

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: June 12, 2020

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 16, 2020, on GoToMeeting (with no physical location due to the ongoing social distancing requirements of COVID-19). The meeting will begin at 5:45pm, when the Selectboard will conduct interviews with applicants for seats on Town boards and committees. The regular business meeting will begin at 6:15pm. **The public may join the meeting from a computer, tablet, or smartphone, using this link: <https://global.gotomeeting.com/join/804762765>.** People also may dial-in toll free using a telephone in the United States at [1 866 899 4679](tel:18668994679) (Access Code: 804-762-765), but this alternative is not recommended. The meeting will be carried live on BCTV (Channel 1085 for Comcast subscribers and Channel 10 for Southern Vermont Cable subscribers), whose telecast also can be viewed at <https://www.brattleborotv.org/> or at <https://www.facebook.com/brattleborotv/>.

## 7. LIQUOR COMMISSIONERS - None

## 8. WATER AND SEWER COMMISSIONERS

### A. Utility Rates Ordinance - Second Reading, Public Hearing, and Adoption *Chapter 18 (Water and Sewer):*

- (i) *Article II (Sewers), Division 5 (Rents), Sec. 18-137 (Sewer Rates), (a) through (c);*
- (ii) *Article III, (Water), Division 2 (Rates), Sec. 18-163 (Metered Service), (a) and (b)*

The Board is asked to hold a second reading and public hearing on the proposed amendments to Chapter 18 of the Brattleboro Code of Ordinances. The Board held the first reading on this matter on June 2 and requested that the sewer rates be altered so the increase would be 1% instead of 2% in FY22-FY25. The backup documents for this meeting include charts that reflect the changes requested by the Board and the overall impact of the proposed 5-year ordinance.

### **POTENTIAL MOTION: TO APPROVE THE AMENDMENT TO CHAPTER 18 OF THE BRATTLEBORO CODE OF ORDINANCES, AS PRESENTED.**

### B. Purchase of Culvert for the Water Treatment Plant Waste Line Project

The Board is asked to authorize purchase of an aluminum box culvert from Everett J. Prescott, Inc., in the amount of \$25,207.89 in support of the Pleasant Valley Water Treatment Plant Waste Line Project. At a future Selectboard meeting, staff will recommend award of the contract for installation of the culvert.

### **POTENTIAL MOTION: TO AUTHORIZE EXPENDITURE OF \$25,208.89 TO EVERETT J. PRESCOTT, INC., FOR PURCHASE OF AN ALUMINUM BOX CULVERT FOR THE PLEASANT VALLY WATER TREATMENT PLANT WASTE LINE PROJECT.**

## 9. UNFINISHED BUSINESS

### A. COVID-19 Update

#### (i) *Overall Update*

#### (ii) *Review of COVID-19 Amended Emergency Order: "Wearing Face Coverings Required"*

Town Manager Elwell will provide an update about the Town's operations during the ongoing COVID-19 pandemic and the Selectboard will review its amended order requiring the wearing of face coverings in Brattleboro businesses.

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

### B. Parking Fund Matters

#### (i) *Adoption of the FY21 Parking Fund Budget*

#### (ii) *Transfer from the General Fund to the Parking Fund*

The Board discussed the FY21 Parking Fund Budget at its meetings on May 19 and June 2 and is now asked to adopt the FY21 Parking Fund Budget, as presented. The Board also is asked to authorize a transfer of from the General Fund to the Parking Fund in an amount to be determined by the Selectboard after it reviews the capital improvement needs in the Town's parking facilities and the lost revenue subsidy to be provided by the Town's Parking Fund to the downtown parklet program.

**POTENTIAL MOTION: TO APPROVE THE FY21 PARKING FUND BUDGET, AS PRESENTED.**

**POTENTIAL MOTION: TO APPROVE A TRANSFER OF \$ \_\_\_\_\_ FROM THE GENERAL FUND TO THE PARKING FUND.**

### C. FY21 General Fund Budget – Adoption

The Board is asked to approve the FY21 General Fund that previously was recommended by the Selectboard for adoption by Representative Town Meeting. A special act of the Vermont Legislature allows the Selectboard to adopt the budget this year to ensure the continuity of Town government operations when the new fiscal year begins on July 1, since COVID-19 will prevent the Town from having a Representative Town Meeting prior to that date.

**POTENTIAL MOTION: TO APPROVE THE FY21 BUDGET, AS PRESENTED**

## 10. NEW BUSINESS

### A. Financial Report – Monthly Report for May

Finance Director Andre Jaeger will present the financial report for May 2020.

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

### B. Financial Management Questionnaire and Internal Controls Checklist – Annual Review

The Board is asked to acknowledge receipt of the (1) Financial Management Questionnaire–Towns and Cities; (2) Municipal Checklist for Internal Control – Part 1, Cash Controls, and (3) Municipal Checklist for Internal Control – Part 2, 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 (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 2, OTHER CONTROLS RELATING TO CASH OR RISK.**

C. FY21 Salary Increase for Non-Union Employees

The Board is asked to approve a 2% pay increase for all non-union employees for FY21 for reasons set forth in a memorandum dated June 10, 2020, from Town Manager Elwell.

