

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: March 29, 2019

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 2, 2019. The Board will conduct committee interviews at 5:15pm, then meet in executive session immediately thereafter to discuss contracts, labor relations agreements with employees, pending or probable civil litigation, the negotiation of real estate purchase or lease options, and 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. Festival Permit – *Four Seasons Media, Inc., for the Brattleboro Brewers Festival*  
The Board is asked to approve a festival permit for the annual Brattleboro Brewers Festival that is scheduled for Saturday, May 25, 2019, from 11:30am to 4:30pm at the Famolare Field on Old Guilford Road. Kelli Corbeil of Four Seasons Media, Inc., which organizes the festival, will attend the Selectboard meeting to present this request and answer questions. As in past years, Ms. Corbeil is coordinating with the Police Department, the Fire Department, and with other Town employees to ensure it is held in a manner that is safe both for participants and for the rest of the community.

**POTENTIAL MOTION: TO APPROVE A FESTIVAL PERMIT FOR FOUR SEASONS MEDIA, INC., FOR THE BRATTLEBORO BREWERS FESTIVAL TO BE HELD AT 40 UNIVERSITY WAY ON SATURDAY, MAY 25, 2019, FROM 11:30AM TO 4:30PM.**

## 8. WATER AND SEWER COMMISSIONERS

- A. Ordinance Amendment –  
*First Reading, Chapter 18 (Maintaining Current Water and Sewer Rates)*  
The Board is asked to hold a first reading on the proposed amendment to Chapter 18 of the Code of Ordinances in order to maintain the current water and sewer rate schedule for an additional year.

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

- B. Main Street Water Main Replacement Project – *Update*  
Town Manager Elwell and Public Works Director Barrett will provide an update. They will request that the Selectboard either hold a special meeting on April 9, 2019, or delegate to the Town Manager authority to award the bid for this project (with that bid award to be ratified by the Selectboard at the April 16 meeting) to continue expediting the project in accordance with prior action by the Selectboard.

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

9. **UNFINISHED BUSINESS** – *None*

10. **NEW BUSINESS**

A. VCDP Application for Brattleboro Housing Authority's Red Clover Commons 2 - Public Hearing and Resolution

The Board is asked to hold a public hearing and approve an application for a Vermont Community Development Program grant in the amount of \$350,000 in support of Brattleboro Housing Partnership's Red Clover Commons 2 project.

**POTENTIAL MOTION: TO AUTHORIZE SUBMISSION OF AN APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR AN IMPLEMENTATION GRANT TO BRATTLEBORO HOUSING PARTNERSHIPS IN THE AMOUNT OF \$350,000 FOR THE RED CLOVER COMMONS 2 PROJECT; AND TO ADOPT A RESOLUTION FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR GRANT APPLICATION AUTHORITY, IDENTIFYING ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE CONTACT PERSON AND TOWN MANAGER PETER ELWELL AS THE AUTHORIZING OFFICIAL.**

B. Request to Refinance Small Business Assistance Program (SBAP) Loan – Ironwood Brands, LLC; 21 O'Bryan Drive, LLC; and Eli Gould

The Board is asked to approve the restructuring and combining of two outstanding SBAP loans into a single loan in the total amount of \$42,000 with repayment details as set forth in the motion below. The SBAP Loan Committee and Town staff recommend approval of this refinancing to enable Mr. Gould to repay the past due debts.

**POTENTIAL MOTION: TO APPROVE THE REFINANCING OF SMALL BUSINESS ASSISTANCE PROGRAM LOANS TO IRONWOOD BRAND, LLC, AND 21 O'BRYAN DRIVE, LLC, INTO A SINGLE LOAN OF \$42,000 WITH THE FOLLOWING TERMS: (1) 3% ANNUAL INTEREST; (2) 60 MONTHLY PAYMENTS OF \$405.56 EACH COMMENCING ON MAY 1, 2019, AND A BALLOON PAYMENT OF \$22,569.78 DUE ON APRIL 1, 2014; (3) A NEW PERSONAL GUARANTY FROM ELI GOULD; AND (4) MR. GOULD TO PROVIDE THE SBAP LOAN COMMITTEE WITH A COPY OF HIS PERSONAL INCOME TAX RETURN ANNUALLY.**

C. Request to Add Language on the Recently Approved West Brattleboro Historical Marker Brattleboro Words Project

The Board is asked to approve a request submitted by Lissa Weinmann and other community members on behalf of the Brattleboro Words Project to modify the wording of an historic marker planned to be installed in West Brattleboro (as previously requested by the West Brattleboro Association and approved by the Selectboard) to recognize novelist Mary Wilkins Freeman. This request is supported by Michael Bosworth on behalf of the West Brattleboro Association.

**POTENTIAL MOTION: TO APPROVE ALLOWING THE BRATTLEBORO WORDS PROJECT AND WEST BRATTLEBORO ASSOCIATION TO WORK WITH THE STATE OF VERMONT TO MODIFY A PLANNED HISTORIC MARKER SO THAT IT WILL RECOGNIZE NOVELIST MARY WILKINS FREEMAN ALONG WITH THE GLENWOOD SEMINARY AND BRATTLEBOROUGH ACADEMY.**

- D. Authorization for the Planning Department to Apply for a “Tiny Grant” –  
*Conservation Commission Project to Control Japanese Knotweed at West River Park*  
The Board is asked to approve an application from the Planning Department on behalf of the Conservation Commission for a \$600 “tiny grant” from the Association of Vermont Conservation Commissions for continuation of a project to help manually control invasive Japanese knotweed at West River Park.

**POTENTIAL MOTION: TO AUTHORIZE THE PLANNING DEPARTMENT TO APPLY ON BEHALF OF THE CONSERVATION COMMISSION FOR A \$600 TINY GRANT FROM THE ASSOCIATION OF VERMONT CONSERVATION COMMISSIONS FOR MANUAL CONTROL OF JAPANESE KNOTWEED AT WEST RIVER PARK.**

- E. Representative Town Meeting Follow-Up Matters – *Discussion*  
The Board is asked to consider next steps regarding direction, requests, and guidance received at the annual Representative Town Meeting on March 23, 2019.

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

- F. 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 for 2019-2020. Staff’s only proposed modification this year is to change the deadline for requesting a Selectboard agenda item from Wednesday at 12noon to Tuesday at 12noon since the agenda review meetings with the Chair and Vice Chair will be held this year on Tuesday afternoons.

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

- G. Conflict of Interest Policy – *Discussion and Possible Approval*  
The Board is asked to review (and to approve, if the Board is ready) the Policy Regarding Conflicts of Interest and Ethical Conduct for 2019-2020. This policy is a new statutory requirement this year. Town staff and the Town Attorney prepared the proposed policy using the State’s definition of a conflict of interest and a model policy format provided by the Vermont League of Cities and Towns.

**POTENTIAL MOTION: TO APPROVE THE POLICY REGARDING CONFLICTS OF INTEREST AND ETHICAL CONDUCT.**

- H. 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.**

- I. Annual Selectboard Appointments – *Committees and Boards*  
The Board is asked to assign individual Board members to various board and committee positions for 2019-2020.

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

- J. Committee Appointments  
The Board is asked to fill several vacancies on various boards and committees.

**POTENTIAL NOMINATIONS: TBD**