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**BRATTLEBORO SELECTBOARD
TUESDAY, AUGUST 18, 2020
REGULAR MEETING – 6:15PM
HELD REMOTELY VIA ZOOM
MINUTES**

NOTE: Due to the ongoing social distancing requirements of COVID-19, this meeting was held remotely with no physical location using Zoom.

Selectboard members in attendance: Tim Wessel, Elizabeth McLoughlin, Ian Goodnow, Daniel Quipp, and Brandie Starr.

Staff participating: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Town Attorney Robert Fisher, Finance Director Andre Jaeger, Planning Director Sue Fillion, Sustainability Coordinator Stephen Dotson, Public Works Director Steve Barrett, and Executive Secretary Jan Anderson.

Others participating: Kurt Daims, Heather Urguhart Hannah Van Dusen, Brandon Lee, Malaika, George Carvill, Alex Fischer, Shea Witzo, Lana, Tom Grasso, Rikki Risatti, Gary Stroud, ASL interpreters Janet Dickinson and Elizabeth Fox, and BCTV staff and volunteers.

Chair Tim Wessel called the meeting to order at 6:17pm. He confirmed that the meeting was properly warned.

APPROVE MINUTES

Chair Wessel asked the Board to approve the minutes of the August 4 meeting.

MOTION BY IAN GOODNOW TO APPROVE THE MINUTES OF AUGUST 4, 2020. MOTION CARRIED 5-0.

CHAIR'S REMARKS

Chair Wessel suggested that everyone go out and enjoy the perfect August summer day.

MANAGER'S COMMENTS

None.

SELECTBOARD COMMENTS

McLoughlin read remarks from Senator Mazie Hirono about the approaching 100th anniversary of the adoption of the 19th Amendment to the Constitution where women were allowed to vote, noting it took much longer for women of color to vote, and acknowledging that barriers were still in place a century later. She ended with "The right for equality isn't over. We march on."

Quipp announced that the Traffic Safety Committee meeting was scheduled on Thursday, at 8:00am, on the GoToMeeting platform. He invited Brandie Starr to attend and other people who had concerns about traffic, pedestrian, and bicycle safety. He confirmed that the utility arrearage program through the State was now operational. He suggested that any Vermonter who was in arrears due to COVID-19 with a Vermont-based regulated utility bill may be eligible for assistance. He suggested they go online to publicservice.vermont.gov and fill out the request form.

PUBLIC PARTICIPATION

Kurt Daims, Director of Brattleboro Common Sense, asked the Board to add the Brattleboro Common Sense Safe Policing Initiative to an upcoming agenda. He said it was a simple and low-cost plan for disarming police in order to practice safe policing practices, similar to models in the UK and New Zealand where weaponless patrols were practiced. He asked that the Board enact the plan quickly so as not to

1 interfere with the Community Safety Review Committee's work, and to initiate a 6-month pilot plan,
2 possibly starting with the Police Department's downtown foot patrol.

3
4 Heather Urguhart, researcher in Scotland working with Brattleboro Common Sense, said that she was
5 researching weaponless policing in the UK and spoke in support of Brattleboro adopting such a policy.

6
7 Hannah Van Dusen, researcher with Brattleboro Common Sense, spoke about the cost of court cases
8 involving police shootings. She suggested that such incidents could bankrupt small towns and that
9 settlement and court costs could be significant and severe.

10
11 Brandon Lee, with Train4Transformation and a graduate from the School for International Training, spoke
12 in favor of a community conscious policing platform. He offered to assist with police community
13 intergraded training and education and in support of such a policy.

14 15 **UNFINISHED BUSINESS**

16 Request for Proposals (RFP) for Facilitator of Community Safety Review - Town Manager Elwell spoke
17 about past discussions at Selectboard meetings on June 16, July 7, July 21, and August 6, where the
18 Board heard concerns from community members about community safety and police department
19 procedures. He said that Board member McLoughlin drafted a Request for Proposal (RFP) and
20 community members provided a responsive RFP at the July 21 meeting. He said that the Board
21 instructed him at the August 6 meeting to revise the Community Proposal to bring it into compliance with
22 applicable laws, format, and procedural matters aligning with the Town's processes, and to clarify the
23 Board's role, responsibilities, and authorities. He said that revised RFP was included in the Board's
24 backup materials for this meeting, along with his memo dated August 14, and a redline version
25 highlighting the changes he made to the RFP. He said that he met with members of the community group
26 and thoroughly reviewed the edited document. He noted that some items in the revised RFP may not be
27 agreeable to the community members, including the composition of an advisory Committee Safety
28 Review Committee (paragraph 4 under "Process Overview") and other concerns. He recommended that
29 the Board approve the RFP, as presented or amended, so it could be published immediately and
30 applications for facilitators received by September 8 so the matter could come back to the Board on
31 September 15 for appointment of a facilitator(s) and appointment of committee members. There was
32 some discussion by the Board members, including what could be discussed in executive session. Town
33 Attorney Robert Fisher confirmed that the Board could meet in executive session to discuss the
34 facilitator's contract and may go into a deliberative to discuss committee applications. Board member
35 McLoughlin stated that the document was less clear in reflecting the promise the Selectboard made to the
36 people of Brattleboro to review police department's policies, practices, and budget. She suggested
37 adding the following sentence to the end of the paragraph under item #1 of "Process Overview:" "This will
38 include a review of the Brattleboro Police Department's policies, practices, and budget according to
39 national anti-racist criteria." She said that with regard to the anti-racist criteria, she was in support of the
40 Campaign Zero platform. There was further discussion about the RFP, review of the police department's
41 practices, community safety review, and specific concerns about specifying national anti-racist criteria.
42 Goodnow suggested striking the reference to national anti-racist criteria and adding language, such as
43 "as will be determined by the committee."
44

45 Malaika, from the community group, spoke about the proposed RFP and the group's willingness to
46 compromise on some language in it. She acknowledged that review of the police department's practices
47 was important and would like the effort to be a broader community review. She offered some changes
48 from the community members and asked they be made to the RFP. She requested that language be
49 added to paragraph #4 of "Process Overview" to include that the Selectboard will prioritize the inclusion of
50 people who are part of statistically marginalized communities who also have experience in advocacy and
51 activism toward community safety. She requested that committee members be "fairly" compensated.
52 She also requested that a sentence be added in paragraph #6 under "Assumptions of Study" to include
53 collecting stories and experiences without sharing the details that may lead to the identity of a person.
54 She said the lessons could be shared without sharing details that may identify a person so that the

1 anonymity of the contributors could be protected in a small town. She also requested that a restriction
2 disallowing police officers to sit on the committee be added to paragraph #10 under "Conflicts of Interest."
3 She said that she would e-mail the requested revisions to Peter Elwell. Town Manager Elwell said that
4 his edits specifically omitted some inclusionary and exclusionary language that was originally proposed
5 so as not to constrain the Selectboard's choices in appointing committee members. He spoke about
6 Town government processes and the requirement that the Selectboard's business be conducted in public.
7 Each Board member spoke about the RFP and the proposed changes.

8
9 Wessel asked for comments from the public. Alex Fischer and Shea Witzo spoke in support of the
10 community's requested revisions.

11
12 Chair Wessel called for a recess at 8:10pm. He reconvened the meeting at 8:20pm.

13
14 Wessel asked for public comment. Lana, Tom Grasso, and Rikki Risatti provided their comments and
15 opinions. There was a lengthy discussion by the Board about whether members of the police force
16 should be on the committee and whether it was legal to prohibit them from being on the committee. Town
17 Attorney Fisher confirmed that the Board could exclude police officers from being on the committee and
18 that all Board meetings must take place in public with any member of the public invited to participate in
19 those meetings. He suggested that reforming the police department could be compromised if the police
20 did not participate in the discussion. There was further discussion.

