

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: August 16, 2019



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, August 20, 2019. The Board will meet in executive session at 5:30pm to discuss contracts and collective bargaining agreements with employees. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

6. AWARD CEREMONY –

New England Association of Chiefs of Police, Community Policing Award

The Brattleboro Police Department placed **first** in the New England Association of Chiefs of Police community policing awards for departments in communities with a population under 15,000.

8. LIQUOR COMMISSIONERS

A. Second Class Liquor License –

Family Dollar Stores of Vermont, LLC, d/b/a Family Dollar #28626

The Board is asked to approve a second class liquor license for Family Dollar Stores of Vermont, LLC, d/b/a Family Dollar #28626, located at 895 Putney Road.

A representative from the store will be present to discuss the request.

POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR FAMILY DOLLAR STORES OF VERMONT, LLC, D/B/A FAMILY DOLLAR #28626, LOCATED AT 895 PUTNEY ROAD.

9. WATER AND SEWER COMMISSIONERS - None

10. UNFINISHED BUSINESS

A. Sustainability

(Follow-up from Representative Town Meeting and July 9 + August 6 Selectboard Meetings)

- (i) *Report on Progress in Achieving Energy Related Goals in the Town Plan*
- (ii) *Report on Progress of Implementing Recommendations in the 2016 Energy Audit*
- (iii) *Authorization to Apply to Host a Climate Change Vulnerability Assessment and Adaptation Planning Workshop*
- (iv) *Create a Staff Position and/or Invest in Other Energy Efficiency or Sustainability Purposes*

- (i) In response to a request from the Selectboard, Planning Director Sue Fillion will present the 2019 Progress Report on the Brattleboro Town Plan Energy Goals. The written report dated August 12, 2019, is included in the Selectboard's notebooks for this meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

- (ii) In response to a request from the Selectboard, Assistant Town Manager Patrick Moreland will present a status report on the progress made on energy projects recommended as a result of the 2016 energy audits performed by Margaret Dillon from Sustainable Energy Education Demonstration Services (SEEDS). The written status report dated August 12, 2019, is included in the Selectboard's notebooks for this meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

- (iii) The Board is asked to authorize the Planning Services Department to apply for the opportunity to host a climate change vulnerability assessment and adaptation planning workshop, as set forth in the memorandum dated August 12, 2019, from Planning Services Director Sue Fillion.

POTENTIAL MOTION: TO AUTHORIZE THE PLANNING SERVICES DEPARTMENT TO APPLY FOR A CLIMATE CHANGE VULNERABILITY ASSESSMENT AND ADAPTATION PLANNING WORKSHOP.

- (iv) The Board is asked to consider whether to create a Sustainability Coordinator position or to invest available funds in projects, grants, or other programs to achieve greater energy efficiency and sustainability in Town government and in the community. This is in furtherance of an action taken at Representative Town Meeting earlier this year and of the Selectboard's preliminary consideration of this matter at the July 9 Selectboard meeting.

POTENTIAL MOTION: TBD

- B. Potential Appointment of a Charter Review Commission – *Continued Discussion*
The Board is asked to consider a request submitted by Spoon Agave at the June 18 Selectboard meeting to appoint a Charter Review Commission.

POTENTIAL MOTION: TBD

- C. Ordinance Amendment – *Second Reading and Public Hearing, Appendix C, Article 3, Section 16-110, Parking Meters on Grove Street*

The Board is asked to hold a second reading and public hearing on the proposed Ordinance amendment to Appendix C (Regulations Governing the Control of Traffic) to change the time limit for parking at the two westernmost metered parking spaces on Grove Street from 30 minutes to 2 hours.

POTENTIAL MOTION: TO APPROVE THE AMENDMENT TO APPENDIX C OF THE BRATTLEBORO CODE OF ORDINANCES (REGULATIONS GOVERNING THE CONTROL OF TRAFFIC), AS PRESENTED.

11. NEW BUSINESS

A. Financial Report – Monthly Report for July

Town Manager Elwell will present the financial report for July 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Public Art Proposals

(i) *RTM Funding for Art – Proposed Public Art Project Competition*

(ii) *FEET (Frost, Elliot, Elm Triangle) Project – Mural on Elliot Street*

- (i) The Board is asked to review a Town Arts Fund Proposal from a citizen-formed working group for a potential public art project competition using the \$15,000 that was voted by Representative Town Meeting earlier this year.

POTENTIAL MOTION: TBD

- (ii) The Board is asked to consider (and possibly approve) a community mural proposed by the FEET (Frost, Elliot, Elm Triangle) Neighbors. The project is meant to beautify the neighborhood and promote community spirit. As set forth in the memorandum dated August 14, 2019, from Executive Secretary Jan Anderson, FEET was unable to first obtain approval from the Town Arts Committee because the Arts Committee will not meet until after the Selectboard meeting, and (if the project is approved) a block party to complete the mural is proposed for September 8. Members of FEET Neighbors will be present to discuss the project.

POTENTIAL MOTION: TO AUTHORIZE THE FEET NEIGHBORS TO PAINT A MURAL ON THE RETAINING WALL AT THE WEST END OF ELLIOT STREET, AS PRESENTED.

