

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: August 14, 2020



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, August 18, 2020, at 6:15pm, on Zoom (with no physical location due to the ongoing social distancing requirements of COVID-19).

The public may join the meeting from a computer, tablet, or smartphone, using this link:
<https://us02web.zoom.us/j/86067892659>

Passcode: 12261753

You also can call in using your telephone
by dialing any of these toll-free numbers in the United States:

833-548-0282

877-853-5247

888-788-0099

833-548-0276

or you can access a list of non-toll-free numbers
for locations around the world using this link:

<https://us02web.zoom.us/j/k2Hdbk6mA>

The "Meeting ID" for this meeting is:
860 6789 2659

The meeting will be carried live on BCTV:

On Cable TV: Channel 1085 or Channel 10

Streaming Online: <https://www.brattleborotv.org/channel-10-stream>

Facebook Live: <https://www.facebook.com/brattleborotv/>

7. **LIQUOR COMMISSIONERS** – *None*

8. **WATER AND SEWER COMMISSIONERS** – *None*

9. **UNFINISHED BUSINESS**

A. Request for Proposals (RFP) for Facilitator of Community Safety Review

Town Manager Elwell will present an updated RFP. The Selectboard will be asked to approve the RFP and to invite applications from people who are interested in serving on the Community Safety Review Committee.

POTENTIAL MOTION: TO APPROVE THE RFP FOR FACILITATOR(S) OF THE COMMUNITY SAFETY REVIEW, AS PRESENTED (or as modified at this meeting).

10. NEW BUSINESS

- A. Financial Report – Monthly Report for July
Finance Director Andre Jaeger will present the financial report for July 2020.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Agricultural Advisory Committee
(i) *Review / Revise Charge and Reconsider Number of Members*
(ii) *Discuss Resilient Local Regional Food Planning Process*
(iii) *Announce Vacancies on Agricultural Advisory Committee*

The Board is asked to review and revise the charge and size of the Agricultural Advisory Committee. As set forth in the memorandum dated August 6 from Planning Director Sue Fillion and Sustainability Coordinator Stephen Dotson, the Committee was originally established in 1983 to address the concerns voiced by the local farming community. The charge of the Committee has remained unchanged over the past 30 years, but the needs of the farming community have changed, as reflected in the updated Town Plan. Additionally, the Board is asked to include a resilient food system as part of the Committee's charge. If the Board approves revising the Committee membership and its charge, the Board is then asked to announce vacancies to the Committee.

POTENTIAL MOTION: TO RECONSTITUTE THE AGRICULTURAL ADVISORY COMMITTEE TO: (1) INCLUDE 7 MEMBERS WITH TWO-YEAR TERMS, STAGGERED WITH 3 MEMBERS TERMINATING IN 2021 (FOR THE START-UP YEAR) AND 4 MEMBERS TERMINATING IN 2022; (2) ADD 3 NON-VOTING EX-OFFICIO MEMBERS FROM COMMUNITY ORGANIZATIONS WITH EXPERTISE AND/OR INFLUENCE IN FOOD SYSTEMS; AND (3) ADOPT THE REVISED CHARGE, AS PRESENTED.

- C. Local Hazard Mitigation Plan - Hazard Mitigation Committee
(i) *Expand Committee Membership*
(ii) *Announce Committee Vacancies*

The 2016 Brattleboro Local Hazard Mitigation Plan is required to be renewed in 2021. The purpose of the Plan is to identify hazards facing the town and to develop strategies for reducing risks from those hazards. In preparation for the Plan renewal, the Planning Department has begun the review process and is asking the Selectboard to reform the Hazard Mitigation Committee, as set forth in the memorandum dated July 16 from Planning Director Sue Fillion. The Planning Department proposes that the Committee be revised to consist of the following staff members (or their designees): Police Chief, Fire Chief, Director of Public Works, Planning Director, Zoning Administrator, and Town Manager. The Department also proposes expanding the committee to include a Selectboard member (1-year term), Selectboard appointed Planning Commission representative (1-year term), and two Selectboard appointed community representatives (2-year terms with one expiring in odd years and one expiring in even years). If the Board agrees to revise the committee, the Board is then asked to announce the vacancies.

POTENTIAL MOTION: TO REVISE THE HAZARD MITIGATION COMMITTEE, AS FOLLOWS: (1) TO INCLUDE THE FOLLOWING STAFF MEMBERS (OR THEIR DESIGNEES): POLICE CHIEF, FIRE CHIEF, DIRECTOR OF PUBLIC WORKS, PLANNING DIRECTOR, ZONING ADMINISTRATOR, AND TOWN MANAGER, AND (2) TO ADD A SELECTBOARD MEMBER (1-YEAR TERM), SELECTBOARD APPOINTED PLANNING COMMISSION REPRESENTATIVE (1-YEAR TERM), AND TWO SELECTBOARD APPOINTED COMMUNITY REPRESENTATIVES (2-YEAR TERMS WITH ONE EXPIRING IN ODD YEARS AND ONE EXPIRING IN EVEN YEARS).

D. Summer Paving Bids

(i) Award Bid to All States Asphalt for Project #1

(ii) Award Bid to D.M.I. Paving for Project #2

The Board is asked to award bids for two summer paving projects, as set forth in the memorandum dated August 7 from Highway/Utilities Superintendent Dan Tyler. Project #1 consists of paving Meadowbrook Road, New England Drive, and Hinesburg Road. The Board is asked to award the bid for Project #1 to All States Asphalt, Inc., of Sunderland, Massachusetts, in the total amount of \$191,524.60. Project #2 consists of paving Chestnut Hill, Acorn Lane, Preston Parking Lot, and the Police Department Driveway. The Board is asked to award the bid for Project #2 to D.M.I. Paving of Brattleboro in the total amount of \$76,890.

POTENTIAL MOTION: TO AWARD THE BID FOR SUMMER PAVING PROJECT #1 TO ALL STATES ASPHALT, INC., IN THE TOTAL AMOUNT OF \$191,524.60.

POTENTIAL MOTION: TO AWARD THE BID FOR SUMMER PAVING PROJECT #2 TO D.M.I. PAVING IN THE TOTAL AMOUNT OF \$76,890.

E. Ratify Town Manager's Decision to Apply for JAG Grant – Police Department

The Board is asked to ratify Town Manager Elwell's decision to authorize the Brattleboro Police Department to apply for an Edward J. Byrne 2020 JAG Grant funded by the Department of Justice in the amount of \$11,614. These grant funds would be used to pay for police training in accordance with the recommendations that will be forthcoming from the Community Safety Review. The application deadline was prior to the date of this meeting so Town Manager Elwell authorized the application.

POTENTIAL MOTION: TO RATIFY TOWN MANAGER ELWELL'S DECISION TO APPLY FOR AN EDWARD J. BYRNE 2020 JAG GRANT FUNDED BY THE DEPARTMENT OF JUSTICE IN THE AMOUNT OF \$11,614.

F. Announce Committee Vacancies –Town Boards and Committees

The Board is asked to announce vacancies on various Town boards and committees.

NO MOTION IS REQUIRED ON THIS ITEM.

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