21
22 **MOTION BY IAN GOODNOW TO APPROVE THE RFP IN THE MANNER THAT IT WAS PRESENTED**
23 **THIS EVENING, SUBJECT TO THE FOLLOWING MODIFICATIONS: (1) ADD AT THE END OF**
24 **ENUMERATED PARAGRAPH #1 UNDER 'PROCESS OVERVIEW:' "THIS WILL INCLUDE A REVIEW**
25 **OF THE BRATTLEBORO POLICE DEPARTMENT'S POLICIES, PRACTICES, AND BUDGET**
26 **ACCORDING TO NATIONAL ANTI-RACIST CRITERIA;" (2) IT WILL ALSO INCLUDE AT**
27 **ENUMERATED PARAGRAPH #6 OF THE 'ASSUMPTIONS OF THE STUDY' SECTION, ADDING AT**
28 **THE END OF THAT SENTENCE: "SUCH AS THROUGH ONE-ON-ONE INTERVIEWS WITHOUT**
29 **SHARING DETAILS PUBLICLY AS REMOVAL OF NAMES IN A SMALL COMMUNITY DOES NOT**
30 **SUFFICIENTLY ADDRESS ANONYMITY;" AND (3) ADD A NEW PARAGRAPH, AS FOLLOWS: "NO**
31 **POLICE OFFICERS WILL BE APPOINTED TO SERVE AS MEMBERS OF THE COMMITTEE."**

32
33 There was much more discussion by the Board. Quipp spoke of his concerns about including anti-racist
34 criteria. He said that the process should not point towards a specific outcome. McLoughlin spoke of the
35 importance in her opinion of including such language and about the Campaign Zero platform. She
36 stressed that the prime directive was to fulfill a promise to the community to examine and review the
37 police department's policies, practices, and budget. There was more discussion by Board members
38 about referencing anti-racist criteria. After much discussion, McLoughlin agreed to remove "according to
39 national anti-racist criteria" from her suggested amendment.

40
41 **GOODNOW WITHDREW HIS MOTION.**

42
43 **AMENDED MOTION BY IAN GOODNOW TO APPROVE THE RFP IN THE MANNER THAT IT WAS**
44 **PRESENTED THIS EVENING, SUBJECT TO THE FOLLOWING MODIFICATIONS: (1) ADD AT THE**
45 **END OF ENUMERATED PARAGRAPH #1 UNDER 'PROCESS OVERVIEW:' THIS WILL INCLUDE A**
46 **REVIEW OF THE BRATTLEBORO POLICE DEPARTMENT'S POLICIES, PRACTICES, AND**
47 **BUDGET; (2) IT WILL ALSO INCLUDE AT ENUMERATED PARAGRAPH #6 OF THE**
48 **'ASSUMPTIONS OF THE STUDY' SECTION, ADDING AT THE END OF THAT SENTENCE: "SUCH**
49 **AS THROUGH ONE-ON-ONE INTERVIEWS WITHOUT SHARING DETAILS PUBLICLY AS REMOVAL**
50 **OF NAMES IN A SMALL COMMUNITY DOES NOT SUFFICIENTLY ADDRESS ANONYMITY;" AND**
51 **(3) ADD A NEW PARAGRAPH, AS FOLLOWS: "NO POLICE OFFICERS WILL BE APPOINTED TO**
52 **SERVE AS MEMBERS OF THE COMMITTEE." MOTION CARRIED 5-0.**

1 **NEW BUSINESS**

2 Financial Report – *Monthly Report for July*. Finance Director Andre Jaeger presented the financial
3 report for July 2020. He reported that the FY20 Rooms and Meal Taxes came in below expectations;
4 however, the Sales Tax came in above expectations. He said that the FY20 budget report would be
5 finalized on September 8 and he expected to end the year with a small surplus. He then discussed
6 the FY21 budget with only one month into it. There was some discussion by the Board.
7

8 **NO ACTION TAKEN.**

9
10 Agricultural Advisory Committee

- 11 (i) *Review / Revise Charge and Reconsider Number of Members*
 - 12 (ii) *Discuss Resilient Local Regional Food Planning Process*
 - 13 (iii) *Announce Vacancies on Agricultural Advisory Committee*
- 14

15 Planning Director Sue Fillion said that the Board was asked to review and revise the charge and size of
16 the Agricultural Advisory Committee. She said that the Committee was originally established in 1983 to
17 address the concerns voiced by the local farming community and the charge of the committee had
18 remained unchanged over the past 30 years, but the needs of the agricultural community had changed,
19 as reflected in the updated Town Plan. Additionally, she said that the Board was asked to include a
20 resilient food system as part of the Committee's charge, as well as other aspects set forth in the
21 memorandum dated August 6 from her and the Sustainability Coordinator Stephen Dotson. Dotson
22 spoke about food insecurities within the community and building a regional food system which would
23 include farmers and other community organizations with expertise in food systems. There was some
24 discussion by the Board.

25 **MOTION BY ELIZABETH McLOUGHLIN TO RECONSTITUTE THE AGRICULTURAL ADVISORY**
26 **COMMITTEE TO: (1) INCLUDE 7 MEMBERS WITH TWO-YEAR TERMS, STAGGERED WITH 3**
27 **MEMBERS TERMINATING IN 2021 (FOR THE START-UP YEAR) AND 4 MEMBERS TERMINATING**
28 **IN 2022; (2) ADD 3 NON-VOTING EX-OFFICIO MEMBERS FROM COMMUNITY ORGANIZATIONS**
29 **WITH EXPERTISE AND/OR INFLUENCE IN FOOD SYSTEMS; AND (3) ADOPT THE REVISED**
30 **CHARGE, AS PRESENTED. MOTION CARRIED 5-0.**

31 Local Hazard Mitigation Plan - Hazard Mitigation Committee

- 32 (i) *Expand Committee Membership*
 - 33 (ii) *Announce Committee Vacancies*
- 34

35 Planning Director Sue Fillion spoke about the 2016 Brattleboro Local Hazard Mitigation Plan and said it
36 would expire in 2021. She said that the purpose of the Plan was to identify hazards facing the town and
37 to develop strategies for reducing risks from those hazards. She said that in preparation for the Plan
38 renewal, the Planning Department had begun the review process and was asking the Selectboard to
39 reform the Hazard Mitigation Committee, as set forth in her memorandum dated July 16. She proposed
40 that the Committee be revised to consist of the following staff members (or their designees): Police Chief,
41 Fire Chief, Director of Public Works, Planning Director, Zoning Administrator, and Town Manager, and to
42 include a Selectboard member with a 1-year term, Planning Commission representative with a 1-year
43 term, and two community representatives with 2-year terms. There was a brief discussion by the Board.
44

45 **MOTION BY BRANDIE STARR TO REVISE THE HAZARD MITIGATION COMMITTEE, AS FOLLOWS:**
46 **(1) TO INCLUDE THE FOLLOWING STAFF MEMBERS (OR THEIR DESIGNEES): POLICE CHIEF,**
47 **FIRE CHIEF, DIRECTOR OF PUBLIC WORKS, PLANNING DIRECTOR, ZONING ADMINISTRATOR,**
48 **AND TOWN MANAGER, AND (2) TO ADD A SELECTBOARD MEMBER (1-YEAR TERM),**
49 **SELECTBOARD APPOINTED PLANNING COMMISSION REPRESENTATIVE (1-YEAR TERM), AND**
50 **TWO SELECTBOARD APPOINTED COMMUNITY REPRESENTATIVES (2-YEAR TERMS WITH ONE**
51 **EXPIRING IN ODD YEARS AND ONE EXPIRING IN EVEN YEARS). MOTION CARRIED 5-0.**
52

1 Summer Paving Bids

- 2 (i) Award Bid to All States Asphalt for Project #1
3 (ii) Award Bid to D.M.I. Paving for Project #2
4

5 Public Works Director Steve Barrett said the Board was asked to award bids for two summer paving
6 projects, as set forth in the memo dated August 7 from Highway/Utilities Superintendent Dan Tyler. He
7 said that Project #1 consisted of paving Meadowbrook Road, New England Drive, and Hinesburg Road,
8 and the Board was asked to award the bid for that project to All States Asphalt, Inc., of Sunderland,
9 Massachusetts, in the total amount of \$191,524.60. He said that Project #2 consisted of paving Chestnut
10 Hill, Acorn Lane, Preston Parking Lot, and the Police Department Driveway, and the Board was asked to
11 award the bid for Project #2 to D.M.I. Paving of Brattleboro in the total amount of \$76,890. Gary Stroud
12 suggested that Elm Street and the adjacent sidewalk be added to the repair list. There was some
13 discussion by the Board.
14

15 **MOTION BY DANIEL QUIPP TO AWARD THE BID FOR SUMMER PAVING PROJECT #1 TO ALL**
16 **STATES ASPHALT, INC., IN THE TOTAL AMOUNT OF \$191,524.60, AND TO AWARD THE BID FOR**
17 **SUMMER PAVING PROJECT #2 TO D.M.I. PAVING IN THE TOTAL AMOUNT OF \$76,890. MOTION**
18 **CARRIED 5-0.**
19

