

**TO:** Selectboard October 16, 2014  
**FROM:** Patrick Moreland, Interim Town Manager  
**SUBJECT:** Administrative Report

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The following will summarize the proposed motions for those items on the Agenda for the Tuesday, October 21, 2014 Selectboard Meeting. It is anticipated that the Board will enter into executive session at 5:30pm to discuss a contract matter. The regular meeting will begin at 6:15pm.

**7. LIQUOR COMMISSIONERS - None**

**8. WATER AND SEWER COMMISSIONERS**

G. Award Bid – Utility Vehicle #100, Department of Public Works. The Department of Public Works is seeking to replace Utility Vehicle 100 using the state bid process. A total of \$30,000 was approved as part of the FY15 Utility Capital. The proposed vehicle, a 2015 Ford Interceptor, with the extended warranty will cost \$30,832. Normally a trade-in is proposed that would drop the overall cost within the budgeted amount, but an alternative is proposed. The Parking Enforcement Division (PED) vehicle, a retired police cruiser, is now ready to be scrapped. The car, which is used to collect meter revenue, has died many times this year, requiring a tow, and additional repairs that make its continued operation a poor choice. The Department of Public Works is proposing to transfer the used Utility Vehicle #100 to PED to replace the collection vehicle.

**POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$30,832 TO SHEARER CHEVROLET OF SOUTH BURLINGTON, VERMONT FOR A 2015 FORD INTERCEPTOR WITH EXTENDED WARRANTY.**

**9. UNFINISHED BUSINESS - None**

**10. NEW BUSINESS**

A. Police Department Swearing In Ceremony – Brattleboro Police Department Since the beginning of this fiscal year, several key leadership positions within the department have changed. Michael Fitzgerald was appointed to the position of Chief. Mark Carignan replaced Fitzgerald as Captain, and a new Sergeant is being selected to replace Carignan. With this transition complete, the Brattleboro Police Department would like to conduct a ceremonial swearing of the department with its new leadership.

**POTENTIAL MOTION: NONE**

B. Financial Report – Monthly Report, September, Finance Department. Finance Director John O'Connor will be present to review the financial report for September.

**POTENTIAL MOTION: NONE**

- C. Police-Fire Facilities Project – *Discussion*. The Police-Fire Facilities Building Committee held a meeting on 10-16-14 to review potential budget numbers for a Police-Fire project. The committee reviewed a revised proposed budget for the three projects that totals \$12.9 Million, of which \$5 Million in funding has already been secured. A budget provided by Project Manager Steve Horton is attached and it includes expenses to date as well as anticipated expenses necessary to complete all three projects. The committee has stated support for scheduling a new Representative Town Meeting to consider the restructured project once a site has been identified and the acquisition and redevelopment costs refined.

**POTENTIAL MOTION: TBD**

- D. Revise Committee Mission Statement – *Citizen Police Communication Committee (CPCC), Brattleboro Police Department*. The CPCC met in September to consider the role and mission of the Committee. After some thoughtful consideration, the committee would like Selectboard approval to modify the committee's mission.

**POTENTIAL MOTION: TO APPROVE THE MISSION STATEMENT OF THE CITIZEN POLICE COMMUNICATION COMMITTEE AS PRESENTED.**

- E. Staffing Level Review – *Discussion*. The Board voted in March to conduct staffing level review for all full time positions vacated between March 15 and September 15.

**POTENTIAL MOTION: TBD**

- F. Connecticut River Transit (CRT) – CRT is actively planning a merger with Deerfield Valley Transit Authority (DVTA). As you know, CRT operates a regional public transportation system and assumed responsibility for operations in Brattleboro of what had been a municipally run local bus system called the Bee Line. A memorandum of understanding between Brattleboro and CRT was signed in May. In it a number of points were agreed to, including Brattleboro would contribute \$50,000 to CRT for operations of the Bee Line service, and Brattleboro would be able to appoint a member to the Board of CRT. Randy Schoonmaker from DVTA will be available to speak with the Board about the merger and its implications for service in Brattleboro.

**POTENTIAL MOTION: NONE**

- G. Meeting Schedule – *November 4 Meeting*. Tuesday, November 4 is election day. As a result, the Selectboard Meeting Room will be occupied with voting. The BCTV studio is available for our use and would support a live broadcast of the meeting.

**POTENTIAL MOTION: NONE**