MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: April 13, 2018

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 17, 2018. The Board will meet in executive session at 5:30pm to discuss contracts, pending or probable civil litigation, and the negotiation of a real estate lease. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS - None

8. WATER AND SEWER COMMISSIONERS - None

9. UNFINISHED BUSINESS

   A. Tax Implications of Act 46 Merger on Brattleboro Property Tax –
      Proposed Letter to Vermont State Board of Education & Vermont Agency of Education, Continued Discussion

      Selectboard Member David Schoales previously asked the Board to consider sending a letter to the State Board of Education and the Agency of Education seeking their approval of the Alternative Governance Structure application submitted by local school boards, school board members, and concerned citizens. The Selectboard discussed this on March 3, 2018, and asked that the matter be added to a later agenda for further discussion. Board Member Schoales was asked to draft a proposed letter of support after Representative Town Meeting and that proposed letter of support (along with other related information) is included in the Selectboard’s notebooks.

      POTENTIAL MOTION: TO APPROVE A LETTER FROM THE SELECTBOARD TO THE VERMONT STATE BOARD OF EDUCATION AND THE VERMONT AGENCY OF EDUCATION, AS PRESENTED BY SELECTBOARD MEMBER SCHOALES.

10. NEW BUSINESS

      Finance Director John O’Connor will present the financial report for March 2018.

      NO ACTION IS REQUIRED ON THIS ITEM.
B. CDBG Grant Application – Culture Made Vermont, Public Hearing

The Board is asked to hold a public hearing regarding the filing of a $1 million Community Development Block Grant (CDBG) application in support of a potential economic development project at the Exit 1 Industrial Park. Details are provided in a memorandum (with attachments) dated April 9, 2018, from Assistant Town Manager Moreland.

POTENTIAL MOTION: TO APPROVE AN APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR AN IMPLEMENTATION GRANT FOR THE BRATTLEBORO DEVELOPMENT CREDIT CORPORATION IN THE AMOUNT OF $1 MILLION FOR THE CULTURE MADE VERMONT PROJECT.

POTENTIAL MOTION: 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.

POTENTIAL MOTION: TO COMMIT IN CONCEPT TO A SET OF WATER AND WASTEWATER CAPACITY IMPROVEMENTS, VALUED AT OR ABOVE $840,000, TO ENHANCE THE CAPACITY OF THE UTILITY SYSTEMS AT THE EXIT ONE INDUSTRIAL PARK, IF CULTURE MADE VERMONT SUCCESSFULLY SECURES ALL OF ITS PERMITS AND FUNDING TO MOVE FORWARD WITH THE PROJECT.

C. Skatepark Matters

(i) Update on Skatepark Funding - Jeff Clark (BASIC)

(ii) Tarrant Foundation Challenge Grant – Accept and Appropriate Grant

BASIC (Brattleboro Area Skatepark Is Coming) Committee and Recreation & Parks Department

(i) The Board asked for BASIC (Brattleboro Area Skatepark Is Coming) to provide an update on the financial status of the proposed Skatepark at Living Memorial Park. A written update is included in the Selectboard’s notebooks and BASIC Committee Chair Jeff Clark will attend the meeting to address this matter with the Board.

(ii) The Board is asked to accept and appropriate a Challenge Grant in an amount up to $15,000 from the Tarrant Foundation to help pay for engineering and construction of a Skatepark in Living Memorial Park.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A CHALLENGE GRANT IN AN AMOUNT UP TO $15,000 FROM THE TARRANT FOUNDATION TO HELP PAY FOR ENGINEERING AND CONSTRUCTION OF A SKATEPARK IN LIVING MEMORIAL PARK.
D. **Connecticut River Joint Commissions - Appointment of Kathy Urffer to Local River Subcommittees**

The Board is asked to nominate Kathy Urffer for appointment as a volunteer Brattleboro representative to the Wantastiquet Local Region Subcommittee of the Connecticut River Joint Commissions (CRJC). The CRJC consists of members of New Hampshire’s Connecticut River Valley Resource Commission and Vermont’s Connecticut River Watershed Advisory Commission. The two bodies are advisory only and have no regulatory powers. They advocate for public involvement in decisions that affect the Connecticut River and the valley. Ms. Urffer is employed by the Connecticut River Conservancy as River Steward and would bring her expertise to this volunteer position.