20 Wessel called for a recess at 10:06pm. He reconvened the meeting at 10:16pm.
21

22 Ratify Town Manager's Decision to Apply for JAG Grant – Police Department. Elwell said that the Board
23 was asked to ratify his decision to authorize the Brattleboro Police Department to apply for an Edward J.
24 Byrne 2020 JAG Grant funded by the Department of Justice in the amount of \$11,614. He said that the
25 grant funds would be used to pay for police training around racial and social equity. He added that the
26 application deadline was prior to this meeting so he authorized submittal of the application and was now
27 asking the Board to ratify it. There was a brief discussion by the Board.
28

29 **MOTION BY ELIZABETH McLOUGHLIN TO RATIFY TOWN MANAGER ELWELL'S DECISION TO**
30 **APPLY FOR AN EDWARD J. BYRNE 2020 JAG GRANT FUNDED BY THE DEPARTMENT OF**
31 **JUSTICE IN THE AMOUNT OF \$11,614. MOTION CARRIED 5-0.**
32

33 Announce Committee Vacancies –Town Boards and Committees. Elwell said that the Board was asked
34 to announce vacancies on various Town boards and committees. He read the list of vacancies.

35 **NO ACTION TAKEN.**
36

37 There was no further business.
38

39 **MOTION BY DANIEL QUIPP TO ADJOURN AT 10:25PM. MOTION CARRIED 5-0.**
40
41
42
43
44

Ian Goodnow, Clerk

BRATTLEBORO TOWN CLERK

230 Main Street, Suite 108
Brattleboro, Vermont 05301-2885

Telephone 802-251-8129
Fax 802-257-2312
Email hfrancis@brattleboro.org

MEMORANDUM

TO: Liquor Commissioners, Town of Brattleboro
VIA: Peter Elwell, Town Manager
FROM: Hilary Francis, Town Clerk
RE: Grand Idea LLC.; d/b/a: Inn on Putney Road - First Class Liquor License
DATE: August 31, 2020

September 15, 2020 Selectboard Meeting

The Inn on Putney Road was recently purchased (formerly 40 Putney Rd), located at 192 Putney Rd. They are hoping to serve wine and beer to their guests beginning mid-October, which is their peak season and they are seeking a First Class liquor license.

There are no outstanding taxes or fees owed to the Town.

Attached is the first class liquor license, application and addendum.

The application has been reviewed and approved by the Brattleboro Police and Fire Departments.

Following review by Local Liquor Commissioners, the application will be subject to review by the Vermont Department of Liquor Control for final action.

Mr. Tokmakian will be present at the Selectboard meeting to address any questions the Board may have.

cc: Fire
Police

FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION
(License year is May 1ST through April 30TH of the following year)

GRAND IDEA LLC
Print Name of Person, Partnership, Corp., Club or LLC
INN ON PUTNEY ROAD
Doing Business as - Trade Name
192 PUTNEY ROAD
Street
BRATTLEBORO 05301
Town or City & Zip Code
602-254-6268
Telephone Number

Mailing Address (if different from above)

Email address: innkeeper@innonputneyroad.com

APPLICATION FEES:
FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City
SECOND CLASS LICENSE - \$70.00 to DLC and \$70.00 to Town/City
SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC
THIRD CLASS LICENSE - \$1,095 for a full year to DLC
\$550 for 6 or fewer months to DLC
TOBACCO LICENSE - (there is no application fee for tobacco if applying for second class)
TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC
**If applying for Tobacco only license, please use the Tobacco Only form.*

Please check appropriate categories

<input checked="" type="checkbox"/> FIRST CLASS	<input type="checkbox"/> Retail Delivery Permit
<input type="checkbox"/> SECOND CLASS	<input type="checkbox"/> Tobacco Endorsement
<input type="checkbox"/> THIRD CLASS	<input type="checkbox"/> Restaurant
<input type="checkbox"/> TOBACCO	<input type="checkbox"/> Hotel
	<input type="checkbox"/> Club
	<input type="checkbox"/> Commercial Kitchen (a Liquor Control Commercial Caterer's License is needed with this license)

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF BRATTLEBORO
Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name Forty Putney Road

I/we are applying as (please check one):

INDIVIDUAL

LIMITED LIABILITY COMPANY

PARTNERSHIP

CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

PAUL TOKMAKIAN

192 PUTNEY ROAD

BRATTLEBORO VT 05301

JUDY BURKHART

192 PUTNEY ROAD

BRATTLEBORO VT 05301

Are all of the above citizens or lawful permanent residents of the UNITED STATES? Yes No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

CORPORATE INFORMATION:

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

GRAND IDEA LLC

192 PUTNEY ROAD

BRATTLEBORO VT 05301

Date of incorporation _____

Is corporate charter now valid? Yes No

Corporate Federal Identification Number 84-4859970

Have you registered your corporation and/or trade name with the Town/City Clerk? Y N and/or Secretary of State? Y N
(as required by VSA Title 11 § 1621, 1623 & 1625).

ALL APPLICANTS

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME? YES NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)
If yes, please complete the following information:

Name	Office	Jurisdiction

Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: _____

Title: _____

Date: _____

If you have not attended an Education Seminar prior to making application, please visit www.liquorcontrol.vermont.gov and click on Seminar Schedule for a list of Seminars in your area.

FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)

Description of the premises to be licensed: 10-Room Beds Breakfast Inn

Does applicant own the premises described? YES NO If not owned, does applicant lease the premises? YES NO

If leased, name and address of lessor who holds title to property: _____

Are you making this application for the benefit of any other party? YES NO

FIRST CLASS APPLICANTS ONLY: No first-class license may be issued without the following information.

HEALTH LICENSE #: Food _____ Lodging (if licensed as a Hotel) _____

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account# _____

Business is devoted primarily to (please check one):

- FOOD (restaurant)
- HOTEL
- CLUB
- COMMERCIAL CATERING

If you are considering **Outside Consumption** service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at www.liquorcontrol.vermont.gov and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

If applicant is applying as an individual: I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

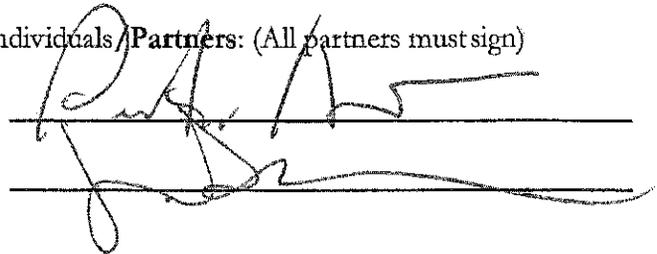
192 Putney Rd

Dated at Braintreeboro in the County of Windham and State of Vermont

this 25 day of August, 2020

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)



PAUL TOKMAKIAN
JUDY BURKHART

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

Brattleboro, Vermont, 9/15/2020
Town/City Date

APPROVED

DISAPPROVED

Please check one: Approved Disapproved

by the Board of Control Commissioners of the City or Town of Brattleboro

Total Membership 5 Members present _____

Attest, _____
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

**THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)
DEPARTMENT OF THE TREASURY
550 MAIN STREET, CINCINNATI, OH 45202
(513) 684-2979**

NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

BRATTLEBORO ADDENDUM TO STATE OF VERMONT
LIQUOR AND TOBACCO LICENSE APPLICATION

Additional Criteria for Awarding a License

Adopted by Brattleboro Selectboard February 21, 2012 and amended November 21, 2017

1. A new licensee must be present at the Selectboard meeting where the license is being discussed. A meeting date and time will be provided to you by the town clerk.
2. The licensee will provide information on whether he/she has held a prior liquor license and, if so, where and when that license was held. See section below.
3. If applicant does not reside in Vermont, a statement from their local police department must be provided, disclosing any local criminal activity on record.
4. Establishments shall provide a written and signed Alcohol Sales Policy identifying steps that staff must take for every transaction. This policy shall be reviewed with your staff on an annual basis and signed on the date that it was reviewed. This policy shall include:
 - a.) Checking identification – including what perceived age triggers an identification check; what are acceptable forms of identification; and when is a second form of identification required
 - b.) Identifying fake identification and/or third party sales – including what to do if an identification appears to be fake or a third party sale is suspected.
 - c.) Dealing with intoxicated/disruptive customers – including how to deny a sale.
 - d.) Procedure for contacting law enforcement and keeping an incident log.
 - e.) Consequences/corrective actions for staff who fail to check IDs, serve intoxicated customers or violate relevant laws pertaining to the sale/serving of alcohol.

