

**BRATTLEBORO SELECTBOARD
TUESDAY, JANUARY 7, 2020
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
EXECUTIVE SESSION – 5:15PM
REGULAR MEETING - 6:15PM
AGENDA**

1. **CONVENE MEETING**
2. **APPROVE MINUTES** – December 10 and December 17, 2019
3. **CHAIR'S REMARKS**
4. **MANAGER'S COMMENTS**
5. **SELECTBOARD COMMENTS AND COMMITTEE REPORTS**
6. **PUBLIC PARTICIPATION**
7. **LIQUOR COMMISSIONERS**
 - A. First and Third Class Liquor Licenses – Duo VT LLC, d/b/a Duo Restaurant
8. **WATER AND SEWER COMMISSIONERS - None**
9. **UNFINISHED BUSINESS**
 - A. Review Status of 2019-2020 Selectboard Goals
 - B. Continued Review of FY21 Proposed Budget
 - (i) *Representative Town Meeting's Human Services Committee - Discussion*
 - (ii) *Fund Balance Guideline*
 - (iii) *Police Department's Contract with Axon for Body Worn Camera Services*
 - (iv) *Project C.A.R.E.*
 - (v) *Port-a-Potties and More Permanent Solutions*
 - (vi) *Windham Regional Commission - Update*
10. **NEW BUSINESS**
 - A. Financial Reports –
 - (i) *Audit and Financial Statements for FY19*
 - (ii) *Single Audit for FY19*
 - B. Small Business Assistance Program Loans
 - (i) *Jason Lively/Duo VT*
 - (ii) *Northeast Processing*
 - C. Neighborhood Designation Area – *Information re: New State Program*
11. **CORRESPONDENCE/FYI**
 - A. Warrants
12. **MEETINGS**

See enclosed Town Calendar
13. **ADJOURNMENT**

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: January 3, 2020



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, January 7, 2020. The Board will meet in executive session at 5:15pm to discuss labor relations agreements with employees, the appointment or employment or evaluation of a public officer or employee, and the negotiating of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

- A. First and Third Class Liquor Licenses – Duo VT LLC, d/b/a Duo Restaurant
The Board is asked to approve a First Class Liquor License and a Third Class Seasonal Liquor License for DUO VT LLC, d/b/a Duo Restaurant, located at 136 Main Street. Jason Lively is in the process of purchasing Duo Restaurant. Mr. Lively will be present at the meeting to answer any questions the Board may have.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE AND A THIRD CLASS SEASONAL LIQUOR LICENSE FOR DUO VT LLC, D/B/A DUO RESTAURANT, LOCATED AT 136 MAIN STREET.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS

- A. Review Status of 2019-2020 Selectboard Goals
Town Manager Peter Elwell will provide a status report on the Board's 2019-2020 Goals. The Board will discuss progress in achieving those goals and their relationship to the FY21 budget that is currently being finalized.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Continued Review of FY21 Proposed Budget
(i) *Representative Town Meeting's Human Services Committee – Discussion*
(ii) *Fund Balance Guideline*
(iii) *Police Department's Contract with Axon for Body Worn Camera Services*
(iv) *Project C.A.R.E.*
(v) *Port-a-Potties and More Permanent Solutions*
(vi) *Windham Regional Commission - Update*

Members of Representative Town Meeting's Human Services Review Committee will be present to answer any questions the Board may have in connection with the committee's recommendations for FY21 funding. The Selectboard also will consider

several other unfinished budget matters as set forth in the memorandum (with attachments) dated January 2, 2020, from Town Manager Elwell. Finally, the Board will be asked to confirm its intent to hold a special meeting on January 14 (related to the FY21 Budget and other matters), a regular meeting on January 21 (to finalize the FY21 Budget and address other matters) and a special meeting on January 28 (to approve the warnings for the Town Meeting election on March 3 and Representative Town Meeting on March 21, and [if necessary] to provide final formal approval of the FY21 Budget that the Selectboard will be recommending to Representative Town Meeting).

POTENTIAL MOTION(S): TBD

10. NEW BUSINESS

A. Financial Reports –

- (i) Audit and Financial Statements for FY19*
- (ii) Single Audit for FY19*

Finance Director John O'Connor will present the FY19 Audited Financial Statements and Single Audit.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Small Business Assistance Program Loans

- (i) Jason Lively/Duo VT*
- (ii) Northeast Processing*

(i) The Board is asked to approve a Small Business Assistance Program (SBAP) loan to Jason Lively/Duo VT LLC. Mr. Lively is in the process of purchasing Duo Restaurant and has applied for a SBAP loan in the amount of \$27,000 amortized over 5 years at 3% per annum with interest only due during the first six months, and payments thereafter of principal and interest in the amount of \$485.15 for the term of the loan, as set forth in the memorandum dated December 27, 2019, from Grants Manager Kim Ellison. It is recommended that the Board's approval of the SBAP loan be contingent upon the current owners paying off a loan to Brattleboro Savings and Loan Association and the SBAP loan to the Town of Brattleboro, and obtaining discharges of all liens. The SBAP Loan Committee has unanimously approved the loan request.

POTENTIAL MOTION: TO APPROVE A SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO JASON LIVELY/DUO VT LLC IN THE AMOUNT OF \$27,000 AMORTIZED OVER 5 YEARS AT 3% PER ANNUM WITH INTEREST ONLY FOR SIX MONTHS, AND MONTHLY PAYMENTS THEREAFTER OF PRINCIPAL AND INTEREST IN THE AMOUNT OF \$485.15, CONTINGENT ON THE CURRENT OWNERS PAYING OFF A LOAN TO THE BRATTLEBORO SAVINGS AND LOAN ASSOCIATION AND THEIR S.B.A.P. LOAN TO THE TOWN OF BRATTLEBORO, AND OBTAINING DISCHARGES OF ALL LIENS.

(ii) The Board is asked to authorize the Town Manager to sign any and all documents necessary to subordinate the Town's SBAP loan to Northeast Processing LLC, and corresponding UCC liens, to a revised mortgage and additional line of credit from the Brattleboro Savings and Loan Association, as set forth in the memorandum dated January 2, 2020, from Grants Manager Kim Ellison. The SBAP Loan Committee has unanimously approved the subordination request.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO SUBORDINATE THE TOWN'S SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO NORTHEAST PROCESSING LLC TO A REVISED MORTGAGE AND LINE OF CREDIT FROM THE BRATTLEBORO SAVINGS AND LOAN ASSOCIATION.

- C. Neighborhood Designation Area – *Information re: New State Program*
Planning Director Sue Fillion will be present to discuss the possible creation of a Neighborhood Development Area (NDA) to aid in identifying and reducing barriers to housing creation, as set forth in her memorandum dated December 26, 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

PBE:ja

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 20 8:30am Offices closed for New Year's Day	2 6:30pm Tree Committee - MOVED to January 9	3	4
5	6 2:00pm Community Equity Collaborative 5:00pm Energy 5:30pm Citizen Police 6:00pm Planning	7 6:15pm Selectboard Meeting (Selectboard Meeting Room)	8	9 6:30pm Tree Advisory Committee (Brattleboro Food Co-Op Community Room, 2 Main St)	10 9:00am ADA Advisory Committee (Hanna Cosman meeting room, Municipal Center) - Jan	11
12	13 12:00pm Bratt Coalition for Active Transport 5:00pm Finance Committee 6:15pm Rec. & Parks	14 6:15pm Selectboard special meeting (Selectboard Meeting Room, Municipal Center)	15 7:00pm Development Review Bd (Selectboard Meeting Room)	16 8:00am Traffic Safety Committee (Selectboard Meeting Room) 11:00am Diverse Workforce	17	18
19	20 8:30am Offices closed for MLK Day	21 5:30pm BCJC panel tonight (BCJC) 6:15pm Selectboard Meeting (Selectboard Meeting Room)	22	23	24	25
26	27 5:00pm Finance Committee (Mezzanine Meeting) 5:30pm Citizen Police Communications	28 5:15pm Conservation Commission (Hanna Cosman Room) - 6:15pm Selectboard special meeting	29	30	31	Feb 1