

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: March 15, 2019

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, March 19, 2019. The Board will meet in executive session at 6pm to discuss the appointment of a public officer or employee. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

A. Renewal of First Class Liquor License and Outside Consumption Permit *BCC, Inc., DBA: Brattleboro Country Club*

Per the Board's request to hear from all liquor license renewal applicants who were cited during the past year for selling alcohol to underage customers, a representative of the Brattleboro Country Club will be present to explain what corrective actions have been taken and to answer questions regarding the one violation at that establishment on June 29, 2018. If the Board is satisfied with the explanation(s) it hears, then it will be asked to approve the first class liquor license and outside consumption permit renewal for Brattleboro Country Club.

POTENTIAL MOTION: TO APPROVE THE ANNUAL RENEWAL OF THE FIRST CLASS LIQUOR LICENSE AND OUTSIDE CONSUMPTION PERMIT FOR BCC, INC, DBA: BRATTLEBORO COUNTRY CLUB.

8. WATER AND SEWER COMMISSIONERS – *None*

9. UNFINISHED BUSINESS - *None*

10. NEW BUSINESS

A. Financial Report – *Monthly Report, February, Finance Department*

Finance Director O'Connor will present the financial report for the first 8 months of FY19.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Award Bid – Audit Services for FY19 through FY21

The Finance Department publicly solicited sealed bids from Certified Public Accounting firms for auditing services covering FY19 through FY21. The Town received two bids, one from Graham and Graham of Springfield, Vermont, and the other from Batchelder Associates of Barre, Vermont. Batchelder Associates was the low bidder (in the total amount of \$22,660 for FY19, \$23,335 for FY20, and \$24,035 for FY21), has been our auditor for the previous three years, and has delivered quality services during the current engagement.

POTENTIAL MOTION: TO AWARD THE CONTRACT FOR FY19, FY20, AND FY21 AUDIT SERVICES TO BATCHELDER ASSOCIATES OF BARRE, VERMONT.

C. Award Bid – Cemetery Maintenance for Summer of 2019

The Recreation and Parks Department publicly solicited sealed bids for 2019 summer cemetery maintenance. Only one bid was received. It was from Vermont Road Works, LLC, in the amount of \$19,403. Staff notes that the bid amount is reasonable and can be addressed using remaining funds from the FY19 budget and some funds budgeted for FY20. Because this particular contract spans the end of one fiscal year and the beginning of the next, it always involves paying for the work from the two different fiscal year budgets.

POTENTIAL MOTION: TO AWARD THE CONTRACT FOR 2019 SUMMER CEMETERY MAINTENANCE TO VERMONT ROAD WORKS, LLC.

D. Renewal of Retail Lease with Experienced Goods at the Transportation Center

The Selectboard is asked to authorize the Town Manager to execute a two-year lease agreement with Brattleboro Area Hospice for the Experienced Goods thrift shop in the Transportation Center. The thrift shop occupies 7,068 square feet of retail space and will pay \$10.18 per square foot. The rent will increase at the same rate as the Consumer Price Index for Urban Areas in the Northeast (CPI-U) from December to December each year, with the condition that under no circumstances shall it increase by less than 1% or by more than 3%.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A TWO-YEAR LEASE WITH BRATTLEBORO AREA HOSPICE FOR THE EXPERIENCED GOODS SPACE IN THE TRANSPORTATION CENTER IN ACCORDANCE WITH THE TERMS PRESENTED AT THIS MEETING.

E. Renewal of Office Lease with the State of Vermont at the Municipal Center

The Selectboard is asked to authorize the Town Manager to execute a three-year lease agreement with the State of Vermont's Department of Buildings and General Services for the space occupied by the Vermont Department of Public Safety in the Municipal Center. The 423 square foot space is used as the regional office of the Vermont Division of Emergency Management. The State of Vermont will pay \$10.83 per square foot through March of 2019, then \$10.99 per square foot through March 2020. The rent will increase on April 1, 2020, at the same rate as the Consumer Price Index for Urban Areas in the Northeast (CPI-U) from January 2019 to January 2020, with the condition that under no circumstances shall it increase by less than 1% or by more than 3%.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A THREE-YEAR LEASE AGREEMENT WITH THE STATE OF VERMONT'S DEPARTMENT OF BUILDINGS AND GENERAL SERVICES FOR THE SPACE OCCUPIED BY VERMONT DEPARTMENT OF PUBLIC SAFETY IN THE MUNICIPAL CENTER IN ACCORDANCE WITH THE TERMS PRESENTED AT THIS MEETING.

F. Energy Committee Bylaw Modification

The Selectboard has received a request from Oscar Heller, Chair of the Brattleboro Energy Committee, seeking to reduce the number of committee members to 7. The Board most recently adjusted the number of committee positions in 2016, at which time the number was set at 9. The committee reports that at times it is unable to reach a quorum with the 6 currently seated members. The committee has therefore proposed a reduction in committee membership.

POTENTIAL MOTION: TO REDUCE THE SIZE OF THE ENERGY COMMITTEE TO 7 POSITIONS.

G. Tire Removal Project Update

Last year, in response to a citizen complaint, the Connecticut River Conservancy (CRC) organized a clean-up of improperly disposed tires at a wetland on Spring Tree Road. The clean-up event took place last September and was considered a success after removing approximately 135 tires. Planning Director Sue Fillion is working with the CRC in an attempt to organize a similar clean-up event this spring, but a number of factors must be resolved before confirmation of a spring event is possible. Those factors are described in a memorandum dated March 14, 2019, from Ms. Fillion that is included in the Selectboard's notebooks for this meeting. If a spring clean-up activity can be scheduled, it will occur on May 4 as it is this year's Green Up Day. If a clean-up event on that day is not possible, plans will be solidified for a clean-up event in the fall.

NO ACTION IS REQUIRED ON THIS ITEM.

H. Accept and Appropriate JAG Grant – U.S. Department of Justice, Office of Justice Program Grant, Police Department

The Board is asked to accept and appropriate a grant in the amount of \$17,264 from the U.S. Department of Justice for the Police Department to pay for community policing, community outreach (including Project CARE), and to upgrade IT infrastructure.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE IN THE AMOUNT OF \$17,264 FOR COMMUNITY POLICING, OUTREACH ACTIVITIES (INCLUDING PROJECT CARE), AND TO UPGRADE I.T. INFRASTRUCTURE.

I. Assignment of Motions on Articles - For Representative Town Meeting on March 23, at 8:30am, at the Brattleboro Union High School Gymnasium

The Board is asked to assign motions that each member will read at Representative Town Meeting on March 23, 2019.

NO MOTION IS REQUIRED ON THIS ITEM.

J. Committee Appointments

The Board is asked to appoint members to various boards and committees. Staff also will seek guidance from the Selectboard regarding how to proceed with addressing the Energy Coordinator vacancy.

POTENTIAL MOTION(S): TBD

PBE:ja