MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: April 14, 2017

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, April 18, 2017. The Board will meet in executive session at 5:15pm to discuss contracts and labor relations agreements with employees. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

A. First Class Liquor License Renewal – McNeill’s Brewery
The Board is asked to approve the renewal of a First Class Liquor License for McNeill’s Brewery located at 90 Elliot Street.

POTENTIAL MOTION: TO APPROVE THE RENEWAL OF A FIRST CLASS LIQUOR LICENSE FOR MCNEILL’S BREWERY LOCATED AT 90 ELLIOT STREET.

B. Second Class Liquor License Renewal – Avenue Grocery
The Board is asked to approve the renewal of a Second Class Liquor License for Avenue Grocery located at 82 Western Avenue. The Board recently approved the issuance of a liquor license when ownership of the store changed hands on April 1. That license will expire on April 30 and the new owners request a renewal of the license for the year 2017-2018.

POTENTIAL MOTION: TO APPROVE THE RENEWAL OF A SECOND CLASS LIQUOR LICENSE FOR AVENUE GROCERY LOCATED AT 82 WESTERN AVENUE.

8. WATER AND SEWER COMMISSIONERS

A. Award Bid for Hydraulic Hammer
The Board is asked to award the bid for a hydraulic hammer for the Department of Public Works’ Utilities Division to Milton Cat, of Milton, Massachusetts, in the amount of $23,950. The bid is the second lowest that was received. It is recommended because the low bid did not meet bid specifications, as set forth in the memorandum dated April 13, 2017, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO AWARD THE BID FOR A HYDRAULIC HAMMER TO MILTON CAT IN THE AMOUNT OF $23,950.
9. UNFINISHED BUSINESS
   A. Police-Fire Facilities Project – Update
      (i) Update on Construction at Central Fire Station and Police Department
      (ii) Review of Project Finances
      (iii) Request for Funding for Radio Communications and Station Alerting
            Package at Central Fire Station

   Town Manager Elwell will provide the Board with an update on construction progress at
   the Central Fire Station and 62 Black Mountain Road, as set forth in his memorandum
dated April 14, 2017. The financial portion of his written report lists administratively
approved project expenses and provides an overall summary of the project budget,
expenses to date, and funds that have been committed but not yet spent. The Board is
also asked to approve an allocation of funding for radio communications and a station
alerting system at the Central Fire Station in the total amount of $87,942.05 and a
partial roof replacement at 62 Black Mountain Road in the amount of $69,000.

   POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER AND THE
   PROJECT TEAM TO PROCEED WITH THE FOLLOWING:

   1. PURCHASE AND INSTALLATION OF COMMUNICATIONS EQUIPMENT AT THE
      CENTRAL FIRE STATION IN THE AMOUNT OF $51,248.

   2. PURCHASE AND INSTALLATION OF A STATION ALERTING SYSTEM AT THE
      CENTRAL FIRE STATION IN THE AMOUNT OF $36,694.05.

   3. REPLACEMENT OF A PORTION OF THE ROOF AT 62 BLACK MOUNTAIN
      ROAD IN THE AMOUNT OF $69,000.

10. NEW BUSINESS

   A. Indigenous Peoples’ Day
      The Board is asked to approve a Resolution proclaiming that the second Monday in
      October of each year shall be named “Indigenous Peoples’ Day” in Brattleboro, as
      unanimously approved by Representative Town Meeting on March 25, 2017.

      POTENTIAL MOTION: TO APPROVE A RESOLUTION FOR PROCLAIMING THAT
      THE SECOND MONDAY IN OCTOBER OF EACH YEAR SHALL BE NAMED
      “INDIGENOUS PEOPLES’ DAY” IN THE TOWN OF BRATTLEBORO.

      Finance Director John O’Connor will present the March, 2017 financial report.

      NO ACTION IS REQUIRED ON THIS ITEM.

   C. Financial Management Questionnaire and Internal Controls Checklist – Annual Review
      The Board is asked to acknowledge receipt of (1) the Financial Management
      Questionnaire – Towns and Cities; and (2) the Municipal Checklist for Internal Control –
      Part I, Cash Controls, and Part II – Other Controls relating to Cash or Risk; and to
      authorize the Chair to sign the documents acknowledging receipt by the Board.

      POTENTIAL MOTION: TO AUTHORIZE THE CHAIR TO SIGN THE FINANCIAL
      MANAGEMENT QUESTIONNAIRE–TOWNS AND CITIES, AND THE MUNICIPAL
      CHECKLIST FOR INTERNAL CONTROL–PART I, CASH CONTROLS, AND PART II-
OTHER CONTROLS RELATING TO CASH OR RISK, TO ACKNOWLEDGE RECEIPT BY THE BOARD.

D. First Annual Update of Comprehensive Review of Town Operations (CRTO) and Discussion of Selectboard Goals for 2017-2018
Town Manager Elwell will provide the Board with the first annual update of the Comprehensive Review of Town Operations (CRTO). The Board is asked to approve the updated CRTO. The Board is also asked to discuss, and possibly approve, its goals for 2017-2018. Town Manager Elwell provided copies of the Board’s 2016-2017 goals, with annotations to indicate the degree to which each goal was achieved, and a list of proposed goals for 2017-2018.

POTENTIAL MOTION #1: TO APPROVE THE UPDATED COMPREHENSIVE REVIEW OF TOWN OPERATIONS, AS PRESENTED.

POTENTIAL MOTION #2: TO APPROVE THE LIST OF SELECTBOARD GOALS FOR 2017-2018, AS PRESENTED.

