MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: June 15, 2018

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, June 19, 2018. The Board will meet in executive session at 6pm to discuss the appointment or employment 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. Second Class Liquor License – The Black Pearl, LLC, d/b/a Peter Havens Restaurant
   The Board is asked to approve a second class liquor license to allow Peter Havens Restaurant to sell wine in the space immediately adjacent to the restaurant that previously was operated as Jasmine’s Bakery. Applicant Zachary Corbin will attend the Selectboard meeting to present this request and answer questions.

   POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR THE BLACK PEARL, LLC, D/B/A PETER HAVENS RESTAURANT, AT 32 ELLIOT STREET.

8. WATER AND SEWER COMMISSIONERS

A. FY19 Utility Fund Budget – Continued Review and Possible Approval
   The Board is asked to approve the proposed FY19 Utility Fund Budget. When it first considered this proposed budget on May 1, the Selectboard made no changes to the budget but did request that a budget summary be provided in the future. Staff has included a budget summary in the Selectboard’s notebooks, along with a complete copy of the proposed budget.

   POTENTIAL MOTION: TO APPROVE THE PROPOSED FY19 UTILITY FUND BUDGET, AS PRESENTED.

B. Wastewater Treatment Plant – Repair of Recycle Water Control System
   The Board is asked to approve a sole source proposal to repair the wastewater recycling system at the wastewater treatment plant. This system allows the reuse of treated wastewater for multiple purposes at the wastewater treatment plant, as set forth more explicitly in a memorandum dated June 13, 2018, from Public Works Director Barrett. This reduces the Town’s consumption of potable water by millions of gallons...
each year – preserving a precious resource and saving a substantial amount of money. The system recently failed. It is a proprietary system and needs to be repaired by Gustavo Preston Company, Inc. The proposal from Gustavo Preston estimates the cost of this repair as $15,825 with the caveat that “if additional parts and labor will be required this estimate will need to be adjusted.”


C. Economic Development Administration Grant – Approval to Apply for 50% Funding of Potential Utility System Improvements Related to the Culture Made Vermont Project

The Board is asked to authorize Town staff to apply for a grant from the U.S. Economic Development Administration (EDA) in the amount of $420,000 to help pay for improvements to the Town’s water and sewer systems that will be needed to increase the capacity of those systems if the proposed Culture Made Vermont project moves forward. The EDA can fund up to 50% of the cost of the improvements, which are estimated to cost $840,000. More details are provided in the Selectboard’s notebooks in a memorandum dated June 12, 2018, from Assistant Town Manager Moreland.

POTENTIAL MOTION: TO AUTHORIZE TOWN STAFF TO APPLY FOR A GRANT FROM THE U.S. ECONOMIC DEVELOPMENT ADMINISTRATION IN THE AMOUNT OF $420,000 TO HELP PAY FOR IMPROVEMENTS TO THE TOWN’S WATER AND SEWER SYSTEMS RELATED TO THE PROPOSED CULTURE MADE VERMONT PROJECT.

9. UNFINISHED BUSINESS

A. Parking Matters – Schedule for Considering Capital Improvements + Parking Study Items

Per the Board’s request at the June 5 Selectboard meeting, staff has prepared a proposed schedule for consideration of numerous parking system related matters at Selectboard meetings in July and August. A memorandum dated June 13, 2018, from Assistant Town Manager Moreland sets forth that proposed schedule and also advises the Board that Town staff is moving forward with the Downtown Brattleboro Alliance toward installation of a wooden “parklet” on Main Street. The parklet will utilize one on-street parking space to allow additional bicycle parking and beautification during the warm weather months and will be removed for the winter months for safety and maintenance reasons.

NO ACTION IS REQUIRED ON THIS ITEM.
B. Resolution for Aerial Ladder Truck Financing –
Authorize Town Manager to Execute Loan Documents

Purchasing a replacement aerial ladder truck for approximately $950,000 and borrowing $500,000 of those funds from Brattleboro Savings and Loan has previously received all locally necessary approvals from the Selectboard and Representative Town Meeting. In the preparation of the loan documents, it was determined that some additional documentation and this one additional Selectboard action (approving the proposed resolution) would provide “belt and suspenders” assurance that the borrowing will qualify as tax exempt municipal financing under the applicable IRS regulations. Therefore, the Board is asked to approve the resolution.

POTENTIAL MOTION: TO APPROVE A RESOLUTION AUTHORIZING CAPITAL IMPROVEMENT BORROWING, AS PROPOSED.

