54 to Brown Enterprises of South Londonderry, NH, for a five ton equipment trailer, approved as part of the FY15 Utility Fund Capital Plan. A total of \$4,000 was budgeted for this trailer, and the low bid of \$4,594.54 meets specifications. Highway and Utility Superintendent Hannah O’Connell will be present to recommend the low bid from Brown Enterprises.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$4,594.54 TO BROWN ENTERPRISES OF SOUTH LONDONDERRY, NH FOR A FIVE TON EQUIPMENT TRAILER.

- I. Award Bid – *Pleasant Valley Radio Tower Generator, Department of Public Works.* The radio tower on Pleasant Valley Road is a critical component of both the SCADA system that controls the functioning of our municipal water system, as well as a broadcast location of WTSA, our partner in the Emergency Alert System. Recently staff identified serious mechanical issues with the existing 1999 backup generator that is needed to keep the systems operational during a power interruption. The new 14kw generator is expected to serve current and future needs at the site. A quote of \$21,150.50 has been received via the board approved National Joint Powers Alliance (NJPA) bid process low bidder. This expense is not a specific line item in the Utility Fund Capital Plan, but will be accounted for under the general line item Utility Capital Water Mains.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$21,150.50 TO SOUTHWORTH-MILTON, INC., OF WARNER, NH FOR A 40KW BACKUP ELECTRICAL GENERATOR.

- J. Ordinance Amendment – *First Reading, No Parking on Depot Street.* The board is asked to conduct a first reading of a proposed ordinance change to provide for No Parking on the easterly side of Depot Street. The proposed change was recommended by Parking Enforcement, and reviewed and approved by the Traffic Safety Committee on 6-24-14.

POTENTIAL MOTION: NONE

- K. Committee Appointment – The Board is asked to make a committee appointment to the Conservation Commission.

POTENTIAL MOTION: TBD

- L. Lease for Parking Spaces – *Vermillion, Inc., Harmony Parking Lot.* In the fall of 2012, as members of the Brooks House redevelopment team were seeking to secure contracts that would finalize the financing for the project, they met with the now disbanded Transportation Committee seeking a 10 year lease of three spaces in the Harmony Lot to support the colleges. A deal was proposed where Vermillion, Inc., and the Town would recognize and accept a lot line adjustment that secured 5 public parking spaces that actually occupied private property, in exchange for a \$0.00 10 year lease on three spaces. The lot line adjustment was approved by the Board on 5-21-13, but the long term lease now needs to be approved.

POTENTIAL MOTION: TO AUTHORIZE THE INTERIM TOWN MANAGER, ON BEHALF OF THE TOWN OF BRATTLEBORO, TO ENTER INTO A CONTRACT WITH VERMILLION, INC., FOR PARKING SPACES IN THE HARMONY LOT.