

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: January 31, 2019

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 5, 2019. The Board will meet at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** - *None*
8. **WATER AND SEWER COMMISSIONERS** - *None*
9. **UNFINISHED BUSINESS**

- A. Ordinance Amendments – Re-Open Second Reading and Public Hearing
(continued from Selectboard meeting on January 22, 2019)
 - (i) Chapter 16 (Traffic), Article VI (Stopping, Standing, and Parking),
 - (a) Section 1 (Generally), Sub-Sections 16-93 (Overnight parking), and 16-96, 16-96(a) and 16-96(b) (Parking after snowfall);
 - (b) Section 2 (Parking Meter Areas), Sub-Section 16-111 (Operation of meters; permitted time, etc.)
 - (ii) Appendix C (Regulations Governing the Control of Traffic), Article III (Parking Meter Areas), Section 16-110 (On-Street Areas)

The Board is asked to continue its second reading and public hearing (begun at the January 22 Selectboard meeting) for the purposes of approving amendments to the Code of Ordinances to clarify regulations related to overnight parking in the Preston Lot during snow removal, to add metered on-street parking spaces on Frost Street west of Elm Street, and to modify the regulation of parking in the Elm Street Parking Lot. A memorandum dated January 28, 2019, from Assistant Town Manager Patrick Moreland provides additional information for Selectboard consideration in response to concerns raised by Brattleboro Food Co-op General Manager Sabine Rhyne in her email dated January 22, 2019.

POTENTIAL MOTION: TO APPROVE AMENDMENTS TO CHAPTER 16 AND APPENDIX C OF THE TOWN'S CODE OF ORDINANCES, AS PRESENTED.

10. NEW BUSINESS

- A. VCDP Grant Application and Resolution – Public Hearing, Long Falls Paper Board
This matter is on the agenda only because a prior public notice indicated that a public hearing on this topic would be held at the February 5 Selectboard meeting. The project will instead be proposed for a VCDP grant during a future grant cycle, so this matter will not be heard at the February 5 meeting.

NO MOTION IS REQUIRED ON THIS ITEM.

- B. VCDP Grant Application and Resolution – Public Hearing, Groundworks
The Board is asked to take the following actions in support of Groundworks Collaborative’s project to provide a permanent seasonal overflow shelter and to consolidate its administrative and operations offices: (1) approve an application for a \$500,000 VCDP grant, (2) adopt a resolution identifying Town Manager Peter Elwell as the authorizing official and Assistant town Manager Patrick Moreland as the contact person, and (3) authorize a \$50,000 grant from Program Income (subject to the requested VCDP grant being awarded to the Town).

POTENTIAL MOTION: TO APPROVE AN APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM (VCDP) FOR AN IMPLEMENTATION GRANT IN THE AMOUNT OF \$500,000 FOR GROUNDWORKS COLLABORATIVE’S HOUSING RESOURCE CENTER PROJECT, TO ADOPT A RESOLUTION IDENTIFYING TOWN MANAGER PETER ELWELL AS THE AUTHORIZING OFFICIAL AND ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE CONTACT PERSON, AND TO AUTHORIZE A GRANT IN THE AMOUNT OF \$50,000 FROM PROGRAM INCOME, WITH AWARD OF THE TOWN’S PROGRAM INCOME GRANT CONTINGENT UPON AWARD OF THE REQUESTED VCDP GRANT.

- C. Close-Out VCDP Grant – Permanent Supportive Housing
Public Hearing, Windham + Windsor Housing Trust’s Great River Terrace Project
The Board is asked to hold a public hearing to close-out a \$425,000 grant from the Vermont Community Development Program for the Great River Terrace Project.

NO MOTION IS REQUIRED ON THIS ITEM.

- D. Employment Agreement with Town Manager Peter Elwell –
Proposed 5-Year Extension for the Period from July 1, 2019, to June 30, 2024
The initial employment agreement between the Town and Town Manager Elwell was for the period from January 20, 2015, to June 30, 2019. The Board is asked to approve an agreement extending Town Manager Elwell’s employment with the Town. The provisions of the proposed agreement are the same as the original agreement except that it will be for the period from July 1, 2019, to June 30, 2024, and all references to being hired, moving to Brattleboro, and starting work have been removed.

POTENTIAL MOTION: TO APPROVE AN EMPLOYMENT AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND PETER B. ELWELL, AS PRESENTED.

- E. Schedule Selectboard Meetings
(i) *Informational Meeting for Town Meeting Representatives at Academy School on Wednesday, March 13 (Doors open at 6pm; Caucuses at 6:30pm; Meeting at 7pm)*
(ii) *Organizational Meeting for New Selectboard on Monday, March 25, at 5:30pm*

The Board is asked to schedule the annual Informational Meeting and the annual Organizational Meeting for their usual dates and times. The Informational Meeting would be on Wednesday, March 13 (10 days prior to Representative Town Meeting) with doors opening at 6pm, caucuses beginning at 6:30pm, and the informational meeting beginning at 7pm, all at Academy School. The Organizational Meeting would be on Monday, March 25 (the Monday after Representative Town Meeting) beginning at 5:30pm in the Selectboard Meeting Room.

NO MOTION IS REQUIRED ON THIS ITEM.