

**TO:** Selectboard December 11, 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, December 16, 2014 Selectboard Meeting. It is anticipated that the Board will enter into executive session at 6:00pm to discuss a contract matter, and a labor relations agreement. The regular meeting will begin at 6:15pm.

## 7. LIQUOR COMMISSIONERS

- A. First Class Liquor License – *BCC, Inc, d/b/a Brattleboro Country Club*. The Board is asked to approve a first class liquor license for John Judge Jr. and Melanie Bouese as BCC, Inc, for the Brattleboro Country Club, located at 52-59 Senator Gannett Drive. The property has recently changed hands and the new ownership is seeking to continue service with a first class liquor license, an outside consumption permit and an entertainment license. There are no outstanding taxes or fees. The application has been reviewed and approved by Brattleboro Fire and Brattleboro Police.

**POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE, AN OUTSIDE CONSUMPTION PERMIT AND AN ENTERTAINMENT LICENSE FOR BCC, INC., D/B/A BRATTLEBORO COUNTRY CLUB, LOCATED AT 52-59 SENATOR GANNETT DRIVE.**

## 8. WATER AND SEWER COMMISSIONERS - None

## 9. UNFINISHED BUSINESS

- A. Energy Committee – *Life-Cycle Cost Analysis Reports for Capital Projects (tabled from 12/2/14 meeting)*

**MOTION ON THE TABLE BY DAVID SCHOALES: TO ACCEPT THE RECOMMENDATION OF THE ENERGY COMMITTEE TO INCORPORATE LIFE-CYCLE COST ANALYSIS INTO ALL TOWN CAPITAL PROJECTS, INCLUDING AN ESTIMATE OF TOTAL TAX RATE IMPACT ON A YEARLY BASIS THAT INCORPORATES BOND PAYMENTS, OPERATING EXPENSES, AND MAINTENANCE EXPENSES.**

## 10. NEW BUSINESS

- A. Financial Report – *Monthly Report, November*. Finance Director John O'Connor will be present to discuss the monthly financial report.

**POTENTIAL MOTION: NONE**

- B. Staffing Level Review – *Brooks Memorial Library*. After 27 years of service to the Town of Brattleboro, Sandra King, Children's Librarian has elected to retire. Library Director Jerry Carbone intends to promote from within, as is a practice that is consistent with our personnel policies, and advertise and hire for the Assistant Youth Librarian. The library is currently staffed with 7 full-time positions, including Library Director, and 8 part-time positions. The children's room is staffed by 2FT and 1 PT

positions. The library is currently open to the public 6 days per week for a total of 50 hours.

**POTENTIAL MOTION: NONE**

- C. Police – Fire Facilities Project *Town Manager’s Office, Brattleboro Fire Department, Brattleboro Police Department.* Following the last meeting between the Police - Fire Facilities Building Committee and the Selectboard on October 21, the committee undertook a more serious exploration of options consistent with what had been called Plan F. The name Plan F stems from a memo developed by Project Manager Steve Horton, where a series of options including: Plan A, the project as originally conceived; Plans B & B1, two scaled down versions of the project, based on the original concept; Plan C, using only the balance of the existing bond proceeds; Plan D, to address only basic life safety and essential needs; Plan E, a combined facility; and Plan F, explore a new facility for the police department, and stay with the original design of the two fire stations, were described. The committee formed a subcommittee of members Robin Sweetapple and Kathy Dowd, with support from Chief Fitzgerald, Russell Rice, and Project Manager Steve Horton. The subcommittee examined a number of properties and have assessed their relative strengths in serving the community as the site for a police station. The committee has reviewed the sites with the subcommittee, and will discuss how to move forward with the Selectboard.

**POTENTIAL MOTION: TBD**

- D. FY16 Budget – *Discussion.* The Board has met on several occasions to review and consider the FY16 General Fund budget, and plan for capital purchases. At the conclusion of the last meeting the Board was seeking additional information from the Recreation and Parks Department regarding the ability to proceed with the pool renovation and repair project in phases. In addition, the Board had discussed the potential of adding some additional expenses into the budget for an additional police cruiser, additional paving, additional sidewalk replacement, and windows at the Gibson Aiken.

