

TO: Selectboard August 28, 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, September 2, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 5:15 pm to discuss a contract matter and the appointment or employment or evaluation of a public officer or employee; the regular meeting will begin at 6:15pm.

- 7. **LIQUOR COMMISSIONERS** - *None*
- 8. **WATER AND SEWER COMMISSIONERS** – *None*
- 9. **NEW BUSINESS**

A. Approve Hazard Mitigation Plan – *Planning Services*. Earlier this year the Town was notified by FEMA and the Windham Regional Commission that Brattleboro's 2009 Hazard Mitigation plan was no longer going to be considered acceptable. FEMA had decided that each town needs to have its own stand-alone plan, and the problem with the 2009 plan was that its official standing stemmed from it being an appendix to the Windham Regional mitigation plan. Planning Director Rod Francis was tasked in May with coordinating a revision of the Brattleboro plan that would satisfy FEMA's requirements. The urgency of a timely submission to FEMA arose from the State of Vermont having recently tied reimbursement levels for natural disasters through the State Emergency Relief and Assistance (ERAF) program, to the completion of four tasks, including: an Emergency Operations Plan (EOP, approved on 8-19-14); adoption of VTrans Road & Bridge standards (approved on 7-1-14); participation in the National Flood Insurance Program (NFIP) (active participant since 1988); and finally, to have adopted a town specific hazard mitigation plan. The plan included in this packet has been developed by Planning Services, with support from Brattleboro Police Department, Brattleboro Fire Department, and the Department of Public Works. The plan has been reviewed, considered and approved at publically warned meetings of the Brattleboro Planning Commission. It has also been reviewed by the Windham Regional Commission. The Board is asked to approve the 2014 Brattleboro Hazard mitigation Plan.

POTENTIAL MOTION: TO APPROVE THE 2014 BRATTLEBORO HAZARD MITIGATION PLAN.

B. Accept and Appropriate Grant – *Bulletproof Vest Partnership Grant, Brattleboro Police Department*. The Board is asked to accept an appropriate a grant in the amount of \$1,863.95 from the Bureau of Justice Assistance to purchase new bullet proof vests for the Brattleboro Police Department. The grant will provide 50% of the cost, with the remaining 50% coming from a previously approved capital fund appropriation for that purpose. A total of six new National Institute of Justice (NIJ) compliant vests will be purchased.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A 2014 BULLETPROOF VEST PARTNERSHIP GRANT IN THE AMOUNT OF \$1,863.95 FROM THE BUREAU OF JUSTICE ASSISTANCE FOR THE PURCHASE OF SIX NEW NIJ COMPLIANT VESTS FOR THE BRATTLEBORO POLICE DEPARTMENT.

- C. Accept and Appropriate Grant – *VDEMHS VCOMM Grant, Brattleboro Police Department.* The Board is asked to accept and appropriate a FY13 State Homeland Security Grant in the amount of \$131,196.57 as part of the Vermont Division of Emergency Management and Homeland Security (VDEMHS) VCOMM Grant Program. The purpose of the grant is to upgrade the radio transmitting capability of the Brattleboro Police Department. As the Board may recall the BPD radio system is currently a dated analog system, parts of which were donated to Brattleboro by other communities that had already successfully transitioned to the more modern digital system. With the installation of the new equipment, BPD will have a new quality radio system on par with Brattleboro Fire, and utilizing the same new broadcast locations at the School for International Training, Brattleboro Memorial Hospital, and at the broadcast tower on Pleasant Valley Road. Installation expenses are being covered through a separate, previously accepted Justice Assistance Grant.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A FY13 HOMELAND SECURITY GRANT IN THE AMOUNT OF \$131,196.57 FROM THE VERMONT DIVISION OF PUBLIC SAFETY TO UPGRADE THE BRATTLEBORO POLICE COMMUNICATION SYSTEM.

- D. Accept and Appropriate Grant – *VT Home Energy Challenge Grant, Town Manager.* The Board is asked to accept and appropriate a grant in the amount of \$10,000 from Efficiency Vermont. Brattleboro Town Energy Coordinator Paul Cameron will be present to explain a series of retrofits being funded by this grant and the potential energy savings that may result. The grant will be used to transition Town owned street lights over to LED, insulate pipes at the DPW facility of Fairground Road, replace several lights at the Municipal Center with LED bulbs and install a programmable thermostat in the water treatment plant.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A VT HOME ENERGY CHALLENGE GRANT IN THE AMOUNT OF \$10,000 FOR THE LIST OF MUNICIPAL ENERGY EFFICIENCY IMPROVEMENTS PRESENTED.

- E. FY16 Budget Schedule – *Discussion.*

POTENTIAL MOTION: NONE

- F. Staff Evaluations – *Town Manager.* The Interim Town Manager will discuss the annual process for staff evaluations, and the Board is asked to consider an appropriate model of evaluation for the Town Manager.

POTENTIAL MOTION: NONE

10. UNFINISHED BUSINESS

- A. Holidays Observed – *Town Manager.* Earlier this year the Board asked the Interim Town Manager to come back with a recommendation for a holiday to eliminate, so that the Town could maintain the current number of holidays while adding the holiday for Dr. Martin Luther King. A memo outlining some options is included in the packet.

POTENTIAL MOTION: TBD

- B. Skatepark Site Selection – *Discussion.* It is anticipated that the Board will accept public comment and potentially select a site for a future skatepark.

POTENTIAL MOTION: TBD