For sample of a written Alcohol Sales Policy see enclosed or go to the liquor license page on the www.brattleboro.org website

5. Licensees must respond in writing to a Notice of Alcohol-Related Incident **issued by the Brattleboro Police Department within two weeks of when the notice is mailed.**
6. When a liquor license is renewed, information regarding violations (including whether or not licensee responded to alcohol violations within the two-week period) will be given to the Selectboard prior to the meeting at which the renewal is to be discussed.
7. Establishment must be in possession of a valid Brattleboro Business license. For more information regarding a business license, contact Brattleboro Listers' Office 802-251-8115.
8. All property taxes, water, sewer, or related fees, costs or penalties applicable by law and due the Town of Brattleboro as of the date of application or renewal must be current.

Has the applicant held a prior liquor license in any State. YES NO

If yes, please answer the following:

- a. Name of establishment(s) Inn On Putney Road
- b. Physical Address
Street 192 Putney Road Town, State Brattleboro VT
- c. Mailing Address same as above
- d. From date 02.29.20 Until date present
Use additional sheets if necessary.

I hereby certify that I have read the above and will abide by State and local requirements.

PAUL TOKRUKIAN
Please print name of Applicant or Authorized agent
[Signature]
Signature of applicant or authorized agent

Name of establishment (please print) Inn On Putney Road

Failure to comply with above may result in denial or revocation of liquor license.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

To: Brattleboro Selectboard
VIA: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Date: September 2, 2020
Subject: PV Pipe Bids

The Department of Public Works Utilities Division received the following bids for pipe and fittings for the Pleasant Valley Water Treatment waste process line project:

FW Webb Rutland, Vermont	\$31,211.14
Ferguson Water Works West Lebanon, NH	\$31,944.20
EJ Prescott West Chesterfield, NH	\$31,946.52

We recommend accepting the low bid from FW Webb for \$31,211.14

The Waste Process Line from the Pleasant Valley Water Treatment Facility will discharge treatment plant backwash water into the wastewater system. The project is estimated to save approximately \$30,000 per year in operating cost.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

To: Brattleboro Selectboard
VIA: Peter Elwell, Town Manager
From: Stephen Barrett, Director of Public Works
Date: September 9, 2020
Subject: Engineering Agreement for Construction Services

Attached is a contract from Aldrich & Elliot Group for construction engineering services for the wastewater treatment tank cover project. Aldrich & Elliot has completed the bid documents for the project. During the construction phase, Aldrich & Elliot will observe and record all work performed by the contractor, review pay requests, certify work has been completed as designed, and prepare record drawings for the cover project.

In 2018, an odor study was performed at the Wastewater Treatment Facility by Bowker & Associates. It was determined that the open storage tank for anaerobically digested sludge is the largest source of odors at the Brattleboro WWTF, accounting for almost half of the total plant odor emissions.

Capital funding was allocated to design and install a cover for the storage tank in this year's utilities budget.

I am seeking approval to accept the Engineering Contract from Aldrich & Elliot Group for bid and construction engineering services for the wastewater treatment tank cover project for \$15,200.



September 3, 2020

Steve Barrett, Public Works Director
Town of Brattleboro
211 Fairground Road
Brattleboro, VT 05301

Re: Amendment #1
WWTF – Digested Sludge Tank Cover
Bid/Construction Phase Services
A+E Project #19040

Dear Steve:

In accordance with the written Agreement dated August 30, 2019, for professional engineering consultant services, Aldrich + Elliott, PC (ENGINEER) is authorized to proceed with the services outlined below. All provisions, of the original Agreement and prior Amendments are made part of this Amendment and visa versa.

SCOPE OF SERVICES

Professional engineering consultant services are to be performed by the ENGINEER as detailed in Attachment No. 1 of this Amendment.

BASIS OF COMPENSATION

For services performed under this Amendment, the OWNER agrees to compensate the ENGINEER as follows:

Bid Phase Services	\$ 2,500	LS
Construction Phase Services		
Construction Administration	\$ 5,000	LS
Resident Representation	\$ 6,500	NTE
Special Services	\$ <u>1,200</u>	NTE
Total	\$15,200	

Lump Sum Services (LS) Includes all costs incurred in the performance of this Amendment, including all labor, subconsultants and direct expenses listed in Attachment No. 2 of the original Agreement.

Not-to-Exceed Services (NTE): An Hourly Fee based on actual expenses incurred in the performance of this Amendment, to include a labor expense equal to the actual salaries of personnel, overhead expense of 1.70 times the labor expense, profit equal to 16% of labor and overhead expenses, plus subconsultant and other expenses listed in Attachment No. 2 of the original Agreement.



It is understood that the ENGINEER's labor rates are adjusted annually, on or about the first day of each calendar year and that the services provided under this Amendment shall use the current rates at the time that the work is performed.

TERMS AND CONDITIONS

The Terms and Conditions of the original Agreement shall govern this Amendment.

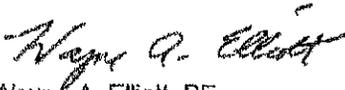
EXECUTED AGREEMENT

This Amendment shall be considered binding when duly authorized agents of the ENGINEER and the OWNER sign the document and one (1) executed copy is returned to the office of the ENGINEER. If this Amendment is not executed within sixty (60) days of the date on the Amendment, it may be subject to re-negotiation or withdrawal by the ENGINEER.

OFFER OF PROFESSIONAL ENGINEERING SERVICES

The ENGINEER, as an independent agent, offers to provide the professional engineering services described in this Amendment, for the compensation specified.

Aldrich + Elliott, PC



Wayne A. Elliott, PE
President

OWNER ACCEPTANCE

The OWNER acknowledges this to be a binding Amendment to the original Agreement and any prior Amendments and agrees to the conditions as stated. The ENGINEER is hereby directed to proceed with the scope of services.

The OWNER acknowledges that it has the financial resources and intends to pay for services rendered in accordance with the conditions as stated herein and acknowledges that if invoices are not paid in full within sixty (60) days of date of invoice, that the ENGINEER may stop work, without consequence or liability of any kind, until the invoices are paid, as set forth in the Terms and Conditions.

The OWNER warrants that the signature below is that of its duly authorized agent who possesses the full legal authority to execute this Amendment on behalf of the OWNER.

The OWNER acknowledges that this Amendment is comprised of, and incorporates by reference, Attachment No. 1.

TOWN OF BRATTLEBORO

Duly Authorized Agent

Date of Execution

Witness to Signature

Executed in Duplicate
Project #19040

ATTACHMENT NO. 1

SCOPE OF SERVICES

The ENGINEER will provide the following professional engineering consultant services under the scope of this Amendment:

Bid Phase

The ENGINEER will provide the following support services to assist the OWNER in obtaining bids from General Contractors. The ENGINEER will:

- A. Prepare the Advertisements for Bid for publication in a Vermont newspaper of major circulation, and notify appropriate industry publications such as Dodge Reports and Works-In-Progress. Publication fees will be invoiced separately and are not included in this proposal.
- B. Prepare necessary copies of drawings, contract/bid documents and technical specifications, and distribute them to interested parties. Construction contract documents will be distributed from the ENGINEER's office in PDF format only.
- C. Conduct one virtual Pre-Bid Meeting with interested contractors, and the OWNER. The ENGINEER will schedule the meeting no later than two weeks prior to the bid opening to allow bidders to become more familiar with the site and contract requirements. Bidder general and technical questions with the ENGINEER's responses will be published in the form of an addendum no later than five (5) consecutive calendar days before the bid date.
- D. Administer the receipt of bids, compare bids, check for compliance with the contract requirements, call references, confirm math and tabulate the results. Based upon this review, the ENGINEER will make a written recommendation to the OWNER for award of the contract.

