

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: May 15, 2020

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The following will summarize the proposed motions for the Selectboard meeting that will begin at 6:15pm on Tuesday, May 19, 2020, on GoToMeeting (with no physical location due to the ongoing social distancing requirements of COVID-19). **The public may join the meeting from a computer, tablet, or smartphone, using this link: <https://global.gotomeeting.com/join/804762765>.** People also may 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 1085 for Comcast subscribers and Channel 10 for Southern Vermont Cable subscribers), whose telecast also can be accessed at <https://www.brattleborotv.org/> or at <https://www.facebook.com/brattleborotv/>.

## 7. COVID-19 UPDATE

### A. Overall Update

Town Manager Elwell will provide an update regarding Town operations during the COVID-19 public health emergency, followed by comments and questions from the Selectboard and the public.

**NO ACTION IS REQUIRED ON THIS ITEM.**

### B. Financial Update

(i) *Monthly Financial Report – Actual FY20 Budget Results Through April 30*

(ii) *Updated Estimate of FY20 Year-End Budget Results - Projections Through June 30*

Town Manager Elwell will present the monthly financial report for April 2020, which was prepared by Interim Finance Director Laurie Garland. He will also provide an update regarding staff's estimate of the FY20 year-end budget projections.

**NO ACTION IS REQUIRED ON THIS ITEM.**

### C. Possible Temporary Expansion of Outdoor Business Activity During Recovery from COVID-19

The Selectboard will hear from business community representatives, the public, and Town staff regarding ways in which businesses might adapt their operations during the reopening and recovery from COVID-19. This is expected to be a preliminary discussion with possible Town follow-up action(s) at a future Selectboard meeting and/or by Town staff.

**NO ACTION IS REQUIRED ON THIS ITEM.**

## 8. LIQUOR COMMISSIONERS

- A. Third Class Liquor License – Coridon Bratton Catering LLC, d/b/a A Vermont Table  
The Selectboard is asked to approve a third class liquor license for Coridon Bratton Catering LLC, d/b/a A Vermont Table, located at 22 High Street, Suite 105. The business already has a first class liquor license and is requesting a third class liquor license as they plan to re-open this summer and serve spiritous beverages to their customers. Staff has reviewed the request and recommends approval. Mr. Bratton is expected to attend the meeting.

**POTENTIAL MOTION: TO APPROVE A THIRD CLASS LIQUOR LICENSE FOR CORIDON BRATTON CATERING LLC, D/B/A A VERMONT TABLE, LOCATED AT 22 HIGH STREET, SUITE 105.**

## 9. WATER AND SEWER COMMISSIONERS

- A. Proposed FY21 Utilities Fund Budget – Presentation and Discussion  
Town Manager Elwell and Public Works Director Barrett will present the proposed FY21 Utilities Fund Budget, as set forth in their memorandum dated May 13, 2020. Attached to that memorandum in the Selectboard's back-up materials are a Budget Summary and Cash Reconciliation report, the complete proposed budget, the FY21 capital request, and a 20-year capital plan.

**NO ACTION IS REQUIRED ON THIS ITEM.**

- B. Review of Utilities Fund Capital Improvement Plan  
Public Works Director Barrett and Highway/Utilities Superintendent Tyler will review the 20-year Utilities Capital Plan, with emphasis on the FY21 capital request for both projects and vehicles.

**NO ACTION IS REQUIRED ON THIS ITEM.**

- C. Preliminary Discussion of FY21 Utility Rates  
Town Manager Elwell will discuss the financial status of the Utilities Fund and present staff's recommended utilities rate increases for the next five fiscal years, as set forth in the memorandum dated May 13, 2020, from Town Manager Elwell and Public Works Director Barrett.

**NO ACTION IS REQUIRED ON THIS ITEM.**

## 10. UNFINISHED BUSINESS – None

## 11. NEW BUSINESS

- A. Appointment of Town Treasurer  
Town Manager Elwell has announced the hiring of Andre Jaeger as the Town's new Finance Director. He provided information on Mr. Jaeger's background and work history in a memorandum dated May 15, 2020, in the Selectboard's back-up materials and he will ask the Selectboard to appoint Mr. Jaeger as Town Treasurer for the remainder of the current one-year term, subject to ratification at Representative Town Meeting.

**POTENTIAL MOTION: TO APPOINT ANDRE JAEGER AS THE TOWN TREASURER, SUBJECT TO RATIFICATION AT REPRESENTATIVE TOWN MEETING.**

- B. Proposed FY21 Parking Fund Budget – Presentation and Discussion  
Town Manager Elwell and Assistant Town Manager Moreland will discuss the financial status of the Parking Fund and present the proposed FY21 Parking Fund Budget, a copy of which is included in the Selectboard's back-up materials.

**NO ACTION IS REQUIRED ON THIS ITEM.**

- C. JAG COVID-19 Reimbursement Grant – Police Department  
The Selectboard is asked to approve the Police Department's grant application in the amount of \$39,730 for a BJA FY20 Coronavirus ESF Program Grant from the Office of Justice Programs to defray expenses associated with the COVID-19 pandemic.

**POTENTIAL MOTION: TO APPROVE THE GRANT APPLICATION IN THE AMOUNT OF \$39,730 FOR A BJA FY20 CORONAVIRUS ESF PROGRAM GRANT FROM THE OFFICE OF JUSTICE PROGRAMS.**

- D. Five County Scattered Site Grant from the Vermont Community Development Program  
(i) *Adopt Grant Agreement Resolution*  
(ii) *Accept and Appropriate VCDP Grant*  
(iii) *Authorize Town Manager to Execute Grant Agreement and Take All Other Actions Necessary to Implement This Grant*

The Selectboard is asked to adopt a Grant Agreement Resolution and to accept and appropriate the sum of \$375,000 from the Vermont Community Development Program (VCDP) for the Five County Homeownership Service Program of the Windham & Windsor Housing Trust, as set forth in the memorandum dated May 8, 2020, from Assistant Town Manager Moreland. The Selectboard is also asked to authorize the Town Manager to execute the Grant Agreement and all other documents necessary to implement the grant.

**POTENTIAL MOTION: TO ADOPT THE GRANT AGREEMENT RESOLUTION AND TO ACCEPT AND APPROPRIATE THE SUM OF \$375,000 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR THE FIVE COUNTY HOMEOWNERSHIP SERVICE PROGRAM OF THE WINDHAM & WINDSOR HOUSING TRUST, AS PRESENTED.**

**POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER PETER ELWELL TO EXECUTE THE GRANT AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO IMPLEMENT THE GRANT.**

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