10. NEW BUSINESS

Finance Director O’Connor will present the financial report for the first 11 months of FY18.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Small Business Assistant Program (SBAP) – Subordinate Loan, True North Granola
The Board is asked to approve subordination of the Town's position as a creditor to True North Granola, dropping the Town from first position to second position to allow Brattleboro Savings and Loan to assume first position. The Town has an existing SBAP loan to True North Granola (in the original principal amount of $34,000 with a balance owed of $23,060) for which all payments have been made on time. True North Granola is seeking a line of credit in the amount of $30,000 from Brattleboro Savings and Loan and the terms of that debt require that the bank be in first position. Both Town staff and the SBAP Loan Committee recommend approval of this subordination request.

POTENTIAL MOTION: TO APPROVE SUBORDINATION OF THE TOWN’S S.B.A.P. LOAN TO BRATTLEBORO SAVINGS AND LOAN’S LINE OF CREDIT AND THE FILING OF AN AMENDED U.C.C. STATEMENT ACCEPTING THAT THE TOWN WILL HAVE A SECOND POSITION LIEN ON ALL PERSONAL PROPERTY AND OTHER ASSETS ASSOCIATED WITH TRUE NORTH GRANOLA.

C. Skatepark Design – Award Bid
The Board is asked to award the contract for design services for the skatepark that is planned at Living Memorial Park. Brattleboro Area Skatepark is Coming (BASIC) has raised nearly enough money to proceed with the project. There is more than enough cash in hand to proceed with the design. The Town received 4 sealed bids for this contract. The review committee’s results and ranking are included in the Selectboard’s notebooks. The review committee and Town staff are recommending award to Stantec of Boston, Massachusetts, and Burlington, Vermont, in the amount of $42,350. As noted in a memorandum dated June 12, 2018, from Recreation and Parks Director Lolatte, there were two bids lower than Stantec’s, but those firms (1) are from Missouri and Arizona and would do most of their work remotely, (2) have less experience
building skateparks in cold climates where the design will have to endure extreme weather variations, and (3) in one case, explicitly relies on precast elements that would limit the flexibility of the design in addressing the unique characteristics of our local skatepark site.

**POTENTIAL MOTION: TO AWARD A CONTRACT FOR SKATEPARK DESIGN TO STANTEC OF BOSTON, MASSACHUSETTS, AND BURLINGTON, VERMONT, IN THE AMOUNT OF $42,350.**

D. Vermont Community Foundation Spark Grant – *Accept and Appropriate, Skatepark*

The Board is asked to accept and appropriate a $3,000 Spark! Connecting Community grant from the Vermont Community Foundation to help pay for design and construction of a skatepark at Living Memorial Park.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A $3,000 SPARK! CONNECTING COMMUNITY GRANT FROM THE VERMONT COMMUNITY FOUNDATION TO HELP PAY FOR DESIGN AND CONSTRUCTION OF A SKATEPARK AT LIVING MEMORIAL PARK.**

E. Department of Corrections Grant – *Accept and Appropriate, Brattleboro Community Justice Center*

The Board is asked to accept and appropriate a grant from the Vermont Department of Corrections to help pay the operating costs of the Brattleboro Community Justice Center (BCJC) for FY19 and FY20. This grant is in the amount of $300,000, with $150,000 allocated to each of the two fiscal years. BCJC provides restorative justice and post-incarceration re-entry services to the greater Brattleboro community. The Town provides in-kind support to BCJC by housing the BCJC offices in the Municipal Center rent-free and by acting as the fiscal agent for BCJC, all in accordance with the terms of a Memorandum of Understanding that was previously approved by the Selectboard, the BCJC Advisory Board, and the State of Vermont.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF $300,000 FROM THE VERMONT DEPARTMENT OF CORRECTIONS FOR THE BRATTLEBORO COMMUNITY JUSTICE CENTER.**

F. Rescue, Inc. – *Approve Annual Contract*

The Board is asked to approve the annual contract between the Town and Rescue Inc. The annual cost of this service is established through a formula that is intended to allocate a fair share of Rescue Inc. funding to each participating community. Brattleboro has historically received a discount but the reasons for that discount no longer exist. Therefore, in accordance with an agreement reached between Rescue Inc. and the Town in 2016, the discount is being phased out over a period of years. More details are provided in a memorandum dated June 12 from Town Manager Elwell. The cost to the Town for FY19 is $240,792.26, which is below the Town’s budget of $250,000 for these services.

**POTENTIAL MOTION: TO APPROVE THE ANNUAL CONTRACT BETWEEN THE TOWN AND RESCUE INC., AS PRESENTED.**
G. Committee Matters
(i) Appointments
(ii) Announce Vacancy on Brattleboro Housing Partnerships Board
     and Remaining Vacancies on Committees

The Board is asked to appoint members to the ADA Committee, Design Review Committee, and Energy Committee. The Board also is asked to announce new vacancies on the Brattleboro Housing Partnerships Board of Commissioners and remaining vacancies on various other committees.

POTENTIAL NOMINATIONS: TBD

PBE:ja