Construction Phase

- A. Contract Administration - Throughout the construction period, the ENGINEER will act as the OWNER's representative and liaison to the Contractor as defined and authorized under the Construction Contract Documents. As the OWNER's representative, the ENGINEER will:
 - 1. Attend the on-site project Preconstruction Meeting with the OWNER, and the Contractor.
 - 2. Review submittals for general conformance with the design plans and specifications. The Contractor is responsible for the means and methods of completing all of the work, and all safety programs. Copies of reviewed submittals indicating equipment and materials utilized will be incorporated into the Operation and Maintenance Manual for the OWNER reference.
 - 3. Respond to Contractor questions during construction.
 - 4. Attend regular virtual project meetings with representatives of the OWNER, and monthly meetings with the Contractor.
 - 5. Conduct one (1) site visit for substantial and final completion review with the OWNER and make recommendations for payment as set forth in the Contract Documents.

- B. Resident Project Representative (RPR) - Throughout the active construction period, the ENGINEER will provide part-time RPR services to assist the ENGINEER in reviewing the work of the Contractor. The RPR (s) will:
1. Conduct on-site observations of the work to determine if it is in accordance with the Contract Documents.
 2. Interpret the Contract Documents to address questions raised by the Contractor.
 3. Make recommendations to the OWNER regarding work not meeting the requirements of the Contract Documents.
 4. Prepare field reports to document progress of the work.
 5. Prepare work lists of items requiring completion or correction by the Contractor.
 6. The project budget assumes part-time RPR services throughout the active on-site work period for construction, estimated at six (6) visits for a total of 48 man-hours. The ENGINEER will adjust the RPR services coverage as necessary, subject to the contractor's work activities (when applicable).
 7. See "**Duties, Responsibilities and Limitations of Authority of the Resident Project Representative.**" This document more definitively outlines the requirements of the RPR.

C. Special Services

1. Record Drawings - Through the course of construction, the ENGINEER will work with the Contractor in recording the location of installed work and deviations from the design drawings. Upon completion of the project, the ENGINEER will provide a set of record drawings.

ADDITIONAL SERVICES

In addition to the foregoing being performed, the following services shall be provided only when mutually agreed upon in writing by and between the OWNER and ENGINEER's compensation and time duration of the AGREEMENT. Additional services will commence when incorporated into this scope of services by written Amendment signed by both parties. Examples of Additional Services are:

- A. Full-time resident project representative.

End of Attachment No. 1

TOWN OF BRATTLEBORO
Finance Department
230 Main Street, Suite 208
Brattleboro, VT 05301
Phone (802)251-8104 • FAX (802)257-2322

MEMORANDUM

DATE: August 4, 2020
TO: Brattleboro Selectboard
VIA: Peter B. Elwell, Town Manager
FROM: Kim Ellison, Grants Manager
SUBJECT: VT ACCD 2021 Municipal Planning Grant

For the 9/15/20 Selectboard meeting, please add the following to the agenda:

The Planning Department requests authority to apply for a \$22,000.00 2021 Municipal Planning Grant from the Vermont Agency of Commerce and Community Development to pay for a consultant to development a Housing Action Plan for the Town of Brattleboro.

Please see the attached GISTD and other supporting documents for additional details.

Request a Motion:

To approve the Planning Department's application for a \$22,000.00 2021 Municipal Planning Grant from the Vermont Agency of Commerce and Community Development to pay for a consultant to development a Housing Action Plan for the Town of Brattleboro and to adopt the FY21 Municipal Resolution for Municipal Planning Grant.

TOWN OF BRATTLEBORO
GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)

APPLICATION PHASE
Please put all answers in BOLD

Date: **August 27, 2020**

Grantor/funder: **Vermont Department of Housing and Community Development**

Funder's name of grant: **2021 Municipal Planning Grant**

Internal name of grant: **2021 MPG**

Funder's grant description/purpose: **The Municipal Planning Grant (MPG) program encourages and supports planning and revitalization for local municipalities in Vermont. Awarded annually and administered by the Department of Housing and Community Development, the MPG program works to strengthen Vermont by funding local planning initiatives that support statewide planning goals.**

Applicant's purpose/use of grant: **The purpose of this grant would be to hire a consultant to develop a Housing Action Plan for the town that will include public outreach, data analysis/housing assessment, plan development and a final plan/housing report. The Plan will look at housing needs across the spectrum of needs, identify barriers, and create a plan to address those barriers. It will engage private and nonprofit sectors as key partners.**

This project is consistent with the following policies in the Town Plan:

Chapter 6 of Town Plan: Housing

- Goal D. Provide equal housing opportunities for all residents of Brattleboro.**
- Policy 6.3 Encourage residential development that promotes energy efficiency, universal design (designing residences so that they can be used by people of all abilities), and sustainable building.**
- Policy 6.4 Continue to support affordable housing for low- and moderate-income households**
- Policy 6.5 Encourage and implement residential development practices that result in more innovative housing options for diverse populations, while fostering sustainable development**

Chapter 12 of Town Plan: Land Use

- Policy 12.7 Maintain and enhance the quality of life in Brattleboro's residential neighborhoods**

What will the money be spent on specifically? **To hire a consultant to conduct public outreach, compile data and draft and develop a final housing action plan.**

Amount being requested: **\$22,000**

Required match amount: **\$2,200**

Sources of Match Funds, i.e. donations, general funds? **Planning Department Funds**

Application deadline: **10/1/2020**

Award notification date: **mid-Dec 2020**

Grant term start date: **December 2020**

Grant term end date: **05/31/2022**

Grant payout: Up-front (deferred), or Reimbursed basis (accrued)

TOWN OF BRATTLEBORO

GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)

How much administrative allowance does the grant permit if any: \$ 0 or %

Department or community group requesting grant: **Planning Commission**

Department sponsoring the grant: **Planning Services Department**

Contact name (person submitting): **Sue Fillion**

Contact phone: **802-251-8112**

Contact email: **sfillion@brattleboro.org**

Second contact: **Andrew Graminski**

2nd contact phone: **802-251-8107**

2nd contact email: **agraminski@brattleboro.org**

Is this a new program or new service(s)? yes no

Is this a new grant, or renewal of an existing/active grant?

How will this grant improve functions in your department or for the town and/or how will it save money or increase services? **The goal of this Plan is to understand the current conditions to create a housing plan that better meets the needs of residents and local workforce so that appropriate land use regulations and financial decisions can be made.**

How will the program or service be sustained after end of grant? **It is envisioned that the work of private and nonprofit partners and the Town (through land use regulations and policy/funding decisions) will help implement this Plan.**

How will the project impact the resources of the rest of the department? **It will be part of the general workplan of the department. The Planning Director and Planning Technician will be involved in the work.**

How will the project affect the resources of other departments? **There is no commitment from other departments required.**

Will this grant trigger review by the Capital Grants Review Committee? yes no

Is this a program/service/item that would need to be paid for out of the general fund if the grant is not awarded, accepted, and appropriated? yes no

What are the other sources of funding for this project? **Unknown**

What other town commitments will be required during the life of the grant? **Competitive procurement, all GIS mapping compatible with VT Center of Geographic Information data guidelines and standards and a mid-term report.**

What are the on-going commitments or costs to town after the end of the grant? **No commitments required.**

Department Head Name & Title:

Department Head Signature: Susan Fillion

Date: 8/31/2020

TOWN OF BRATTLEBORO

GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)

Finance Director Recommendations/Comments: _____

Application Approved yes, or no

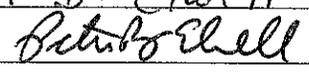
Printed Name: André Jaeger

Finance Director Signature:  Date: 9.4.2020

Town Manager Recommendations/Comments: _____

Application Approved yes, or no

Printed Name: Peter B. Elwell

Town Manager Signature:  Date: 9/10/20

Capital Grants Review Committee Recommendations/Comments: _____

Application Approved yes, or no, or not applicable

Printed Name: _____

Committee Member Signature: _____ Date: _____

Selectboard Recommendations/Comments: _____

Application Approved yes, or no, or not applicable

Printed Name: _____

Selectboard Member Signature: _____ Date: _____



Brattleboro Planning Services

230 Main Street, Suite 202 ▪ Brattleboro, Vermont 05301

Phone 802-251-8154 ▪ www.brattleboro.org/planning

TO: Selectboard
VIA: Peter Elwell, Town Manager
FROM: Sue Fillion, Planning Director
DATE: September 4, 2020
RE: 2021 Municipal Planning Grant

Recommendation: To adopt the FY21 Municipal Resolution for Municipal Planning Grant.

The Planning Services Department is proposing to apply to the 2021 Municipal Planning Grant (MPG) program to create a comprehensive housing plan that addresses the town's needs, identifies opportunities, and develops strategies while maintaining an equity lens throughout. It will engage private and nonprofit sectors as key partners.

