

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: January 17, 2020

The following will summarize the proposed motions for the Brattleboro Selectboard meeting on Tuesday, January 21, 2020. The Board will meet in executive session at 5:30pm to discuss labor relations agreements with employees, the appointment or employment or evaluation of a public officer or employee, the negotiating of a real estate purchase or lease, and confidential attorney-client communications made for the purpose of providing professional legal services to the body. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

- A. Special Event Permits – Brattleboro Luv Crawl
- (i) *Caledonia Spirits at Altiplano, 42 Elliot St.*
 - (ii) *Saxtons River Distillery at B's Nest, 19 Elliot St.*
 - (iii) *American Crafted Spirits, d/b/a Silo Distillery, at Beadniks, 115 Main St.*
 - (iv) *Vermont Distillers, Inc., at Brattleboro Bicycle Shop, 165 Main St.*
 - (v) *Wild Hart Distillery at Cara Wolff Jewelry Shop, 4 Elliot St.*
 - (vi) *Smugglers' Notch Distillery at In the Moment Records, 143 Main St.*
 - (vii) *White Mountain Distillery, d/b/a Stowe Cider, at Malisun, 44 Harmony Place*
 - (viii) *Charles Dodge, d/b/a Putney Winery, at Michelle Freshee Photography, 26 High St.*
 - (ix) *Vermont Vermouth at Renaissance Jewelry, 151 Main St.*
 - (x) *St. Johnsbury Distillery at Taylor for Flowers, 15 Elliot St.*
 - (xi) *Aqua Vitea After Glow at Vermont Hempicurean, 8 Flat St.*

The Board is asked to approve 11 special event permits for the 11 downtown locations that will be participating in this year's Luv Crawl event, organized by the Downtown Brattleboro Alliance. All of the required paperwork is in order and Town staff recommends approval of the requested permits. After the Selectboard acts on this matter, final action will be taken by the Vermont Department of Liquor Control.

POTENTIAL MOTION: TO APPROVE THE ISSUANCE OF THE FOLLOWING SPECIAL EVENT PERMITS FOR THE "BRATTLEBORO LUV CRAWL" EVENT ON THURSDAY, FEBRUARY 6, 2020, FROM 5:00PM TO 10:00PM:

CALEDONIA SPIRITS AT ALTIPLANO, 42 ELLIOT ST.;

SAXTONS RIVER DISTILLERY AT B'S NEST, 19 ELLIOT ST.;

AMERICAN CRAFTED SPIRITS, D/B/A SILO DISTILLERY, AT BEADNIKS, 115 MAIN ST.;

VERMONT DISTILLERS, INC., AT BRATTLEBORO BICYCLE SHOP, 165 MAIN ST.;

WILD HART DISTILLERY AT CARA WOLFF JEWELRY SHOP, 4 ELLIOT ST.;

SMUGGLERS' NOTCH DISTILLERY AT IN THE MOMENT RECORDS,
143 MAIN ST.;

WHITE MOUNTAIN DISTILLERY, D/B/A STOWE CIDER, AT MALISUN,
44 HARMONY PLACE;

CHARLES DODGE, D/B/A PUTNEY WINERY, AT MICHELLE FRESHEE
PHOTOGRAPHY, 26 HIGH ST.;

VERMONT VERMOUTH AT RENAISSANCE JEWELRY, 151 MAIN ST.;

ST. JOHNSBURY DISTILLERY AT TAYLOR FOR FLOWERS, 15 ELLIOT ST.; AND

AQUA VITEA AFTER GLOW AT VERMONT HEMPIPUREAN, 8 FLAT ST.

8. **WATER AND SEWER COMMISSIONERS** – *None*

9. **UNFINISHED BUSINESS**

A. FY21 Proposed Budget –

(i) *Pay Adjustments for Non-Union Employees*

(ii) *Funding of Conceptual Design for Living Memorial Park Pool Project*

(iii) *Finalize Selectboard's Recommended FY21 Budget for Consideration
at Representative Town Meeting on March 21, 2020*

The Selectboard is nearing the end of its consideration of the FY21 proposed budget. The Board will consider two pending items and then decide if it is ready to approve a recommended budget for consideration at Representative Town Meeting. Town Manager Elwell's memorandum dated January 15, 2020, provides a status report on the FY21 Budget, information about the two pending items, and a summary of the potential property tax impact of four alternative outcomes the Selectboard might approve for its recommended budget. It is anticipated that the Board will formally approve the budget at its January 28 meeting.

POTENTIAL MOTION: TO APPROVE THE TOWN MANAGER'S RECOMMENDED COMPENSATION SYSTEM AND PAY ADJUSTMENTS FOR NON-UNION EMPLOYEES.

10. **NEW BUSINESS**

A. Financial Report – *Monthly Report, December 2019*

Town Manager Peter Elwell will present the financial report for December 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Southeast Vermont Transit (SEVT) – *Presentation and Discussion*

SEVT representatives will present information and discuss bus services with the Selectboard and the public.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Collective Bargaining Agreement with the New England Police Benevolent Association
The Board is asked to approve the collective bargaining agreement between the Town and the New England Police Benevolent Association for the period from July 1, 2019, through June 30, 2022. The entire proposed agreement is in the Selectboard's notebooks, along with a summary memorandum dated January 15, 2020, from Town Manager Elwell.

POTENTIAL MOTION: TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND THE NEW ENGLAND POLICE BENEVOLENT ASSOCIATION FOR THE PERIOD FROM JULY 1, 2019 THROUGH JUNE 30, 2022.

- D. Annual Appointments for Ratification at Representative Town Meeting
(i) *Town Clerk*
(ii) *Town Attorney*

The Board is asked to re-appoint Hilary Francis as Town Clerk and Fisher & Fisher Law Offices, PC, as Town Attorney for one-year terms, subject to ratification at the Representative Town Meeting on March 21, 2020.

POTENTIAL MOTION: TO APPOINT HILARY FRANCIS AS TOWN CLERK, SUBJECT TO RATIFICATION AT THE REPRESENTATIVE TOWN MEETING ON MARCH 21, 2020.

POTENTIAL MOTION: TO APPOINT FISHER & FISHER LAW OFFICES, PC, AS TOWN ATTORNEY, SUBJECT TO RATIFICATION AT THE REPRESENTATIVE TOWN MEETING ON MARCH 21, 2020.

- E. Annual Contract – Town Attorney

The Board is asked to approve one-year contract with Fisher & Fisher Law Office, PC, for the provision of Town Attorney services. The agreement for 2020-2021 is identical to the agreement for 2019-2020, except for a 2% increase in the annual retainer to \$110,364.

POTENTIAL MOTION: TO AUTHORIZE TOWN MANAGER PETER ELWELL TO EXECUTE A CONTRACT WITH TOWN ATTORNEY BOB FISHER FOR THE PROVISION OF TOWN ATTORNEY SERVICES FOR 2020-2021 BY FISHER & FISHER LAW OFFICES, PC, IN THE ANNUAL RETAINER AMOUNT OF \$110,364.

- F. Review of Draft Warnings for Town Meeting Election on March 3, 2020, and Representative Town Meeting on March 21, 2020

The Board is asked to review the draft warnings for the Town Meeting Election on March 3, 2020, and the Representative Town Meeting (RTM) on March 21, 2020, so that they can be prepared for the Board's final approval at the January 28 special Selectboard meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

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