**POTENTIAL MOTION: TO APPROVE A 2% PAY INCREASE FOR ALL NON-UNION EMPLOYEES FOR FY21.**

D. Deerfield Valley Communications Union District – Recommendation to Join

The Board is asked to approve the Town becoming a member of the Deerfield Valley Communications Union District and to appoint a representative and two alternate representatives.

**POTENTIAL MOTION: TO APPROVE THE TOWN OF BRATTLEBORO BECOMING A MEMBER OF THE DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT.**

**POTENTIAL MOTION: TO APPOINT ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE TOWN’S REPRESENTATIVE ON THE BOARD OF THE DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT.**

**POTENTIAL MOTION: TO APPOINT TOWN MANAGER PETER ELWELL AND PLANNING SERVICES DIRECTOR SUE FILLION AS THE TOWN’S ALTERNATE REPRESENTATIVES ON THE BOARD OF THE DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT.**

E. Municipal Center Restoration/Renovation Project

- (i) *Memorandum of Understanding with Windham and Windsor Housing Trust*
- (ii) *Authorization of Funding for Feasibility Study*

The Board is asked to authorize the Town Manager to enter into a memorandum of understanding with the Windham and Windsor Housing Trust for a feasibility study regarding the potential joint project to renovate the Brattleboro Municipal Center. The Board also is asked to authorize the expenditure of an amount not to exceed \$50,000 as a forgivable loan from the Town’s Program Income to pay for out-of-pocket expenses associated with the feasibility study.

**POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE WINDHAM AND WINDSOR HOUSING TRUST FOR THE CONDUCT OF A FEASIBILITY STUDY FOR THE MUNICIPAL CENTER RENOVATION PROJECT.**

**POTENTIAL MOTION: TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$50,000 FROM PROGRAM INCOME AS A FORGIVABLE LOAN TO THE WINDHAM AND WINDSOR HOUSING TRUST FOR OUT-OF-POCKET EXPENSES ASSOCIATED WITH THE FEASIBILITY STUDY FOR THE MUNICIPAL CENTER RENOVATION PROJECT.**

- F. Restart Vermont Grant and Loan Program –  
*Authorization of Town Participation and Use of Program Income Funds*  
The Board is asked to approve the Town’s participation in a small business COVID-19 recovery program being organized by the State of Vermont, including use of the Town’s Program Income funds.

**POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A MEMORANDUM OF INTENT WITH THE VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT FOR PARTICIPATION IN THE RESTART VERMONT GRANT AND LOAN PROGRAM.**

- G. Department of Justice COVID-19 Grant –  
*Ratification of Town Manager’s Decision to Accept and Appropriate*  
The Board is asked to ratify Town Manager Elwell’s decision to accept a grant from the U.S. Department of Justice’s Coronavirus ESF Program to the Brattleboro Police Department in the amount of \$39,730 for COVID-19 related expenses for overtime, supplies, and personal protective equipment.

**POTENTIAL MOTION: TO RATIFY TOWN MANAGER ELWELL’S DECISION TO ACCEPT AND APPROPRIATE A \$39,730 GRANT FROM THE OFFICE OF JUSTICE PROGRAMS FOR COVID-19 RELATED EXPENSES AT THE BRATTLEBORO POLICE DEPARTMENT.**

- H. Appointments for FY21  
*(i) Appointments to Fill Vacancies on Town Committees and Boards*  
*(ii) Appointments to In-House Staff Positions*

The Board’s back-up materials contain a list of applicants for various Town committees and boards. The Board will hold Interviews for the Tree Advisory Committee and the Recreation and Parks Board at the beginning of this meeting. The Board is asked to: (1) appoint members to various Town committees and boards, filling positions that either are already vacant or will become vacant on July 1, 2020, as set forth on the list contained in the Board’s back-up materials; and (2) re-appoint the following In-House Staff Positions: Town Manager Peter Elwell as Collector of Taxes for a one-year term, Public Works Director Steve Barrett as Road Commissioner for a one-year term, and Zoning Administrator Brian Bannon as Zoning Administrative Officer for a three-year term.

**POTENTIAL NOMINATIONS TO TOWN COMMITTEES AND BOARDS – TBD.**

**POTENTIAL MOTION: RE-APPOINTMENT OF TOWN MANAGER PETER ELWELL AS COLLECTOR OF TAXES FOR A ONE-YEAR TERM.**

**POTENTIAL MOTION: RE-APPOINTMENT OF PUBLIC WORKS DIRECTOR STEVE BARRETT AS ROAD COMMISSIONER FOR A ONE-YEAR TERM.**

**POTENTIAL MOTION: RE-APPOINTMENT OF ZONING ADMINISTRATOR BRIAN BANNON AS ZONING ADMINISTRATIVE OFFICER FOR A THREE-YEAR TERM.**

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