The following will summarize the proposed motions for the Selectboard meeting on Tuesday, May 15th, 2018. The Board will convene the meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS
   A. First Class Liquor License and Outside Consumption Permit – MKR, LLC., d/b/a India Masala House
      The Board is asked to approve a first class liquor license and outside consumption permit for a new restaurant that opened in Brattleboro on May 5, 2018 at 1380 Putney Road, in the Quality Inn and Conference Center. All the required paperwork is in order and Town staff recommends approval.

      POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE AND OUTSIDE CONSUMPTION PERMIT FOR MKR, LLC., D/B/A INDIA MASALA HOUSE

8. WATER AND SEWER COMMISSIONERS - NONE

9. UNFINISHED BUSINESS
   A. 2018 Town Plan – Second Public Hearing and Possible Adoption, Planning Department
      At the April 3 Selectboard meeting, the Board scheduled its two required public hearings on the updated Town Plan to be held on May 1 and May 15. The full text of the updated Town Plan is available on the Town’s website, at www.brattleboro.org. It is anticipated that the Selectboard will approve the updated Town Plan at the conclusion of the public hearing.


   B. Selectboard Goals for 2018-2019 – Continued Review and Possible Adoption
      The Board is asked to consider the revised set of Selectboard goals, which have been updated to reflect the Board’s prior discussions of this matter.

      POTENTIAL MOTION: TO APPROVE THE ANNUAL SELECTBOARD GOALS AS PRESENTED.
C. Proposed Letter to Vermont State Board of Education & Vermont Agency of Education
Discussion continued from May 1, 2018.

POTENTIAL MOTION: TBD

10. NEW BUSINESS

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

NO ACTION IS REQUIRES ON THIS ITEM

B. Financial Management Questionnaire and Internal Control 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 1, Cash Controls, and to authorize the Chair to sign the documents acknowledging receipt by the Board.

POTENTIAL MOTION: TO AUTHORIZE THE CHAIR TO SIGN (1) THE FINANCIAL MANAGEMENT QUESTIONNAIRE–TOWNS AND CITIES, (2) THE MUNICIPAL CHECKLIST FOR INTERNAL CONTROL– PART 1, CASH CONTROLS, AND (3) THE MUNICIPAL CHECKLIST FOR INTERNAL CONTROL – PART II, OTHER CONTROLS RELATING TO CASH OR RISK.

C. Grand List – Certification of “No Appeal or Suit Pending”
The Board is asked each year to certify that no statutory appeals or suits to recover taxes paid under protest are pending against Brattleboro’s 2017 Grand List (32 V.S.A. §4155). Town Assessor Jenepher Burnell reports in her memo dated May 3, 2018 that no such claims are pending.

POTENTIAL MOTION: TO APPROVE THE CERTIFICATION OF “NO APPEAL OR SUIT PENDING” AS PRESENTED.

D. East Orchard Street Paving Bid Award – Department of Public Works
The Board is asked to accept the low bid from Johnson Asphalt Paving of Northfield, Vermont in the amount of $34,684.50 for the paving of East Orchard Street from Upper Dummerston Road to Gibson Road.

POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF $34,684.50 TO JOHNSON ASPHALT PAVING OF NORTHFIELD, VERMONT FOR EAST ORCHARD STREET PAVING.

E. Aerial Ladder Truck Financing – Financing Options
The Fiscal 2019 Capital Plan includes a new Aerial Ladder truck at an estimated $950,000. The plan proposed to use $450,000 in cash from the Capital Fund to be supplemented by either a note or a bond in the amount of $500,000. The Town submitted an application to the Vermont Municipal Bond Bank in anticipation of potential bond financing. In addition, Finance Director John O’Connor has completed a solicitation of financing terms from local banks. After a review of the available options, the lowest cost of financing, at a rate of 2.32%, can be obtained from Brattleboro Savings & Loan. A bank note, as opposed to a bond, also offers the potential for early repayment.
POTENTIAL MOTION: TO WITHDRAW THE APPLICATION TO THE VERMONT MUNICIPAL BOND BANK AND TO APPROVE A 10 YEAR NOTE, AT AN INTEREST RATE OF 2.32% WITH BRATTLEBORO SAVINGS AND LOAN.

F. Police–Fire Facilities Project
(i) Recommendations from the Police-Fire Facilities Building Committee Regarding Use of the Remaining Bond Funds (approximately $300,000)
(ii) Disband the Police-Fire Facilities Building Committee

(i) The Board is asked to authorize the Town Manager to expend an amount not to exceed $10,000 to develop designs for a carport at the Brattleboro Police Station at 62 Black Mountain Road. The Police-Fire Facilities Building Committee has offered recommendations to the Selectboard for use of the remaining bond proceeds, estimated at $300,000. The recommendations include a new roof for the upper portion of 62 Black Mountain Road, a new piece of dispatch equipment for the Fire Department and a carport to protect police cruisers. The estimates for the roof and the carport need to be updated. A proper design for the carport has yet to be completed. Before the Selectboard makes a recommendation to Representative Town Meeting on the use of the remaining bond proceeds, staff is recommending that designs and a final cost estimate be prepared for the Selectboard’s consideration.

POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXPEND AN AMOUNT NOT TO EXCEED $10,000 FOR TECHNICAL SERVICES TO DESIGN AND DEVELOP COST ESTIMATES FOR A CARPORT AT 62 BLACK MOUNTAIN ROAD.

(ii) The Board is asked to disband the Police–Fire Facilities Building Committee. The Committee believes its work is done and recommends the Board disband the committee.

POTENTIAL MOTION: TO DISBAND THE POLICE–FIRE FACILITIES BUILDING COMMITTEE.

G. Bulletproof Vest Partnership Grant for Police Department – Bureau of Justice Assistance
The Board is asked to authorize the Police Department to apply for a grant in the amount of $1,598 for bulletproof vests.

POTENTIAL MOTION: TO AUTHORIZE AN APPLICATION FOR A BUREAU OF JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF $1,598 TO U.S. DEPARTMENT OF JUSTICE FOR THE PURCHASE OF BULLETPROOF VESTS.

H. Union Station Project – Request for $15,000 to Begin Design Work
The Town has a legal obligation to make accessibility improvements at Union Station and a desire to make certain other improvements, as well. Town staff has had extensive communication with Amtrak regarding the overall plan for improving the station and with the U.S. Department of Justice (via the U.S. Attorney’s Office in Burlington) regarding the minimum required improvements to comply with the Americans with Disabilities Act (ADA). The proposed design funding will be sufficient to establish a preliminary design and project budget for the minimum required project for ADA compliance and for a larger-scale project that would provide additional improvements at the station.
POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXPEND AN AMOUNT NOT TO EXCEED $15,000 FOR TECHNICAL SERVICES TO DEVELOP CONCEPTUAL PLANS THAT ADDRESS ACCESSIBILITY AND OTHER DEFICIENCIES AT UNION STATION.

I. FY19 Parking Fund Budget – Discussion
The Board will consider the proposed FY19 Parking Fund Budget with revenues of $849,800 and expenses of $777,000. In addition, the Board is asked to review options for capital improvements and the potential transition to the use of Smart Meters. The Board will be asked to further discuss and possibly approve the budget at the June 5 meeting.

NO ACTION IS REQUIRED ON THIS ITEM

J. FY19 Solid Waste Budget – Discussion.
The Selectboard is asked to review the proposed Solid Waste Fund Budget for FY19, identifying any issues on which members may require clarification or additional information before the Selectboard considers approving the FY19 Solid Waste Budget on June 5.

NO ACTION IS REQUIRED ON THIS ITEM.

K. 2% Pay Increase for Non-Union Employees - Effective July 1, 2018
The Board is asked to approve a 2% pay increase for non-union employees, effective July 1, 2018, as recommended in the memorandum dated May 9, 2018, from Town Manager Elwell. This action would maintain internal equity among Town employees and is consistent with the FY19 Budget that was approved by the Selectboard and by Representative Town Meeting.

POTENTIAL MOTION: TO APPROVE A 2% PAY INCREASE FOR NON-UNION EMPLOYEES, EFFECTIVE JULY 1, 2018.

L. July 3 Selectboard Meeting – Confirm, Cancel, or Reschedule for July 5
The Board is asked to consider whether it plans to meet on Tuesday, July 3. If the meeting is held as scheduled, the Selectboard will be asked to approve the tax rate in preparation for the mailing of tax bills, which must occur no later than Friday, July 13th. If the meeting is to be rescheduled, staff recommends a brief meeting be held on July 5 to set the rate, which will also allow enough time to complete the necessary steps ahead of the July 13 deadline.

POTENTIAL MOTION: TBD

M. Town Committees and Boards
(i) Announce Vacancies
(ii) Disband the West River Park Committee

(i) The Board is asked to announce vacancies on nearly all of the Town’s committees and boards for terms beginning on July 1, 2018. Applications may be submitted to the Town Manager’s Office. It is anticipated that the Board will make appointments at its meetings on June 5, June 19, and on subsequent meetings as needed.

NO MOTION IS REQUIRED ON THIS ITEM
(ii) The Board is asked to disband the West River Park Committee. The Committee believes its work is done and recommends the Board disband the committee.

POTENTIAL MOTION: TO DISBAND THE WEST RIVER PARK COMMITTEE.

PMM: