

MEMORANDUM



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

This memorandum summarizes the proposed motions for the Selectboard meeting on Tuesday, April 7, 2020, at 6:15pm. ***Due to the Coronavirus/COVID-19 pandemic and in compliance with the "Stay Home – Stay Safe" order issued by Governor Scott, this meeting will be held with no physical location using GoToMeeting.***

The public may join the meeting from a computer, tablet, or smartphone using this link: <https://global.gotomeeting.com/join/804762765>. They may also dial in toll free using a telephone in the United States at 1 866 899 4679 (Access Code: 804-762-765), but this alternative is not recommended. The meeting will be carried live on BCTV (Channel 10), whose broadcast also can be accessed using the following links: <https://www.brattleborotv.org/>, or <https://www.facebook.com/brattleborotv/>.

7. COVID-19

- A. Overall Update re: Town Operations
- B. Update re: Representative Town Meeting
- C. Potential Additional Town Actions

Town Manager Peter Elwell will provide an update on the Town's operations in response to the COVID-19 pandemic. He will also provide an update on the status of Representative Town Meeting, which was cancelled due to the pandemic and will be rescheduled at a later date. The Board will consider whether any additional Selectboard actions related to COVID-19 are necessary and appropriate at this time.

POTENTIAL MOTION(S): TBD.

- 8. **LIQUOR COMMISSIONERS** – *None.*
- 9. **WATER AND SEWER COMMISSIONERS** – *None.*
- 10. **UNFINISHED BUSINESS** – *None.*
- 11. **NEW BUSINESS**

- A. Association of Vermont Conservation Commissions Grant – *Planning Services Application on Behalf of the Conservation Commission*
The Board is asked to approve the Planning Services Department's application for a grant from the Association of Vermont Conservation Commission in the amount of \$480. The funds will be used to support a partnership between the Conservation Commission and the Friends of the West River Trail to create an interpretive trail loop

on the Riverstone Preserve, as set forth in the memorandum dated March 30, 2020, from Planning Director Sue Fillion.

POTENTIAL MOTION: TO APPROVE AN APPLICATION FOR A 2020 ASSOCIATION OF VERMONT CONSERVATION COMMISSIONS GRANT IN THE AMOUNT OF \$480.

- B. Ordinance Amendment - Chapter 8, Article 3, Section 8-32, First Reading, Add Requirement for Licensed Electricians

The Board is asked to hold a first reading on the proposed amendment to Chapter 8 of the Brattleboro Code of Ordinances. The amendment would require that electrical repairs or improvements on one and two family homes be made by a licensed electrician. State statutes currently require that licensed electricians perform electrical repairs on public buildings, including multi-family housing with three or more units, but one and two family homes are exempt, as set forth in the memorandum dated March 6, 2020, from Zoning Administrator Brian Bannon. If the Board decides to proceed with this ordinance amendment, it will hold a second reading and public hearing regarding this matter at its next meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Rules for Conduct – Discussion and Possible Approval

The Board is asked to review (and to approve, if the Board is ready) the Rules for Conduct of Meetings and Hearings. Included in the Board's packet is a copy of the proposed "Rules" for 2020-2021, which are identical to the Rules adopted by the Board for 2019-2020.

POTENTIAL MOTION: TO APPROVE THE RULES FOR CONDUCT OF MEETINGS AND HEARINGS.

- D. Warrants – Rotation Schedule for Reviewing and Signing

The Board is asked to assign individual Board members to review and sign warrants for designated periods throughout the year.

NO MOTION IS REQUIRED ON THIS ITEM.

- E. Annual Selectboard Appointments – Committees and Boards

The Board is asked to assign individual Board members to various board and committee positions for 2020-2021.

NO MOTION IS REQUIRED ON THIS ITEM.

- F. Windham Regional Commission - Appointment of Town Representatives

The Board is asked to appoint two representatives to the Windham Regional Commission for the period from April 1, 2020, through March 31, 2021. Currently serving are Tom Mosakowski and Sue Fillion.

POTENTIAL MOTION: TO APPOINT _____ AND _____ AS REPRESENTATIVES FROM THE TOWN OF BRATTLEBORO TO THE WINDHAM REGIONAL COMMISSION FOR THE PERIOD FROM APRIL 1, 2020, THROUGH MARCH 31, 2021.

PBE:ja