C. Small Business Assistance Loan Program

(i) *Northeast Processing LLC – \$70,000 for Expansion of Business*

(ii) *George J. Brooks Florist, LLC – \$45,000 of Reserve Capital for Business Expenses*

The Board is asked to approve two Small Business Assistance Program (SBAP) loans, both of which have been approved by the SBAP loan committee, as set forth in the memorandum dated August 9, 2019, from Grants Manager Kim Ellison.

- (i) **POTENTIAL MOTION: TO APPROVE A \$70,000 SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO NORTHEAST PROCESSING, LLC, IN ACCORDANCE WITH THE TERMS AND CONDITIONS APPROVED BY THE SMALL BUSINESS ASSISTANCE PROGRAM LOAN COMMITTEE.**

- (ii) **POTENTIAL MOTION: TO APPROVE A \$45,000 SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO GEORGE J. BROOKS FLORIST, LLC, IN ACCORDANCE WITH THE TERMS AND CONDITIONS APPROVED BY THE SMALL BUSINESS ASSISTANCE PROGRAM LOAN COMMITTEE.**

D. Request for “Declaration of Climate Emergency”

A citizen group has asked the Board to adopt a Declaration of Climate Emergency. The group initially presented a proposed “Declaration of Emergency” document at the August 6 Selectboard meeting. A revised document was submitted to the Town on August 15. Both documents are included in the Selectboard’s notebooks for this meeting. It is anticipated that members of the citizen group will be present at the August 20 meeting to discuss this matter.

POTENTIAL MOTION: TBD

E. Recreation and Parks Mowers – Bid Award

The Board is asked to award a bid to Gary’s Power Equipment of Winchester, New Hampshire, in the amount of \$17,000 for a zero-turn mower and a walk-behind mower for the Recreation and Parks Department, as set forth in the memorandum dated August 15, 2019, from Recreation & Parks Director Carol Lolatte.

POTENTIAL MOTION: TO AWARD A BID TO GARY’S POWER EQUIPMENT IN THE AMOUNT OF \$17,000 FOR A ZERO-TURN MOWER AND A WALK-BEHIND MOWER FOR THE RECREATION AND PARKS DEPARTMENT.

F. Police Department Carport Project – Bid Award

The Board is asked to award a bid to GPI Construction of Brattleboro in an amount not to exceed \$149,304 for construction of a carport at the Brattleboro Police Department, as set forth in the memorandum dated August 14, 2019, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO AWARD A BID TO G.P.I. CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$149,304 FOR CONSTRUCTION OF A CARPORT AT THE BRATTLEBORO POLICE DEPARTMENT.

G. Police Vehicles – State Contract

The Board is asked to authorize the purchase of two police vehicles (2020 Ford Explorer Interceptors) from Formula Ford of Montpelier, Vermont, for the total price of \$60,200 (reflecting the State Contract bid price of \$33,600 per vehicle minus a trade-in credit of \$7,000 for two 2014 Ford Explorers), as set forth in the memorandum dated August 9, 2019, from Police Chief Michael Fitzgerald.

POTENTIAL MOTION: TO AUTHORIZE THE PURCHASE OF TWO 2020 FORD EXPLORER INTERCEPTORS FROM FORMULA FORD FOR THE TOTAL PRICE OF \$60,200.

H. Police Equipment – IDEMIA Fingerprint Scan (Morpho-Trac) – State Contract

The Board is asked to authorize the purchase of a replacement Fingerprint Scanning / Photograph Machine from IDEMIA for the State Contract bid price of \$24,030, as set forth in the memorandum dated August 9, 2019, from Police Chief Michael Fitzgerald.

POTENTIAL MOTION: TO AUTHORIZE THE PURCHASE OF A FINGERPRINT SCANNING / PHOTOGRAPH MACHINE FROM IDEMIA FOR \$24,030.

- I. Vermont Department of Corrections Grant – Accept and Appropriate Grant for Brattleboro Community Justice Center
The Board is asked to accept and appropriate a \$20,000 grant from the Vermont Department of Corrections to provide supplemental FY20 funding for the Brattleboro Community Justice Center (BCJC), as set forth in the memorandum dated August 2, 2019, from Grants Manager Kim Ellison.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$20,000 GRANT FROM THE VERMONT DEPARTMENT OF CORRECTIONS TO PROVIDE SUPPLEMENTAL FY20 FUNDING FOR THE BRATTLEBORO COMMUNITY JUSTICE CENTER.

- J. Long Term Financial Plan – 2019 Update
Town Manager Elwell will present the updated Long Term Financial Plan (LTFP). The LTFP is a 5-year forecast of the Town's General Fund budget that is intended to provide a longer term context for the discussions and decisions in the upcoming FY21 budget process.

NO ACTION IS REQUIRED ON THIS ITEM.

- K. Committee Appointments
The Board is asked to appoint new members to the Town Arts Committee, Brattleboro Housing Partnerships Board of Commissioners, and Tree Advisory Committee.

POTENTIAL NOMINATIONS:

KAY CURTIS TO THE ARTS COMMITTEE

ELIZABETH HARRISON TO THE BRATTLEBORO HOUSING PARTNERSHIPS BOARD OF COMMISSIONERS

MARY HENINGER TO THE TREE ADVISORY COMMITTEE

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