This project is consistent with the following Housing goals in the Town Plan:

- A. Improve the quality of the existing housing stock and the neighborhoods in which it is located
- B. Increase the supply of housing opportunities to serve residents of all income levels, age groups, and special needs
- D. Provide equal housing opportunities for all residents of Brattleboro

We plan to use the grant funds to hire a consultant or consultant team to undertake the following:

- Demographic and Economic analysis
- Housing Needs Analysis
 - Supply analysis
 - Demand analysis
 - facilitate a multi-day design charette
 - constraints analysis
 - Community meetings and interviews
- Implementation Plan
- Final report and presentation

This will be a project of the Planning Commission, managed by a combination of in-house staff resources and grant-funded consultants. Based on discussions with community partners in 2019 and 2020, we believe that we can have a broad participation and community buy-in.

FY21 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Brattleboro is applying for funding as provided for in the FY21 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends applying for said Grant;

Felicity Ratte
(Name of Planning Commission Chair)


(Signature)

3a. That (Name) Peter B. Elwell Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) Patrick Moreland Title Asst. Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Kim Ellison Title Accountant

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 15th day of September 2020.

- (For rural towns or consortia only) The regional planning commission will serve as agent for the municipality or consortium. (Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)

LEGISLATIVE BODY

(name)

(signature)

Tim Wessel

Elizabeth McLoughlin

Ian Goodnow

Brandie Starr

Daniel Quipp

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:

Municipal Planning Grant Program
 Department of Housing and Community Development
 One National Life Drive, Sixth Floor
 Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

TOWN OF BRATTLEBORO
Finance Department
230 Main Street, Suite 208
Brattleboro, VT 05301
Phone (802)251-8104 • FAX (802)257-2322

MEMORANDUM

DATE: August 26, 2020
TO: Brattleboro Selectboard
VIA: Peter B. Elwell, Town Manager
FROM: Kim Ellison
GRANT: Tiny Grant 2020

For the 9/15/20 Selectboard agenda, please add the following:

The Planning Department requests approval to accept and appropriate a \$480.00 2020 Tiny Grant from the Association of Vermont Conservation Commissions awarded to the Town of Brattleboro on 8/24/20. This grant will pay for creation of an interpretive trail loop on the Riverstone Preserve on the West River Trail.

Please see the attached GISTD and email for additional details.

Request a Motion:

To accept the 2020 Tiny Grant and to appropriate \$480.00 from the Association of Vermont Conservation Commissions to pay for creation of an interpretive trail loop on the Riverstone Preserve on the West River Trail.

TOWN OF BRATTLEBORO

GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)

AWARD PHASE

Grant Name: **Tiny Grant 2020**

Date funder awarded the grant: **8/24/20**

Amount awarded: **\$480.00**

Required match: **\$0**

Sources of match funds, i.e. donations, general funds? **N/A**

Funder's grant number: **N/A**

Grant term start date: **7/1/2020**

Grant term end date: **5/7/2021**

Special grant requirements and/or conditions:

Changes from information listed on pages 1 and 2:

Does grant require tracking of staff time? yes no

Are any purchases from the grant considered fixed assets? yes no

If yes, copies of invoices should be forwarded to accountant for recording in fixed assets module.

Reporting frequency to funder (i.e. monthly, quarterly, annually, final): **Upon completion**

What kind of report is required? (i.e. financial, summary of work/project) **summary**

Person responsible for filing reports with funder: **Sue Fillion**

Does funder require an invoice for payout? yes no

Does funder require a drawdown for payout? yes no

Frequency/dates to send invoice to funder: **N/A**

Person responsible for invoicing or drawing down: **N/A**

Selectboard Recommendations/Comments: _____

Award Accepted & Appropriated Approved yes, or no

Printed Name: _____

Selectboard Member Signature: _____ Date: _____

TOWN OF BRATTLEBORO

Town Manager's Office · 230 Main Street · Brattleboro, VT 05301
(802) 251-8151 Fax (802) 257-2322

September 9, 2020

Memo To: Brattleboro Selectboard
Via: Peter B. Elwell, Town Manager
Memo From: Patrick Moreland, Assistant Town Manager
Re: VCDP Application (CV), Brattleboro Housing Authority

Recommendation 1: The board is asked to hold a public hearing and to authorize the submission of an application to the Vermont Community Development Program (VCDP) for an Implementation Grant for the Brattleboro Housing Authority in the amount of \$42,722 for the Covid-19 related expenses.

Recommendation 2: The board is asked to adopt the resolution from the Vermont Community Development Program (VCDP) for grant application authority, to identify Assistant Town Manager Patrick Moreland as the Contact Person and to identify Town Manager Peter Elwell as the Authorizing Official.

Program Description

The State of Vermont, through the Vermont Community Development Program, is administering the Municipal Public Facility and Service program (CARES Act) for local non-profits to assist with Covid-19 related expenses. The Municipal Public Facility and Service Program is designed to assist communities and non-profits with grants for public facility and service projects that have unmet needs due to COVID19. Projects requesting funding for activities that construct temporary or permanent solutions to structures for meeting COVID19 code requirements are considered public facilities. Projects requesting funding to assist activities that are for new or expanded services to meet COVID19 requirements are considered public services (such as addressing physical health needs of the residents in the community for social distancing and food shelves or meals on wheels for supplies, and materials necessary to continue to carry-out their public service). It will be on a first come first serve basis and will be through a competitive application process. Public service projects serving 70% low- and moderate-income individuals is a priority which may require surveying the population served unless the project serves a population in an area-wide low- and moderate-income community.

Project Description

The Brattleboro Housing Authority (BHA) is applying for \$42,722 to cover expenses already incurred in responding to the COVID-19 pandemic. The BHA is the low- income housing provider for the Town of Brattleboro. It has 446 residents living in its seven developments. They are elderly, non-elderly disabled and families.

When the COVID-19 pandemic started to accelerate in the U.S. and Vermont, BHA took immediate actions to safeguard its residents and employees. By the end of March, BHA was closed to the public but still open as a Governor declared essential operation.

BHA 's actions for which reimbursement is sought fall into three categories: Resident Care; Immediate and on-going precautionary disinfection materials for residents and staff and; continuity of essential operations via remote working of employees.

Resident Care was possible because BHA moved its administrative staff to home offices. Resident care involved the weekly calling of every resident. This action resulted in BHA residents having less stress, isolation and anxiety as the pandemic continued. A part-time person was hired to assist with these calls. BHA staff, with volunteers, were able to safely conduct two Food Bank food box drops to all the units (305) within its inventory. BHA has a Nurse under contract for the SASH program. The Nurse was called on to do COVID-19 education for residents and responded to many individual resident concerns about the virus. Her time on COVID-19 matters was not covered by the SASH contract. Also, as an action of residential care, all community rooms were closed, common coin-operated laundries made free and extensive disinfection cleaning begun. These remain in place today.

Another important area of resident care was the education and continued communication of key staff with those most knowledgeable about the virus. Key staff were kept current on safety measures for residents and staff, and pandemic planning with the Vermont Health Department. One important technology employed by BHA was that of automatic calling to all residents. This system has been used frequently during the pandemic to inform and educate residents as the response to the pandemic evolves.

Immediate and on-going disinfection of common areas and materials for residents and staff. When news of the virus first came out, it was evident that the virus was highly contagious, and that surfaces and contact were prime areas of transmission. BHA purchased and has continued to purchase disinfection materials such as wipes, hand sanitizer, and the like. These were put in site offices and in exterior common areas of residential buildings. Gloves and other PPE materials were purchased for staff primarily maintenance who were still needing to enter apartments for emergency repairs.

BHA amended its cleaning contract to remove community rooms and include disinfection cleaning of all common areas. This was an absolute necessity given the very close living environment for residents especially those in the elderly and non-elderly housing. This inventory is comprised of: a seven story high rise with 62 apartments: a 72 unit, 9 building garden apartment development; a three story building with 21 units, a two and a half story building with 55 units and 25 units in five buildings on one site. In addition, the common laundry room for a 42unit family site was added to the cleaning schedule. A copy of this listing including the approximate square footage cleaned is included in this application.