**POTENTIAL MOTION: TO NOMINATE KATHY URFFER FOR APPOINTMENT AS A VOLUNTEER BRATTLEBORO REPRESENTATIVE ON THE WANTASTIQUET LOCAL REGION SUBCOMMITTEE OF THE CONNECTICUT RIVER JOINT COMMISSIONS.**

E. **Tires in Wetlands Near West River Trailhead**

Brattleboro resident Terry Carter asks the Selectboard to discuss the old tires that have been found in wetlands near the West River Trailhead. Ms. Carter will be present to discuss her concerns.

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

F. **Fire Ladder Truck - Request for Authorization to Proceed with Purchase**

The Board is asked to authorize staff to proceed with placing the order for the Fire Department’s new aerial ladder truck. This order needs to be placed by May 1 to avoid incurring a 3% price increase due to the increasing cost of steel. As described more fully in a memorandum dated April 11, 2018, from Fire Chief Bucossi and Assistant Fire Chief Howard, pre-payment of the full price (in exchange for a performance bond) by July 15, 2018, also will provide a substantial cost savings to the Town. Alternatives for financing the $500,000 that will be borrowed (as part of the overall $950,000 purchase price) will be presented at the May 15 Selectboard meeting.

**POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO PLACE AN ORDER TO PURCHASE A NEW AERIAL LADDER TRUCK FROM PIERCE MANUFACTURING THROUGH THE HOUSTON-GALVESTON AREA COUNCIL’S HGAC-BUY PROGRAM IN AN AMOUNT NOT TO EXCEED $950,000.**

G. **Local Emergency Operations Plan – Annual Re-adoption**

The Vermont Emergency Management Division requires municipalities to annually submit a Local Emergency Operations Plan (LEOP). The Board is asked to adopt the 2018 Brattleboro LEOP and to authorize Town Manager Elwell to certify that the Town’s LEOP has been duly adopted by the Board. A copy of the Town’s 2018 LEOP is included in the Board’s notebooks. The voluminous appendices to the LEOP are available for review upon request at the Central Fire Station.

**POTENTIAL MOTION: TO ADOPT THE 2018 BRATTLEBORO EMERGENCY OPERATIONS PLAN AND TO AUTHORIZE THE TOWN MANAGER TO CERTIFY THAT THE PLAN HAS BEEN DULY ADOPTED BY THE BOARD.**
H. Representative Town Meeting Follow-Up Matters – Discussion

The Board is asked to consider the advice provided to the Board at this year’s Representative Town Meeting. For each item, the Board is asked to advise staff regarding the timeframe in which these matters might be substantively considered and the information that the Selectboard requests be provided for consideration at that time.

NO MOTION IS REQUIRED ON THIS ITEM.

I. Annual Goal Setting

(i) Review Update of Comprehensive Review of Town Operations (CRTO)
(ii) Discussion of Selectboard Goals for 2018-2019

(i) Town Manager Elwell will summarize the second annual update of the Comprehensive Review of Town Operations (CRTO) for review and discussion by the Board.

(ii) The Board is asked to discuss its goals for 2018-2019 in preparation for further consideration and possible action at the next Selectboard meeting on May 1. Copies of the Board’s 2017-2018 goals (with annotations to indicate the degree to which each goal was achieved) and a list of proposed goals for 2018-2019 are included in the Selectboard’s notebooks.

NO MOTION IS REQUIRED ON THIS ITEM.

J. Rules for Conduct – Discussion

The Board is asked to discuss its “Rules for Conduct of Meetings and Hearings” in preparation for further consideration and possible action at the next Selectboard meeting on May 1.

NO MOTION IS REQUIRED ON THIS ITEM.

K. Annual Selectboard Appointments – Committees and Boards

The Board is asked to make its annual assignments from among its members to serve one year terms on the Capital Grant Review Board, the Rental Housing Improvement Program Loan Committee, the Small Business Assistance Program Loan Committee, the Traffic Safety Committee, and the Windham Solid Waste Management District Board of Supervisors.

NO MOTION IS REQUIRED ON THIS ITEM.

L. Warrants – Rotation Schedule for Reviewing and Signing

The Board is asked to agree on the schedule by which the Board members will share responsibility for individually reviewing and approving warrants (accounts payable and payroll checks) for 2018-2019.

NO MOTION IS REQUIRED ON THIS ITEM.