E. Award Bid for Water Slide at Living Memorial Park – Recreation & Parks Department
The Board is asked to award a bid for the replacement of the water slide at Living Memorial Park to Recreonics, Inc., of Louisville, Kentucky, in the amount of $20,041.03, as requested in the memorandum dated April 12, 2017, from Recreation & Parks Director Carol Lolatte.

POTENTIAL MOTION: TO AWARD A BID FOR THE REPLACEMENT OF THE WATER SLIDE AT LIVING MEMORIAL PARK TO RECREONICS, INC., IN THE AMOUNT OF $20,041.03.

F. Bradley House CDBG/VCDP Implementation Grant
   (i) Adopt Grant Agreement Resolution
   (ii) Authorize Town Manager to Execute Subgrant Agreement

The Board is asked to adopt the grant agreement resolution for accepting a Vermont Community Development Program (VCDP) Implementation Grant in the amount of $450,000 to support the Bradley House Redevelopment Project, and to authorize the Town Manager to execute the Subgrant Agreement between the Town of Brattleboro and Bradley House, as set forth in the memorandum dated April 10, 2017, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO ADOPT THE GRANT AGREEMENT RESOLUTION FOR ACCEPTING A VERMONT COMMUNITY DEVELOPMENT PROGRAM (VCDP) IMPLEMENTATION GRANT IN THE AMOUNT OF $450,000 TO SUPPORT THE BRADLEY HOUSE REDEVELOPMENT PROJECT, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE SUBGRANT AGREEMENT BETWEEN THE TOWN OF BRATTLEBORO AND BRADLEY HOUSE.

G. Approve Small Business Assistance Program (SBAP) Loan – Whetstone Station Associates
The Board is asked to approve the SBAP loan for Whetstone Station Associates, LLC, in the amount of $70,000, for 7 years, at an interest rate of 3.25%, to purchase a food truck and equipment, and make technology improvements for the Whetstone Station Restaurant and Brewery.
POTENTIAL MOTION: TO APPROVE THE SMALL BUSINESS ASSISTANCE PROGRAM LOAN FOR WHETSTONE STATION ASSOCIATES, LLC, IN THE AMOUNT OF $70,000, FOR 7 YEARS, AT AN INTEREST RATE OF 3.25%.

H. Dispatch Schedule Change –

*Memorandum of Understanding to Amend the Collective Bargaining Agreement*

The Board is asked to approve the Memorandum of Understanding between the Brattleboro Police Association and the Town of Brattleboro amending the Collective Bargaining Agreement between the parties, dated January 1, 2016, in order to implement a schedule change to the Central Dispatch Unit, as set forth in the memorandum dated April 12, 2017, from Town Manager Elwell.

POTENTIAL MOTION: TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE BRATTLEBORO POLICE ASSOCIATION AND THE TOWN OF BRATTLEBORO AMENDING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE PARTIES, DATED JANUARY 1, 2016, IN ORDER TO IMPLEMENT A SCHEDULE CHANGE TO THE CENTRAL DISPATCH UNIT.

I. Fire Department’s Rescue/Pumper Truck – Request to Utilize Houston-Galveston Area Council (HGAC) Group Contract Purchasing Program

The Board is asked to approve using the Houston-Galveston Area Council (HGAC) Buy Program for the purchase of the new Rescue/Pumper for the Fire Department. The Board previously approved sufficient funding for the purchase of this equipment and the cash purchase was approved by Representative Town Meeting on March 25, 2017, as set forth in the memorandum dated March 31, 2017, from Fire Chief Michael Bucossi. The HGAC Buy Program is a similar process to the Vermont State Bid Process often utilized by the Town and other municipalities.

POTENTIAL MOTION: TO APPROVE USE OF THE HOUSTON-GALVESTON AREA COUNCIL (HGAC) BUY PROGRAM FOR PURCHASE OF THE NEW RESCUE/PUMPER FOR THE FIRE DEPARTMENT.

J. Rescue, Inc. Annual Contract

The Board is asked to authorize the Town Manager to execute the Town’s agreement with Rescue Inc. for 2017-2018, as set forth in the memorandum dated April 12, 2017, from Town Manager Elwell.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE TOWN’S AGREEMENT WITH RESCUE INC. FOR 2017-2018.

K. Rules for Conduct of Meetings and Hearings – Discussion and Possible Approval

At the April 4 Selectboard meeting, the Board discussed possible revisions to the Rules for Conduct of Meetings and Hearings (“Rules”). The proposed revisions are included in the Rules provided in the back-up materials. The Board is asked to continue discussion of the Rules and possibly approve them, as presented.

POTENTIAL MOTION: TO APPROVE THE MODIFIED RULES FOR CONDUCT OF MEETINGS AND HEARINGS, AS PRESENTED.

L. Diversification of Town Staff – Discussion

In response to a question that was raised at one of the candidate forums during the recent Selectboard election campaign, the Board will consider the matter of diversity in the Town staff.
M. July 2017 Meeting Schedule – Proposal to Meet on July 11 and not on July 4 or 18

The Board’s first meeting in July falls on the Fourth of July holiday. Staff proposes that the Board cancel the July 4 and July 18 meetings and meet only one time in July on July 11, 2017, as set forth in the memorandum dated April 12, 2017, from Town Manager Elwell.

POTENTIAL MOTION: TO CANCEL THE JULY 4 AND JULY 18 SELECTBOARD MEETINGS AND TO SCHEDULE A SELECTBOARD MEETING FOR JULY 11, 2017.

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