**POTENTIAL MOTION: NONE**

- E. Pay-As-You-Throw (PAYT) – *Town Manager’s Office.* The PAYT Advisory Committee/Working Group will update the Selectboard on a range of program implementation issues. The committee is continuing with its work to revise Chapter 7 of the Brattleboro Code of Ordinance, and proposed changes are currently undergoing a legal review. The committee will discuss the timeline for implementation, as well as issues other more challenging implementation concerns, including whether or not to provide some form of sliding scale cost for the bags. In addition, the committee can discuss the results from the recent RFP for bags and inventory/distribution services.

**POTENTIAL MOTION: TBD**

- F. Windham Solid Waste Management District Budget – *Discussion.* Brattleboro is a member of the Windham Solid Waste Management District (WSWMD). The budget approved by the district leads to an annual assessment to the municipality, which in FY15 amounted to \$157,000. Due to the location of the district’s facility on Old Ferry Road in Brattleboro, a portion (8%) of the assessment is returned to Brattleboro in the form of a PILOT payment. The district delivers a series of services that include: materials recycling; the distribution and collection of recycling containers; a solid

waste transfer station with an active swap shop for working items; household hazardous waste collection; and an additional cost center in administration, which yields a state approved Solid Waste Management Plan, a statutory requirement of all towns in Vermont.

**POTENTIAL MOTION: NONE**

- G. Approve Collective Bargaining Agreement – International Union of Operating Engineers, Local 98. The Board has been in negotiations with a new union of administrative employees that is represented by the International Union of Operating Engineers. A tentative agreement has been reached between the union and the Board on a range of issues.

**POTENTIAL MOTION: TO APPROVE A TWO-YEAR COLLECTIVE BARGAINING UNIT AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 98, RETROACTIVE TO 7-1-14.**

- H. Approve Parade Permits – Strolling of the Heifers. Strolling of the Heifers organizers Orly Munzing and General Manger Stacey Conn will be present to discuss the 2015 Strolling of the Heifer's parade and associated activities planned for the weekend of June 6<sup>th</sup>, 2015. The Board is asked to approve a street/sidewalk blocking permit for Friday June 5<sup>th</sup>, between the hours of 5:00pm and 9:00pm for an evening of vendors and entertainment provide the kick off to the Strolling of the Heifers weekend, conducted during the June gallery walk. The Board is also asked to approve a parade/open air permit and street blocking permit for the annual Strolling of the Heifers parade on Saturday, June 6 between 8:00am and 11:45am, beginning at Flat Street and terminating at the Brattleboro Retreat. Finally, the Board is asked to approve a parade/open air permit for the annual Heifer Ride for Sunday, June 7<sup>th</sup> beginning at 8am and concluding at 4:00pm at Lilac Ridge Farm and utilizing Hinesburg Road and Ames Hill Road.

**POTENTIAL MOTION: TO APPROVE A STREET/SIDEWALK BLOCKING PERMIT FOR MAIN STREET BETWEEN ELLIOT AND HIGH FOR FRIDAY, JUNE 5<sup>TH</sup> BETWEEN THE HOURS OF 5:00PM AND 9:00PM, AND TO APPROVE A PARADE/OPEN AIR PERMIT ON MAIN STREET BETWEEN FLAT STREET AND THE BRATTLEBORO RETREAT FOR SATURDAY, JUNE 6<sup>TH</sup>, BETWEEN THE HOURS OF 8:00AM AND 11:45 AM, AND TO APPROVE A PARADE/OPEN AIR PERMIT FOR THE HEIFER RIDE ON SUNDAY, JUNE 7<sup>TH</sup> AT 8:00AM AND 4:00PM BEGINNING AND ENDING AT LILAC RIDGE FARM.**