

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: October 30, 2015

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, November 3, 2015. The Board will meet in executive session at 5:30pm to discuss contracts, appointment or employment of a public officer or employee, and the negotiating or securing of real estate purchase or lease options, after which the Board will reconvene the business meeting at 6:15pm in the Selectboard meeting room.

7. LIQUOR COMMISSIONERS

- A. Special Event Permit – Hermit Thrush Brewery, LLC, One-Year Anniversary. The Board is asked to approve the application for a Special Event Permit for Hermit Thrush Brewery, LLC to celebrate the first anniversary of the business located at 29 High Street on November 21, 2015 from 12:00pm to 8:00pm.

POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A SPECIAL EVENT PERMIT FOR HERMIT THRUSH BREWERY, LLC TO CELEBRATE THE FIRST ANNIVERSARY OF THE BUSINESS LOCATED AT 29 HIGH STREET ON NOVEMBER 21, 2015 FROM 12:00PM TO 8:00PM.

8. WATER AND SEWER COMMISSIONERS – *None.*

9. UNFINISHED BUSINESS

A. Police-Fire Facilities Project

- (i) *Confirm Date, Time, and Location of Public Information Meetings*
- (ii) *Postcard Notice to Public re: Information Meetings*
- (iii) *Option Agreement for Possible Future Purchase of 62 Black Mountain Road.*

(i) The Board is asked to confirm the following dates, times, and locations of three special Selectboard meetings for disseminating information to the public and receiving comments from the public regarding the proposed Police-Fire Facilities Project alternatives:

- a. Saturday, November 21, at 9:00am, in the Green Street School gymnasium
- b. Monday, November 30, at 6:00pm, in the Academy School gymnasium
(BCTV will tape and rebroadcast this meeting; ASL interpreters will be available)
- c. Wednesday, December 2, at 6:00pm, in the Brattleboro Area Middle School (BAMS) multipurpose room.

NO MOTION IS REQUIRED ON THIS ITEM.

(ii) The Board is asked to decide whether to spend \$2,389 to send a postcard notice to all residences and businesses in Brattleboro announcing the three public information meetings set forth in item (i). If the Board decides to send this notice, the Board also will be asked to approve the form and content of the postcard notice.

POTENTIAL MOTION: TO APPROVE THE FORM AND CONTENT OF THE PROPOSED POSTCARD NOTICE TO ALL RESIDENCES AND BUSINESSES IN BRATTLEBORO ANNOUNCING THE THREE SPECIAL SELECTBOARD MEETINGS TO DISSEMINATE INFORMATION TO THE PUBLIC AND RECEIVE COMMENTS FROM THE PUBLIC REGARDING THE PROPOSED POLICE-FIRE FACILITIES PROJECT ALTERNATIVES, AND TO AUTHORIZE THE EXPENDITURE OF \$2,389 FOR THE PRODUCTION AND DISTRIBUTION OF THE POSTCARD NOTICE.

(iii) At the time of this writing, the Option Agreement for the possible future purchase of 62 Black Mountain Road has not been approved by the seller. The Town Manager and Town Attorney hope to have this agreement available for distribution to the Selectboard and the public prior to the November 3 Selectboard meeting.

POTENTIAL MOTION: TBD

10. NEW BUSINESS

- A. Police Officer Recruitment and Retention. The Board is asked to consider authorizing the Town Manager to occasionally and strategically overfill the complement of Police Officers in the Town's Police Department. Police Chief Fitzgerald will be present to discuss the matter as set forth in his memo dated October 19, 2015. The reasons for this request include the long lead time (approximately 10 months) required to prepare a newly hired Police Officer for full duty patrol work and the predictable turnover of 2 to 3 Police Officer positions each year.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO OCCASIONALLY AND STRATEGICALLY OVERFILL THE ADOPTED BUDGET COMPLEMENT OF 27 POLICE OFFICERS IN ORDER TO MAINTAIN A FULL COMPLEMENT OF 27 TRAINED DUTY OFFICERS WHENEVER POSSIBLE.

- B. Repurchase of the Bagley Property – Akley Road. The Board is asked to authorize the re-selling of property located on Akley Road (formerly owned by Christopher and Andrew Bagley) to Andrew Bagley. The property was acquired by the Town via Tax Collector's deed dated October 22, 2015. Andrew Bagley has since contacted the Treasurer's Office and offered to buy back the property for the price of \$4,870.06, all as set forth in the memo dated October 29, 2015, from Finance Director/Treasurer John O'Connor and in the legal Notice to be published in the Brattleboro Reformer on November 7, 2015.

POTENTIAL MOTION: TO AUTHORIZE PUBLISHING THE LEGAL NOTICE OF THE TOWN'S INTENT TO SIGN A QUITCLAIM DEED CONVEYING PROPERTY ON AKLEY ROAD (TAX PARCEL IDENTIFICATION NUMBER 00100272.000) TO ANDREW BAGLEY FOR A SALE PRICE OF \$4,870.06.

- C. 805 Western Avenue – Grant Funded Buy-Out. The Board is asked to authorize the Town Manager to execute the FEMA Voluntary Transaction Agreement as set forth in the memo dated October 20, 2015, from Assistant Town Manager Moreland, who will be present to discuss the history of the property located at 805 Western Avenue and the terms of the program under which this buy-out would occur.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE FEMA VOLUNTARY TRANSACTION AGREEMENT FOR PURCHASE OF 805 WESTERN AVENUE.

- D. Brooks House VCDP Grant – Final Public Hearing. The Board is asked to hold a final public hearing on the Vermont Community Development Program grant that the Town received and provided to Mesabi, LLC to purchase, renovate and rehabilitate the history Brooks House building. The close-out process for the grant requires the Board to hold a final public hearing, as more particularly set forth in the memo from Grants Manager Ellison dated October 22, 2015.

NO MOTION IS REQUIRED ON THIS ITEM.

- E. Committee Vacancies – Announce Recent Vacancies
(i) *Regional Economic Hub Study Group*
(ii) *Development Review Board, including Alternates*
(iii) *Traffic Safety Committee.*

The Board is asked to announce vacant seats on the Regional Economic Hub Study Group, Development Review Board (regular members and Alternates), and the Traffic Safety Committee. Vacancies on all Town boards and committees were published in June. Resignations have since been received for the Regional Economic Hub Study Group and the Development Review Board. Additionally an application has been received to fill the vacant “citizen” seat on the Traffic Safety Committee. In accordance with Selectboard Rules for Conduct and the Town Charter, the Board must announce the vacancies, then publish the vacancies at least 10 days prior to appointments. The Board is asked to set a deadline to submit applications by Friday, November 20 for these vacancies, and any other committee or board with vacancies, and to make appointments at the December 1, 2015, Selectboard meeting. Information about other boards and committees is posted on the Town’s website.

NO MOTION IS REQUIRED ON THIS ITEM.

- F. Economic Development Strategy – Discussion. Town Manager Elwell provided a memorandum dated October 29, 2015, providing information about how the Town currently engages in economic development activities and recommending that the Selectboard approve continuing to conduct economic development related business in the current manner.

NO MOTION IS REQUIRED ON THIS ITEM.

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