

TO: Selectboard August 14, 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, August 5, 2014 Selectboard Meeting.

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

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

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS**

- A. Financial Report – *July Financial Report - Finance Department.* Finance Director John O'Connor will be present to review the financial report for July.

POTENTIAL MOTION: NONE

- B. School Crises Emergency Response Plan – In the wake of the tragic events at Sandy Hook Elementary School, Brattleboro's emergency services departments along with the Town Manger's office began to re-examine our response capabilities. What followed was a two year process involving numerous community partners, including: Brattleboro Fire Department; Brattleboro Police Department, Department of Public Works; Rescue Inc.; Brattleboro Memorial Hospital; American Red Cross; Windham Southeast Supervisory Union; town of Brattleboro School District; and many additional community partners. As a result of real in depth and quality participation, Brattleboro now has a response plan unlike any in the State of Vermont. Several members of the planning team will be present to discuss the plan.

POTENTIAL MOTION: NONE

- C. Emergency Operations Plan – Co-Emergency Management Director Mike Bucossi Chief Mike Bucossi will discuss the overall Emergency Operations Plan for the Town of Brattleboro. Unlike the School Crises Emergency Response Plan, the Emergency Operations Plan is a required of the town by Vermont Emergency Management. The purpose of the plan is to outline information that will guide operations, identify roles and responsibilities and aid emergency personnel with response disasters.

POTENTIAL MOTION: NONE

- D. Appoint Library Trustee –. *Brooks Memorial Library* The board is asked to appoint Debra Loevy-Reyes to the Brooks Memorial Library Board of Trustees. A letter from Nominating Committee Chair Jerry Goldberg outlines the committee's request. Ms. Loevy Reyes will be completing the unexpired term of Elizabeth Wohl. Ms. Wohl resigned recently after faithfully serving on the Board of Trustees since 2008.

POTENTIAL MOTION: TO APPOINT DEBRA LOEVY-REYES TO THE BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES.

- E. Grant Agreement Resolution –Town Manager The board is asked to pass a resolution in support of the Windham and Windsor Housing Trust Scattered Site Revolving Loan Program. The Agency of Commerce and Community Development has offered general and special grant conditions, and the documents have been reviewed by legal counsel. By adopting the resolution the board agrees to the grant award conditions, identifies Kim Ellison as the grant administrator, and authorizes the Interim Town Manager to execute the agreement.

POTENTIAL MOTION: TO ADOPT THE RESOLUTION FROM THE AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT TO ACCEPT THE GRANT AWARD CONDITIONS, NAME KIM ELLISON AS THE GRANT ADMINISTRATOR, AND AUTHORIZE THE INTERIM TOWN MANAGER TO EXECUTE THE AGREEMENT.

- F. Staffing Level Review – Brattleboro Police Department A recent resignation in the Brattleboro Police Department has reduced the number of available full time dispatchers. Central Dispatch, as you may know, serves the communications needs of BFD, BPD, DPW, and Rescue Inc. 24 hours per day, 365 days per year. Certified dispatchers are professionals, and receive training at Vermont Police Academy followed by 12-16 weeks of one on one instruction before being able to fill a shift on their own. Central Dispatch is staffed by 8 full time dispatchers, and the vacancy is currently being filled by a substitute dispatcher at the overtime rate.

POTENTIAL MOTION: NONE

- G. Staffing Level Review – Brooks Memorial Library A recent resignation at Brooks Memorial Library has left a vacancy for an Account Clerk. The position is roughly 50% account management and clerical work, with the other 50% dedicated to circulation. It is anticipated that an internal candidate will fill the position.

POTENTIAL MOTION: NONE

- H. Establish Committee – Regional Economic Hub Issues - Discussion

POTENTIAL MOTION: TBD