The above actions were possible because BHA remained in operation and responsive to the needs of its residents. This was only possible because all administrative staff worked from their homes from the middle of March until late August when only certain staff were permitted back into the BHA offices in very limited capacities. The expenses for moving all staff to remote operations was a large unanticipated yet necessary expense.

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE

Form PM-1

WHEREAS, the (check one) Town City Village of Brattleboro
has applied for funding under the Vermont Community Development Program, as provided for in 10
VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant
Agreement

IG-2020-Brattleboro-03 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Patrick Moreland Title Assistant Town Manager
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) Peter B. Elwell Title Town Manager
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 15 day of September 2020.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Tim Wessel, Chair

Elizabeth McLoughlin, Vice Chair

Ian Goodnow, Clerk

Brandie Starr

Daniel Quipp

For Agency Use:

Processed By: _____

Date: _____

TOWN OF BRATTLEBORO
Finance Department
230 Main Street, Suite 208
Brattleboro, VT 05301
Phone (802) 251-8104 • FAX (802) 257-2322
www.brattleboro.org

MEMORANDUM

TO: Selectboard
VIA: Peter Elwell, Town Manager
FROM: André Jaeger, Finance Director & Treasurer
SUBJECT: FY2021 Heating Fuel Contract

DATE: September 1, 2020

On August 20, 2020 the Windham Southeast School District (“WSSD”) in conjunction with the Town of Brattleboro requested bids for 130,000 gallons of No. 2 heating fuel oil (60,000 gallons for WSSD and 70,000 gallons for the town) for fiscal year 2021. Six bids were received by the due date of August 26, 2020 as shown below:

- | | | |
|------------------------|-------------------|----------------|
| • Barrows & Fisher Oil | Brattleboro, VT | \$1.259/gallon |
| • Cota & Cota | Bellows Falls, VT | \$2.110/gallon |
| • Dead River Company | Brattleboro, VT | \$1.729/gallon |
| • Discount Oil | Keene, NH | \$1.339/gallon |
| • Irving Energy | Portsmouth, NH | \$1.656/gallon |
| • Sandri Oil | Greenfield, MA | \$1.703/gallon |

I recommend that the Brattleboro Selectboard award a contract to Barrows & Fisher Oil for 70,000 gallons of No. 2 heating fuel oil at a prepaid price of \$1.259 per gallon for fiscal year 2021 (July 1, 2020 through June 30, 2021).

I would also like to thank Frank Rucker, WSSD Business Administrator, for leading this effort to request bids for the WSSD and the Town of Brattleboro.

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: sbarrett@brattleboro.org

To: Brattleboro Selectboard
Via: Peter Elwell, Town Manager
From: Daniel Tyler, Highway/Utilities Supt.
Subject: Salt Shed Bid
Date: September 10, 2020

The DPW salt shed was the last remaining building from the Brattleboro fairgrounds. The overall condition of the building has been deteriorating for many years. Many repairs and reinforcements were made as needed. In late winter, significant signs of structural failure became evident. The condition of the building was evaluated by a structural engineer and it was determined that further repairs were not feasible. The building was deemed unsafe and demolition was recommended. Prior to demolition, the remaining salt was removed and stored at The Town of Guilford's facility. Being late winter there was little salt remaining. Possible off-site locations and neighboring towns' facilities were considered for winter storage but given the quantity of salt which needs to be stored, this is not a viable solution. Historically, 400 tons of salt was stored in the shed. Availability of salt deliveries varies. It is necessary to store several storms worth of salt to ensure that we have a reliable supply.

DPW has researched different options for salt shed construction. The most favorable is a fabric over galvanized steel frame structure, set on a concrete block foundation. These structures are designed to meet all the necessary building code requirements, provide long term service, and allow the ability to be relocated if necessary. This is an important consideration as we work toward a DPW facility upgrade. A building size of 40'x60' was selected to best work on the existing site. The previous building was 26'x70'. The proposed size allows for better access on site and will result in adequate storage capacity.

Bid documents and specifications were developed by Steve Horton and the project was advertised for bid. A base bid was requested for installation of the new structure on a provided block foundation. An alternate additional price for installation of the block foundation was also requested. The following bid was received from Iron Horse Structures of North Conway, NH:

Base bid: \$43,250
Add Alternate: \$37,500

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Iron Horse's bid meets the required specifications and the cost aligns with our estimates. They are able to provide the structure in a 4-6 week timeframe. This is crucial with winter fast approaching. The provided alternate price to install the foundation was found to be favorable, but we are evaluating the possibility saving money by sourcing the concrete blocks and using a combination of crew and contractor services to install the foundation. Therefore, we are recommending the acceptance of Iron Horse Structure's base bid on \$43,250, and seeking approval to expend up to \$37,500, for the installation of the foundation. If Iron Horse's proposal is determined to be the best option, this will allow us to also accept their alternate price. Funds for the salt shed replacement were not budgeted. It is proposed that the \$80,750 be funded through the capital fund, and that the expense be ratified at the 2021 representative town meeting.

Request for Proposals

Town of Brattleboro - Assessment on Community Safety

Issue date: August 19, 2020

Response date: September 8, 2020

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Preamble

As approved by the Selectboard on August 18 and in furtherance of more than 15 hours of public discussions at Selectboard meetings on June 16, July 7, July 21, and August 6 of this year, Brattleboro will begin a focused examination of how Town resources are currently utilized and can be best utilized to ensure equitable and optimal community health, wellness, and safety. The review will examine (but is not limited to): the Brattleboro Police Department, Town support for non-profit organizations, social service agencies and other community resources, as well as identifying currently unmet community needs. This open process will invite in the wealth of knowledge and life experiences that our community holds about police, social services, racism, oppression, and alternatives to punishment and violence. We are working toward a community that is free of white supremacy in all of its manifestations.

This RFP is a call for one or more paid facilitators who will design and facilitate a community-focused process to conduct this study, and provide to the Selectboard recommendations on policies, organizational structures, redistribution of resources, and/or further studies needed based on gathered input. This assessment and recommendation will be due by December 31, 2020.

Acknowledgements

We acknowledge that what is now known as Vermont is a part of the traditional lands of the Abenaki; specifically, the immediate Brattleboro area is known to them as Wantastegok. The Abenaki and their ancestors have made this place their home for 12,000 years, developing an intimate knowledge and relationship with it.

We further acknowledge the centuries where people in power explicitly (and implicitly) have used incarceration, policing, law-making, court orders, and other tools of public safety to prioritize white lives and safety over the lives of Black, Indigenous, and People of Color. As we bear witness in recent times, this oppression persists. These same tools have been used to control and oppress other marginalized groups of people: psychiatrically-labeled people, people who are experiencing or have experienced homelessness, people who use or have used drugs, people whose identity challenges currently accepted gender roles and/or sexual relationships, and the list goes on.

Background

During the Brattleboro Selectboard meeting on June 16, numerous community members called for the Selectboard to reject the proposed budget and direct police funding to other community safety initiatives, local nonprofits, and social service organizations. The Selectboard passed the budget and agreed to enter into a process of examining community safety, policing, and the budget.

In response, a group of Brattleboro town and area residents involved in diverse and collective movements for liberation and social justice put forward a Proposal (Community Proposal) on June 30, requesting a process that would take a real, deep, equitable, accountable look into policing and community safety. Many community members, social justice organizations, and people from groups especially affected by policing expressed a desire to enter this work together with the Town and Selectboard. (Over 150 individuals and 14 organizations signed on to this Community Proposal before the July 7 meeting.) A Selectboard member, Elizabeth McLoughlin, also put forward a proposal on this date (McLoughlin Proposal).

At the next Selectboard meeting on July 7, community members highlighted key points of overlap and divergence between the Community Proposal and the McLoughlin Proposal. After a lengthy discussion, agreement about the community safety process was not reached. Continued conversation to discuss the process for examining community safety, policing, and the budget was scheduled for the Selectboard Meeting on July 21.

Prior to the July 21 meeting, Selectboard Member McLoughlin submitted a draft Request for Proposals (RFP). Community members involved in submitting the original Community Proposal met to discuss creating an addendum with more specifics, and instead submitted a response to the McLoughlin RFP which included an elaboration upon the Community Proposal.

At the July 21 Selectboard meeting, discussion focused on the collaborative community response to the McLoughlin RFP. After a long discussion involving many community members, the Selectboard voted unanimously to accept the community submission in full, and empower the group of community members to take the existing language they had worked on, turn it into an RFP, and submit it for discussion and voting.

The group of community members provided a proposed RFP, as requested, and that document was reviewed in another long discussion involving many community members during the Selectboard meeting on August 6. At the end of that meeting, the Selectboard directed Town Manager Peter Elwell to revise the document, but only to the extent necessary for it to be in the proper format, to accurately reflect the Town's legal structure and the requirements of applicable State Statutes such as the Open Meeting Law, to establish a timeline that aligns with the Town's budget process and Representative Town Meeting (RTM) deadlines, and to ensure that participatory language in the document emphasizes transparency and eliminates exclusions. This document is the result of those limited revisions. After further review and community input, the Selectboard approved this RFP at its meeting on August 18.

Process Overview

The numbered list below outlines the expected chronological process by which the study will be conducted.

1. The Town of Brattleboro seeks one or more individuals to serve as paid facilitators for a comprehensive examination of community safety within the Town of Brattleboro. The scope will include community desires, needs, and reports of harm experienced, a review of current systems and providers, and recommendations for how to utilize our Town resources to ensure equitable community health, wellness, and safety. This will include an examination of the Brattleboro Police Department's policies, practices, and budget.
2. Applicants will submit a detailed scope, schedule, measures of success, along with a budget. See below for a full list of facilitator qualifications.
3. The Selectboard will make the applications public and will choose the facilitator(s) based on the criteria in this document.
4. Simultaneous with this RFP process, the Selectboard will be creating a Community Safety Review Committee made up of a cross-section of Brattleboro-area residents. Applications will be solicited and in its selection of Committee members the Selectboard will prioritize inclusion of Black, Indigenous and People of Color as well as other community members who are especially impacted: those who use drugs, psychiatrically labelled people, people with disabilities, domestic violence and sexual assault survivors, poor people, people who are experiencing or have experienced homelessness, LGBTQ+ folks, and more, while not excluding community members who may not identify as part of any traditionally marginalized population. Participation in this Committee will be compensated at a rate to be determined by the Selectboard.
5. The Facilitator will lead the Committee through a process that meets the expectations laid out in the Assumptions section below.
6. The Committee's meetings will be open to the public and the Committee will operate in a manner that fully complies with all applicable State Statutes, including but not limited to the Open Meeting Law and the Public Records Law.
7. The Committee will advise the facilitator on gathering input from the community, provide guidance on areas to explore, participate in the interviews and data analysis (as appropriate), and jointly with the facilitator, craft reports and recommendations.
8. By December 31, 2020, the facilitator and Committee will together make initial recommendations. This report will be presented to the Selectboard and released to the public.
9. The Selectboard will consider these recommendations in public meetings during January of 2021 as the Selectboard finalizes its recommended FY22 Budget and the warning for the RTM to be held in March of 2021.
10. The Town will act upon the recommendations received in public meetings and provide quarterly updates at Selectboard meetings about the implementation process.
11. It is anticipated that there will be additional phases of this work beyond the March 2021 RTM. That may include continuing the Community Safety Review Committee and/or other initiatives. However, this RFP seeks proposals from potential facilitators for an engagement that will end in March of 2021. Any work beyond that date would be in accordance with a subsequent proposal.

Assumptions of the Study

The following is a list of considerations, as requested by both Selectboard and Brattleboro community members, to provide a legal, open, accessible, and affirmative process.

1. Meetings that are open, accessible, and affirmatively engage public participation in accordance with the Vermont Open Meeting Law.
2. Virtual options for participation, during the pandemic and beyond.
3. Childcare for participants, as necessary, for in-person meetings.
4. Interpretation and translation for those who are Deaf/Hard-of-hearing.
5. Thoughtful inclusion of those who may not speak English.
6. A forum and process to collect community members' experiences with police and other emergency responders, including mental health crisis services, anonymously, without fear of retribution by police or the State, such as through one-on-one interviews without sharing details publicly as removal of names in a small community does not sufficiently address anonymity.
7. Prioritizing holding any in-person meetings in spaces where POC have built trust, comfort, and power - such as The Root Social Justice Center. These can be identified with input from the committee and/or the public.
8. Meetings happening at times that are accessible to people - especially those most impacted by this system.
9. Use anti-racist frameworks to consider white supremacy in examining policing and community safety. This should include; but is not limited to:
 - a. Ways in which town emergency response (such as police and non-profit collaboratives) may cause harm rather than equitably cultivate safety and support.
 - b. Community safety needs that are unmet by these systems/programs.
10. Any individual who is involved in the Committee must be transparent about any possible conflicts of interest based on employment or other affiliations. This requirement applies equally to all applicants during the application/appointment process and to all members of the Committee as the Committee conducts its business.
11. No police officers will be appointed to serve as members of the Committee.

Proposal Guidelines

The subsections below identify the different parts of the RFP responses we expect to be submitted. You may use the "Assumptions of the Study" section as a starting point for your proposal.

About Facilitator(s)

In this section, provide a brief biography and description of the individual facilitator(s) which include a philosophy and qualifications to execute the scope of work. You may include prior experience with qualitative research, social justice work, providing this type of meeting facilitation in a public setting, or other work deemed relevant. Please include a resume for each member of your proposed facilitation team.

Scope of Study

The proposal must include a scope detailing the items below.

- A description of how you will work with the Community Safety Review Committee to lead this inquiry, assessment, and identification of recommended actions.
- A methodology to include public opinion in a way that is safe, legal, ethical, and thoughtful.
- A methodology for assessing existing systems and the organizations that operate in and on those systems, including how to obtain information from those organizations in a manner that is safe, legal, ethical, and thoughtful.
- A preliminary list of potential participants, including organizations, groups of people, and/or individuals to be considered.
- A list of potential risks to be addressed in conducting the study.

Schedule

Please provide a list of milestones and corresponding dates by which you will measure progress in this process, keeping in mind that the initial report and recommendations are due by December 31, 2020, and that this initial engagement will end in March of 2021.

Measures of Success

Identify, in your opinion, how success should be measured regarding public participation/involvement and the end products requested in this proposal. Feel free to use the section "Assumptions of this Study" as a starting point.

Cost

Include a budget with all anticipated costs.

Facilitator Qualifications

Qualities we are seeking in a facilitator:

- Anti-racist. A helpful way to think of this is a person experienced in "identifying and eliminating racism by changing systems, organizational structures, policies and practices and attitudes, so that power is redistributed and shared equitably." [*NAC International Perspectives: Women and Global Solidarity*]
- Experienced in creating spaces and processes where many voices are included and power differences do not result in less privileged people being excluded.
- Experienced in qualitative research methods (i.e. semi-structured, interviews, focus groups, community forums, ethnographic observations, participatory research).
- Familiar with and open to creating new/decolonized systems instead of only looking for solutions within currently operating systems (i.e familiar with restorative and transformative models).
- Ability to handle sensitive data in an ethical, legal, and culturally-appropriate way.
- Incorporates processes for transformative and liberated work that includes somatics (body-based practices). Uses these processes to "get" information from our community that is not traditional and in a way that is easy for people to interpret and participate in.

- For example, creating art, movement or other initiatives where our community can express their experiences in a way that feels accessible to them. This will include people who have been harmed or alienated by prevailing processes (i.e. the "sit for 3 hours and respond to questions by an authority figure" scenario).
- Experienced in working with groups that have been historically marginalized by police and social services (i.e. BIPOC, LGBTQ+, low-income, psychiatrically-labelled people, those in recovery and/or actively using).
- Experienced in rural communities.

Evaluation Criteria

Criteria	Points
Meets Facilitator Qualifications	35
Comprehensive and Achievable Scope	35
Thoughtful Measures of Success	20
Budget	10
Total Points	100

Delivery of Proposal

Electronic submissions should be sent to: townmanager@brattleboro.org

Via U.S. mail: Town Manager
 Town of Brattleboro
 230 Main Street, Suite 208
 Brattleboro, Vermont 05301

Questions Concerning Proposal

If you have any questions concerning this RFP, please submit them by August 31 via email to Peter Elwell, Town Manager, at townmanager@brattleboro.org.

Registration of Interest

Please email Town Manager Peter Elwell at townmanager@brattleboro.org to express your initial interest in potentially submitting a proposal in response to this RFP. All registered individuals or groups will receive written answers to any questions submitted by any potential proposer, so that all potential proposers will have access to the all the same information from the Town of Brattleboro.

Response Date

Proposals must be received by 23h59m on September 8, 2020.